Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

SITE DEVELOPMENT 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
- ❑ Owner/Developer Information Form for Subdivision Improvement Agreement (SIA) - 3 copies
  (If a concurrent Final Plat application is made with this SDP, please submit the Information Form with the Final Plat application documents.)
  - ❑ Proof of Ownership such as a Title Commitment - 1 copy
  - ❑ Exhibit A (Legal Description) - 3 copies
  - ❑ Exhibit B (Final Plat) - 3 copies
  - ❑ Exhibit C (Itemized List of Public Improvements and Estimated Costs) - 3 copies
- ❑ Certificate of Notice For Owner of Severed Mineral Estates - Original, Signed and Notarized

Current Proof of Ownership (This is in addition to requirement for SIA.)

- ❑ 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

Site Development Plan – Minimum / Initial Requirements (Refer to Broomfield Municipal Code Chapter 17-38.)

- ❑ Plans - 5 sets (24” x 36”) - Stapled and folded to 8.5" x 11" size
- ❑ Plans - 25 sets (11" x 17") - Stapled and folded to 8.5" x 11" size
- ❑ Color Plans - 2 sets (11" x 17") - The color plans should include:
  - Combined site and landscape plan
  - Building elevations
  - Two eye-level, three-dimensional perspectives of the proposed development to convey the sense of scale, setbacks, etc. The perspectives should be generated from still images and should show adjacent context (buildings, etc.) where applicable.

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SITE DEVELOPMENT PLAN CHECKLIST **(Continued)**

Supplemental Submittal Requirements

- ❑ Completed Open Lands Tracking Form – 2 copies
- ❑ 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 available on the Planning web page.
- ❑ Legal Description – Provide on disk (Word 6.0) 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.
- ❑ Electronic Copy of SDP (all sheets) – Provide on Computer Disk or DVD (Auto Cad v.13 through 2005)

Final 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 Assessment & Open Lands/Trails Analysis – 2 to 3 copies (consult with planner)
- ❑ Evidence of existence and status of organization for maintenance of private common areas (i.e., CC&Rs)
- ❑ Oil and Gas Well Abandonment Report – 2 copies
- ❑ Photometrics Plan – part of SDP plan set
- ❑ Address Plat (if not already provided with Final Plat) – typically 3 sets (consult with Planner on plan size)

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

To be completed by Planning:

- ❑ APPLICATION COMPLETE AND ACCEPTED
- ❑ DATE:_____