

# Planned Unit Development (PUD) Complete Submittal Checklist

Project Name: Montava PUD Master Plan

Applicant Name: Max Moss, HF<sub>2</sub>M - Angela Milewski, BHA

**Office Use Only:**

Project Type: \_\_\_\_\_ Project Number (if assigned): \_\_\_\_\_

New Submittal     Revision    Review Round \_\_\_\_    Submittal Date: \_\_\_\_\_

Staff Review Meeting Date: \_\_\_\_\_ Staff Coordinator: \_\_\_\_\_

All checklist items are required unless city staff indicates an item is (W) waived, (D) eferred, (N) ot Applicable or already (R) eceived. This checklist must be reviewed, completed and accepted by staff prior to project routing. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise. Please note that all application materials, once submitted, become a matter of public record.

## Paper Copies:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input checked="" type="checkbox"/>	One paper copy of this checklist, completed and signed by applicant	Development Review Coordination staff 970-221-6689
	<input checked="" type="checkbox"/>	One signed paper copy of Development Application Form	<a href="#">Application Form.pdf</a>
	<input checked="" type="checkbox"/>	One signed paper copy of Transportation Development Review (TDR) Application and Fee	<a href="#">TDR Fees and Application.pdf</a> Contact Engineering at 221-6605 for TDR fee information
	<input checked="" type="checkbox"/>	Check for the above application forms payable to the "City of Fort Collins" (fees may be consolidated into one check)	Development Review Coordination staff 970-221-6689

## Electronic Copies:

All copies must be provided on a flash drive or CD

### 1) General Information:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input checked="" type="checkbox"/>	Affected Property Owner (APO) Notification List (following the notification boundary provided by City staff)	Section 2.2.6 (D)
	<input checked="" type="checkbox"/>	Conceptual Review (CR) or Preliminary Development Review (PDR) comment response letter; or for resubmittals include a comment response letter from the prior round of review	Development Review Coordination staff 970-221-6689

<input checked="" type="checkbox"/>	Project Information and Design Narrative (see Submittal Requirement notes)	<a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a>
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## 2) Planning Submittal Package:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input checked="" type="checkbox"/>	Title Block information on all plan sheets	
	<input checked="" type="checkbox"/>	PUD Cover Page, including:	
	<input checked="" type="checkbox"/>	a. Title Block	
	<input checked="" type="checkbox"/>	b. PUD Land Use Table	
	<input checked="" type="checkbox"/>	c. Sheet Index	
	<input checked="" type="checkbox"/>	d. Signature Blocks	
	<input checked="" type="checkbox"/>	e. PUD Site Plan Notes	
	<input checked="" type="checkbox"/>	f. PUD Site Location Map	
	<input checked="" type="checkbox"/>	g. PUD Legal Description	
	<input checked="" type="checkbox"/>	PUD Master Plan Context Diagram(s), Overall Site Plan, Detailed Site Plan Sheets (as necessary) and anticipated Development Phasing Plan (if a multi-phase project)	
	<input checked="" type="checkbox"/>	PUD Design Narrative	
	<input checked="" type="checkbox"/>	PUD Master Plan Standards A written description of proposed PUD Master Plan design standards, in booklet form or incorporated into plan sheets. See detailed description of requirements included in the notes below).	→ "land use table" information
	<input checked="" type="checkbox"/>	Description of requested Modifications of Standard and/or Engineering Variances. Please include details of items replaced in LCUASS.	

n/a

## 3) PUD Subdivision Plat (if requested):

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	An overall PUD subdivision plat of the site at an appropriate scale on one or more sheets, with outer dimensions printable at 24" x 36" and appurtenant documents prepared according to the requirements described in the submittal requirements.  The plat must conform to the subdivision requirements of the	<a href="#">LUC Division 3.3 – Engineering Standards</a>

		City, except as waived by the approved project development plan for the development. Final Plan review and subdivision plat approval, and complete execution, together with all necessary certifications, shall be required before filing of the subdivision plat or issuance of building permits.	
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#### 4) Preliminary Engineering Plans:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input checked="" type="checkbox"/>	Overall Drainage Plan	<a href="#">Utility Plans Checklist.pdf</a>  City Contact: Development Review Coordination staff 970-221-6689
	<input checked="" type="checkbox"/>	Overall Utility Plan	
	<input checked="" type="checkbox"/>	Overall Street Plan, including list of proposed street types with Right-of-Way (ROW) and roadway (back-of-curb to back-of-curb) widths identified, with references to any proposed PUD standards related to street design.	

