

Purpose of Planned Unit Development (PUD)

A Planned Unit Development (“PUD”) application is the first step in establishing land uses, siting restrictions, lot coverage, landscape surface ratio, and/or other restrictions. The purpose of the planned unit development district is to allow for the development of substantial parcels of land for large-scale or unique development concepts not otherwise permitted within a standard zone district. Once a PUD application has been approved, a site plan which complies with the terms, conditions and requirements of the approved PUD application 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 PUD.

Instructions

This checklist will help ensure that your submittal is consistent with City of Centennial regulations. The following items **MUST** be included with your 1st submittal in order for it to be considered complete. If you are missing any required items then Staff may reject your submittal.

Provided

	<p>Letter of Intent and Request Justification. The letter of intent shall include a zoning request statement, which shall include:</p> <ol style="list-style-type: none"> a. The current zoning classification of the subject property and justification for the establishment of a PUD zone district in lieu of a standard zone district. b. Justification for the request in terms of Comprehensive Plan or Sub-Area Plan consistency or implementation. c. A detailed narrative describing how the proposed PUD will meet or exceed the minimum requirements set forth in Section 12-14-903(C) and the other approval standards of this Section. <p>The letter shall also address all PUD Approval criteria in Sec. 12-14-903(I) and Rezoning Approval criteria in Sec. 12-14-604(F) of the LDC.</p>
	A Preliminary Development Plan (“PDP”) exhibit (see AutoCAD template and detailed checklist)
	Notarized Letter of Authorization from the landowner permitting a representative to process the application on their behalf
	Title Commitment, dated within 90 days, including B-2 exceptions (IMPORTANT: Must include hyperlinks for copies of all recorded documents cited in B-2 exceptions)
	Certificate of Taxes Due (request from Arapahoe County Treasurer’s Office directly by completing the form at the following link and emailing it to CTDRequests@arapahoegov.com : https://www.arapahoeco.gov/your_county/county_departments/treasurer/property_tax_information/request_for_certificate_of_taxes_due_(ctd).php)
	If the application involves public improvements:

	<p>Preliminary construction plans for the proposed public improvements including street plan and profile sheets, storm drainage improvements plans and other improvements, prepared in accordance with the Roadway Design & Construction Standards Manual.</p> <p>A preliminary pavement design report, prepared in accordance with the Roadway Design & Construction Standards Manual.</p>
	Traffic Impact Study or Traffic Memo (if requested by Traffic, see Engineering notes)
	<p>Community Participation Report (if Community Meeting was required)</p> <p>The applicant shall include a written Community Participation Report on the results of their citizen participation effort, which shall be reviewed and confirmed by the Director. The Community Participation Report will be attached to the Director's recommendation on the application. At a minimum, the report shall include the following information:</p> <ol style="list-style-type: none"> 1. Dates and locations of all meetings where residents were invited to discuss the applicant's proposal; 2. Copies of the sign-in sheets or attendance summary; 3. A summary of concerns, issues and problems expressed by participants, including: <ol style="list-style-type: none"> a. How the applicant has addressed the issues identified; and b. A statement regarding issues that cannot or should not be addressed and why the issues cannot or should not be addressed. 4. If the applicant proposes to conduct additional meetings, a proposed schedule for notices, meetings, and additional Community Participation Reports.

PUD Plan Checklist

Please check off the following items to ensure your application is complete.

Provided	<p>PDP Exhibit. An original drawing (in 24" x 36" format) that provides general parameters with which the development must comply, showing all of the following:</p> <ol style="list-style-type: none"> 1. All lettering for all plans needs to be UPPER CASE SANS SERIF. 2. A title block that contains the following items (items in brackets shall be replaced with the information for the individual project that is described in the brackets): [NAME OF DEVELOPMENT] PRELIMINARY DEVELOPMENT PLAN City of Centennial, Arapahoe County, State of Colorado, A part of Section [section number], Township [township number] South, Range [range number] West of the 6th P.M. 3. Legal description of the total land area, date of the drawing, scale and north arrow. 4. A location/vicinity map at a scale of one inch equals 2,000 feet, with a north arrow and an emphasis on the major roadway network within one mile of the parcel proposed for development, and any adjacent jurisdictions and municipalities. 5. Both existing and proposed zoning of the site. Existing zoning and densities (or, in the case of non-residential zoned properties, approved floor area ratios) of adjacent properties. 6. An appropriate legal description of the parcel proposed for development, along with the area of the parcel in acres and square feet. 7. Existing land uses and densities which are requested to continue until development. Specify requested duration of existing uses. 8. 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.). 9. 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. 10. Proposed site development criteria, including setbacks, distances between structures, maximum building heights, unobstructed open space, maximum lot coverage of structures, parking ratios and any other criteria, as appropriate. 11. If the application is a PUD Amendment, a chart comparing the criteria on the latest approved Preliminary Development Plan with the criteria proposed by the PUD Amendment, including uses permitted, maximum building heights, unobstructed open space, maximum lot coverage of structures, setbacks, distances between structures, parking ratios and any other criteria, as appropriate. 12. Proposed general locations of structures and parking, if known. 13. Proposed criteria for signage types, locations and maximum dimensions, if known. (If not stated, Article 6, Signs and Lighting, shall govern through an
-----------------	--

	<p>administrative determination by the Director of the closest equivalent standard zone district).</p> <ol style="list-style-type: none"> 14. Estimated size and general location of public sites. 15. Existing and proposed right(s)-of-way widths for all existing/proposed internal and external roadways. 16. Existing and proposed public and/or private roadways and their conceptual points of access to adjacent and/or external roadways. 17. Existing topography with contour intervals of two feet (2') or less, tied to U.S.G.S. or other acceptable datum. 18. Structures located on the south side of streets or highways may be required to provide additional building setbacks, depending on structure height, to allow necessary snow and ice melt from adjacent streets and sidewalks. 19. Applicable notes approved by the City Council which regulate the development (Airport Influence Area note, off-site improvements note, etc.). 20. All Standard Notes, Certificates and dedications required by the City of Centennial staff shall be included on the plan. Any modifications to these notes must be approved by the City Attorney. All Standard Notes not meeting these specifications shall be removed. 21. Standard certifications to include: <ol style="list-style-type: none"> 1. Owner's signature block, with date line and title line; 2. Planning and Zoning Commission recommendation block; and 3. City Council approval block. 22. A case number block in the lower left-hand corner of all pages. 23. The City will not accept any plans that have copyright restrictions.
	<p>Other Items. Other items as required by the Director, in order to ensure compliance with standards in Sec. 12-14-903(I) (PUD Approval Standards) and in Sec. 12-14-604(F) (Rezoning Approval Criteria).</p>