Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

PUD PLAN (PUD ZONE DISTRICT) CHECKLIST

Project Name:_____**Case No.:**_____

Please note that unless a requirement is waived in writing, an application missing any of the items below will be considered incomplete and will not be processed.

Pre-Application Meeting

- ❑ Highly recommended with a member of the Planning staff at least two weeks prior to plan submittal.

Executed Forms

- ❑ Development Application – Original, Signed by Owner and Notarized
- ❑ Certificate of Notice For Owner of Severed Mineral Estates - Original, Signed and Notarized

Current Proof of Ownership

- ❑ Title Commitment - Current within 60 days from date of application

Fee for Processing, Noticing and Recording. Check made payable to: The City and County of Broomfield

- ❑ If less than 10 acres = $250
- ❑ If more than 10 acres = $650, plus $10 per additional acre
- ❑ Notice and Publication Fee = $100

PUD Plan – Minimum / Initial Requirements (Refer to Broomfield Municipal Code Chapter 16-16 and 17-38)

- ❑ Plans - 3 sets (24" x 36") - Each set stapled and folded to 8.5" x 11"
- ❑ Plans - 20 sets (11" x 17") - Each set stapled and folded to 8.5" x 11"
- ❑ Electronic Copy of Plan (all sheets) – Provide on Computer Disk or DVD (Auto Cad v. 13 through 2005)

Supplemental Submittal Requirements

- ❑ Completed Open Lands Tracking Form - See attached form.
- ❑ Color Site Data Graphic (8.5" x 11") - Show the acres (or square feet if more appropriate) and percentage of the proposed land uses graphically within the site boundary. Refer to attached example or separate link on the Planning web page.
- ❑ Legal Description – Provide on disk (Word) if longer than one page
- ❑ Land Use Data - On a separate 8.5" x 11" sheet, provide the following data for residential projects:
  - Minimum, maximum and average lot sizes and unit sizes; density; and projected selling price or price range of homes.

Preliminary Reports and Studies

- ❑ Utility Report – 4 copies
- ❑ Drainage Report – 3 to 4 copies (consult with Planner)
- ❑ Traffic Analysis Report – 3 copies
- ❑ Geotechnical Study (Including Earthen Cut and Fill Investigation Report) – 2 copies

The following items may be required - Verify with planner

- ❑ Environmental Assessments & Open Lands/Trails Analysis - 2 to 3 copies (consult with Planner)
- ❑ Oil and Gas Well Abandonment Report – 2 copies

Refer Broomfield Municipal Code Section 17-52 regarding public notice requirements.

To be completed by Planning Division:

❑ APPLICATION COMPLETE AND ACCEPTED

❑ DATE:_____