#### 5) Preliminary PUD Overall Drainage Report:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input checked="" type="checkbox"/>	Detention Requirements and Calculations	<a href="#">Stormwater Criteria Manual</a> Resource Page  <a href="#">Stormwater Criteria Manual Appendices:</a> A. Required Submittal Content B. Stormwater Facilities Landscape Standards C. LID Implementation D. Erosion Control Guidance E. Erosion Control Construction Measures Fact Sheets F. Erosion Control Construction Measures Standard Notes  City Utilities: <a href="#">Development Forms, Guidelines &amp; Regulations</a>  City Contact: Development Review Coordination staff 970-221-6689
	<input checked="" type="checkbox"/>	Offsite Flows (if applicable)	
	<input type="checkbox"/>	Floodplain Zone (if applicable) <i>n/a</i>	
	<input checked="" type="checkbox"/>	Hydraulic Calculations	
	<input checked="" type="checkbox"/>	Detention Basin Calculations	
	<input checked="" type="checkbox"/>	Standard Water Quality and LID Calculations	
	<input checked="" type="checkbox"/>	Include Drainage Plan or Exhibit in the report	

## 6) Reports and Supporting Documents:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
X	Meeting Date: _____	<b>Building Services:</b> <b>(ITEM REQUIRED WITH INITIAL SUBMITTAL ONLY)</b> Confirmation of completed Pre-Submittal Code Review Meeting with Building Services, required for all new construction projects (except individual single family detached residences and tenant finishes). For questions, or to schedule this meeting call 970-416-2748.	Please Note: <a href="#">Building Permits will not be reviewed until Development Plan review process is completed</a>  <a href="#">Building Codes and Standards</a>  <a href="#">Building Permit Fees</a>
	<input checked="" type="checkbox"/>	<b>Traffic Operations:</b> PUD Overall Transportation Impact Study (TIS). TIS must be scoped with Traffic Operations staff. If Traffic Operations waives the traffic study, staff will provide waiver indication with initial submittal.	<a href="#">Larimer County Urban Area Street Standards – Chapter 4</a>  City Contact: Traffic Operations 970-221-6630
	<input checked="" type="checkbox"/>	<b>Development Review Engineering:</b> a) Soils Report – in conformance with the Larimer County Urban Area Street Standards	<a href="#">Larimer County Urban Area Street Standards</a>
D	<input type="checkbox"/>	b) Subsurface Hydrologic Study	
	<input type="checkbox"/>	c) Signed letters of intent ( <u>required before scheduling PUD hearing</u> ) from impacted off-site property owner(s) indicating generating agreement and that all required off-site easement and off-site rights-of-way can be finalized in conjunction with the final development plan submittal <i>n/a later</i>	City Contact: Engineering Development Review 970-221-6605
D	<input type="checkbox"/>	d) Draft legal descriptions for accompanying deeds of dedication by separate document	<a href="#">Easement and Right-of-Way Dedication Process</a>
D	<input type="checkbox"/>	e) Draft legal descriptions for accompanying easement vacation request by separate document	<a href="#">Vacation of Easements Process</a>
	<input checked="" type="checkbox"/>	a) Engineering or Utility Variance Requests (City review and approval required prior to scheduling hearing, may be incorporated into Design Standards, see notes below)	<a href="#">Larimer County Urban Area Street Standards</a>
	<input checked="" type="checkbox"/>	<b>Environmental Planning:</b> a) Ecological Characterization Study (ECS) If an ECS is required, this must be submitted at least ten days prior to the PUD development review application. A copy shall also be submitted at the time of the application with this checklist. b) Phase I and/or Phase II Environmental Site Assessment (ESA). If an ESA is required, this must be submitted with the PUD development review application and/or prior to PUD submittal application.	Submittal Requirements Section J, Section H  <a href="#">LUC Section 3.4.1</a>
		Other Information and Data as the Director may require for the full and complete consideration of the development: (to be completed by staff); <i>1) Vested Property Rights Request</i>	City Contact: Development Review Coordination 970-221-6689



