

Purpose of Checklist

This checklist will help to assure that your submitted plan is consistent with City of Centennial regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom and submit it with your application and submittal materials.

Purpose of Preliminary Development Plan

A Preliminary Development Plan (PDP) is the first step in establishing land uses and citing restrictions for a parcel of land. The uses and citing restrictions permitted by the PDP set the general parameters with which the development must comply. The uses, minimums and maximums provided in the PDP will be reviewed at the Final Development Plan (FDP) stage to further determine the appropriateness for the particular site and neighborhood. Once a PDP has been approved a FDP which complies with the terms, conditions and requirements of the approved PDP must be submitted and approved prior to the issuance of building permits for improvements to any site or sites within the project covered by the PDP.



Preliminary Development Plan Checklist

Preliminary Development Plan Checklist

Please check off the following items to assure your application is complete. Sign and submit this checklist with your application.

Applicant Staff

		Title, including project name, type of application (Preliminary Development Plan), legal description of the subject property
		Date of the drawing, scale and north arrow
		Lettering for all plans needs to be upper case sans serif
		All Standard Notes and Certificates required by City Staff shall be included on the Plan as described in the City of Centennial Land Development Code. Any modifications to these notes must be approved by the City Attorney. All notes not meeting these specifications shall be removed
		Vicinity map (scale of 1"=2,000') with north arrow with an emphasis on the major roadway network within one (1) mile of the proposal and jurisdictional boundaries
		A chart describing the proposed zoning development criteria, including setbacks, distances between structures, maximum building heights, open space, maximum lot coverage of structures, parking ratios, proposed densities of the development at full build-out in residential units per gross acre and/or non- residential gross floor area ratios (F.A.R.). Proposed land uses for the entire plan, the total square footage and acreage of each use, and the percentage of the entire plan of each use, and any other criteria, as appropriate
		If the application is a PDP Amendment, a chart comparing the criteria (as listed above) on the latest approved Preliminary Development Plan with the criteria as proposed by the Amendment
		Existing zoning and densities (or, in the case of non-residential zoned properties, approved floor area ratios) of adjacent properties
		Existing land uses and densities that are requested to continue until development. Specify requested duration of existing uses
		Proposed general locations of structures and parking, if known
		Proposed criteria for signage types, locations and maximum dimensions. (If not stated, the Sign Code contained in the Land Development Code shall govern)
		Estimated size and general location of public sites
		Existing and proposed right(s)-of-way widths for all existing/proposed internal and external roadways
		Existing and proposed public and/or private roadways and their conceptual points of access to adjacent and/or external roadways
		Existing topography with contour intervals of two feet (2') or less, tied to U.S.G.S. or other acceptable datum, extending 100 feet beyond the boundary line
		Owner(s) of Record signature block, and notary

Preliminary Development Plan Checklist

		Planning Commission recommendation signature block, City Council signature block and Recorder's certificate
		Additional information may be requested by the Planning and Development Department, as appropriate to the request, and information required above may be waived by the Director of Planning and Development if it is deemed to be inappropriate to the request

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by the City of Centennial, and that all documents provided have been submitted in accordance with the requirements and guidelines of the City of Centennial.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date

**Preliminary Development Plan
Submittal Checklist
(Use for Conventional Rezoning)**

Purpose of Checklist

This checklist will help to assure that your submittal is consistent with City of Centennial regulations. On the attached checklist, please check the box when the materials have been provided. When all items are supplied, please read and sign the checklist at the bottom and submit it with your application and submittal materials.

The following are the minimum submittal requirements for a Preliminary Development Plan. Please check off the following items to assure your application is complete.

Planning Packet (2 Complete Sets)

Applicant Staff

Applicant	Staff	
		Completed and signed application form
		Required fees and fee sheet (fees determined by staff)
		Written Letter of Intent
		Latest Final Plat (if platted)
		Latest PDP (if amending or replacing another PDP)
		Any waiver requests
		Title Commitment within 90 days (including B-2 exceptions)
		Copies of all recorded documents cited in the B-2 exceptions from the Title Commitment
		Certificate of Taxes paid
		Notarized Letter of Authorization
		Pre-submittal notes
		24" x 36" Plan. See attached PDP Plan Checklist and template for requirements
		PDP Plan Checklist signed

Preliminary Development Plan Submittal Checklist

Engineering (2 Complete Sets)

Applicant Staff

Applicant	Staff	
		Written Letter of Intent
		Phase I Drainage Study
		Any waiver requests
		Latest Final Plat (if platted)
		Latest PDP (if amending or replacing another PDP)
		Pre-submittal notes
		Traffic Impact Study
		24" x 36" Plan. See attached PDP Plan Checklist and template for requirements

Traffic Packet (1 Complete Set)

Applicant Staff

Applicant	Staff	
		Written Letter of Intent
		Traffic Impact Study
		Any waiver requests
		Latest Final Plat (if platted)
		Latest PDP (If amending or replacing another PDP)
		Pre-submittal notes
		24" x 36" Plan. See attached PDP Plan Checklist and template for requirements

Southeast Metro Stormwater Authority (SEMSWA) (1 Complete Set)

Applicant Staff

Applicant	Staff	
		Written Letter of Intent
		Phase I Drainage Report
		Any waiver requests
		Latest Final Plat (if platted)
		Latest PDP (If amending or replacing another PDP)
		Pre-submittal notes
		24" x 36" Plan. See attached PDP Plan Checklist and template for requirements

Preliminary Development Plan Submittal Checklist

City Attorney (1 Complete Set)

Applicant Staff

		Written Letter of Intent
		Any waiver requests
		Title Commitment within 90 days (including B-2 exceptions)
		Copies of all recorded documents cited in the B-2 exceptions from the Title Commitment
		Pre-submittal Notes
		Certificate of Taxes paid
		Notarized Letter of Authorization
		Architectural, Landscape and Signage Guidelines
		Latest Final Plat (if platted)
		Latest PDP (If amending or replacing another PDP)
		24" x 36" Plan. See attached PDP Plan Checklist and template for requirements

**NOTE: YOU MUST BRING THIS MATRIX
WHEN YOU SUBMIT YOUR APPLICATION**

STAFF WILL NOT ACCEPT APPLICATION MATERIALS THAT ARE NOT COLLATED AND FOLDED.

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by the City of Centennial, and that all documents provided have been submitted in accordance with the requirements and guidelines of the City of Centennial.

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Signature

Date