



**City of Englewood**  
**Community Development Department**  
**1000 Englewood Parkway**  
**Englewood, CO 80110**  
**303-762-2342**  
**www.Englewoodgov.org**

**PLANNED UNIT DEVELOPMENT (PUD)  
CHECKLIST**

Only **complete** applications will be accepted.  
 Please use the following Checklist to complete your application.

Applicant √	City √	Checklist Items
		<b>Pre-application</b> meeting with Community Development held on:
		<b>Pre-application</b> Neighborhood Meeting held on:
		<b>Application Form</b>
		<b>Completed Checklist</b> (this form)
		<b>Letter of Authorization</b> (if applicant is not the property owner)
		<b>Documentation</b> of legal interest in the property
		<b>Fees</b>
		Application Fee (payable to City of Englewood)      \$1,500.00 <b>(Non-Refundable)</b>
		Recording Fee (payable to Arapahoe County Clerk)      \$    TBD    (Due at recording)
		<b>PUD Documents</b>
		Size: <b>24" x 36" FOLDED</b>
		Number of Copies for initial submittal: <b>10</b> (Additional copies may be requested for larger or more complex projects.)
		Font size and type: legible when reduced to 1/2 sized format
		Written and graphic scale - Not less than one inch per fifty feet (1" = 50')
		North arrow
		<b>PUD District Plan</b> (Insert as first sheet of PUD document)
		Name and address of the PUD
		Principals: Names, addresses, telephone numbers and e-mail addresses of the applicant, owner, developer and designer of the development
		Vicinity map
		Sheet index
		Legal description of property proposed for development
		Signature blocks (per City format; located on right edge of sheet)
		Title block (per City format; located in lower right corner of sheet)
		Survey prepared by a Colorado registered Professional Land Surveyor
		A description of the property location and an identification of the primary developments, sensitive areas and other surroundings uses, features and major transportation networks in the immediate vicinity of the property
		Adjacent streets and proposed points of access
		Existing zoning & land use for properties within three hundred feet (300') of all property boundary lines of subject property

*Avoid delays - Submit a complete application!*

		Location and area of proposed land uses, including private, public and quasi-public facilities; for plans with multiple uses, applicant shall provide a land use schedule listing permitted land uses
		Maximum heights allowed for structures
		Parking ratios for allowed uses (list if surface or structured parking)
		Maximum allowed density of the site, including limits on individual uses
		A description of parks, recreation and open space features and major amenities proposed, including the location and area of open space and recreation areas
		General intent of landscape areas, including percent dedicated to natural and landscaped areas, and transitional buffer areas
		Location of existing bus stops, bike paths and pedestrian networks
		Existing topography of the land and existing natural features, together with areas subject to 5-year and 100-year flooding
		Location of any easements on the property
		Conceptual layout of utilities and storm sewer systems
		Architectural design concepts and development standards. Include allowed and prohibited materials, standards for articulation and streets facing façades, and minimum transparency for building elevations.
		Minimum perimeter setbacks, other setbacks or “build-to” lines as appropriate
		Traffic Impact Study (2 copies)
		A statement of the proposed PUD and the market which it is intended to serve, its relationship to the Comprehensive Plan, and how the design and architectural concept of the proposed PUD will relate to adjacent property.
		Other information deemed necessary, reasonable and relevant to evaluate the application as determined by the City Manager or designee, Planning and Zoning Commission, or City Council.

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		<b>Planned Unit Development Site Plans</b> (subsequent sheets of PUD documents)
		Survey prepared by a Colorado registered Professional Land Surveyor
		Structure footprints, locations, gross floor area, building heights, and dimensioned setbacks from streets as well as other structures and features
		Sight lines and shadow studies
		Locations of new streets, curb cuts, and parking areas. Circulation systems shall be designed to connect with existing or planned street networks.
		Location of sidewalks, pathways, bus stops, plazas, with materials, designed to connect with existing or planned sidewalks and pathways.
		Drainage features including retention and detention areas
		Grading plan showing existing and proposed grades
		Location, dimensions and descriptions of all utility easements
		Parking areas and circulation plan for parking areas or structures
		Location and amount of bicycle parking
		Loading and trash areas
		A list of allowed uses with associated density limits
		Location of parks, open space and recreation facilities including locations of play areas and other recreational areas shown on the PUD District Plan
		Landscaping plan listing quantities, plant types, common name, minimum size at planting, and area calculations for required and provided landscape area
		Fences, walls or year-round natural screen planting and landscaping
		Site lighting elements, street and pedestrian lights and other lighting elements
		5-year and 100-year flood zones, detention and retention areas and provisions for controlled release of water from detention areas following a major storm
		Site signage locations
		Location of public amenities, including public art
		Concept building elevations showing how the design standards in the PUD District Plan will be implemented, demonstrating how the proposed PUD uses and structures relate internally, and/or to the neighboring properties
		Other information deemed necessary, reasonable and relevant to evaluate the application as determined by the City Manager or designee, Planning and Zoning Commission, or City Council.
		<b>ALTA/ACSM Land Title Survey</b> (Insert as last sheet of PUD document)
		<b>Other Documents:</b> Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		<b>Drainage Report</b> 2 copies
		<b>Traffic Study</b> 2 copies
		<b>Additional material/information</b> as requested by City Manager or Designee
	<b>Note:</b>	<b>Additional copies</b> may be required for: <ul style="list-style-type: none"> <li>▪ Resubmittals</li> <li>▪ Outside agency referrals</li> <li>▪ Planning and Zoning Commission Public Hearing</li> <li>▪ City Council 1<sup>st</sup> Reading</li> <li>▪ City Council Public Hearing</li> </ul>

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