Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

TEXT AMENDMENT CHECKLIST
FOR A PLANNED UNIT DEVELOPMENT PLAN (PUD) OR SITE DEVELOPMENT PLAN (SDP)
IN A PUD ZONE DISTRICT

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

Please note that 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 – Verify Signed by Owner and Notarized
- ❑ Certificate of Notice For Owner of Severed Mineral Estates - Verify Box Checked & 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

FOR A PUD PLAN TEXT AMENDMENT:

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

FOR AN SDP PLAN TEXT AMENDMENT:

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

PUD Text Amendment – Minimum / Initial Requirements
(Refer to attachment - Broomfield Municipal Code Chapter 16-16 and 17-38 and consult with Planner)

- ❑ Executed Text Amendment - see attached example. The amendment may be revised during the review process. The revised plan will need to be re-executed.
- ❑ Accompanying Reference Plan(s) if applicable - 20 sets in an 8 1/2" X 11" size sheet
- ❑ Legal Description – Provide on disk (Word) if longer than one page

Continued on Page 2…

TEXT AMENDMENT CHECKLIST (Continued)

Reports and Studies – The applicant may request that one or more of these reports be waived by the City Engineer. The applicant should submit a request and justification in writing. The justification will be considered as part of the review process. Please consult with a planner to confirm the appropriate number of copies needed for each report.

- ❑ Drainage Report – 3 copies
- ❑ Utility Report – 3 or 4 copies
- ❑ Traffic Analysis Report – 3 copies
- ❑ Geotechnical Study – 2 copies
- ❑ Earthen Cut and Fill Investigation Report – 2 copies

The following items may be required - Verify with planner

- ❑ Wildlife Assessment and Relocation Study – 3 copies
- ❑ Oil and Gas Well Abandonment Report – 2 copies
- ❑ Open Lands Tracking Form – 2 copies

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

To be completed by Planning:

❑ APPLICATION COMPLETE AND ACCEPTED

❑ DATE:_____