

SUMMIT COUNTY PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR MINOR PUD MODIFICATION



CLASS 6 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 6 development review application for a minor PUD modification, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial and date when required (Office use only)	Initial and date when submitted (Office use only)	A. Written Material
		1. Application Form: Attached to the packet
		2. Letter from Property Owner(s): Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a Minor PUD Modification.
		3. Legal Description and Acreage: If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		4. Project Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Description of development goals and key components of such development. <input type="checkbox"/> Total development area. <input type="checkbox"/> Land uses proposed, and total area devoted to each use. <input type="checkbox"/> Percentage of area devoted to each use. <input type="checkbox"/> Design criteria for development per the applicable provisions of the Code, such as Section 3505 et seq. and Section 8104 et seq. <input type="checkbox"/> If design standards or development requirements are proposed to differ from the Code provisions, a narrative explaining the special circumstances or development or design objectives that justify standards that are different from the Code per Section 12000.02 et seq. of the Code.
		5. Master Plan Conformance Statement: Statement of how proposal generally conforms to the applicable master plan goals and related policies/actions.
		6. Criteria for Decision Statement: Statement of how the required criteria for decision can be met.
		7. Additional Materials: The following information will also need to be submitted: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed modification to the PUD designation text shown with redlines or highlighting, both in a printed form and electronic version (MS Word). <input type="checkbox"/> If correcting the legal description, a legal description of the property. If platted, the platted legal description. If unplatted, a certified metes and bounds legal description of the boundary of the PUD. <input type="checkbox"/> If correcting or revising the development plan or PUD exhibits, a revised development plan and/or exhibits for the proposed PUD, per the provisions of Section 12200.04 of the Code, reduced to 8 ½ X 11, based on the final conceptual plan described in Section B.3 below.

		B. Graphic Material
		1. Vicinity Map
		<p>2. Existing Conditions Plan: To engineering scale (1":10', 1":20' or 1":30' scale), showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property boundaries and dimensions. <input type="checkbox"/> Certified topographic survey of the property in the areas where development is proposed in two foot contour intervals (shown with a dashed line) prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Certified survey of wetland delineation flagged by a qualified consultant, prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Steams, ponds, lakes and other water features. <input type="checkbox"/> Certified survey of all existing development and improvements, such as buildings and structures, utility lines, wells, septic and leach fields, sewer and water line connections, trails, driveways, and parking areas prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Slope analysis showing all slopes that are 30% or greater.
		<p>3. Preliminary Conceptual Development Plan (1":10', 1":20' or 1":30' scale) including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed building or structure layout. <input type="checkbox"/> Proposed parking area layout per Section 3700 et seq. and Chapter 5 of the Code. <input type="checkbox"/> Proposed landscaping layout per Section 3600 et seq. of the Code. <input type="checkbox"/> Proposed grading and drainage layout, with proposed grading shown in two foot contour intervals by solid lines and spot elevations on any foundations, parking areas, trails, sidewalks and roadways. <ul style="list-style-type: none"> ✓ Maximum 2:1 side slope allowed. ✓ Indicate direction of flow. ✓ See Chapter 6, 7 and 8 of the Code, or contact the Engineering Department at (970) 668-4200, for more information regarding grading and drainage requirements. <input type="checkbox"/> Proposed snow storage plan per Section 3505.19 et seq. of the Code. <input type="checkbox"/> Proposed recreational vehicle storage area per Section 3505.12 of the Code. <input type="checkbox"/> Proposed setbacks per Section 3505.13 et seq. of the Code. <input type="checkbox"/> Proposed dumpster location per Section 3505.03 et seq. of the Code if a development's trash service will be provided by a dumpster. <input type="checkbox"/> Proposed access plan (roadways, driveways, etc.) per Chapter 5 of the Code. <input type="checkbox"/> Proposed open space and trail plan. <input type="checkbox"/> Other intended uses by area (outdoor storage areas, etc.). ❖ The proposed activity or use should be designed to avoid, to the greatest extent practicable, visual impacts, steep slopes, ridgelines, wetlands, waterways, wetlands and wetland setback areas, wildlife habitat and other significant natural features.
		C. Information Required for Public Hearing
		<ul style="list-style-type: none"> <input type="checkbox"/> Adjacent Property Owner Notification: The applicant shall provide to the Planning Department: 1) a list of the adjacent properties within 300 feet of the subject property (or other distance required by the Planning Department) for which public notice is required; and 2) either a) envelopes with postage pre-paid that are also (i) addressed to the adjacent property owner addresses and in the format obtained from the County Assessor, and (ii) listing thereon the address of the Summit County Planning Department as the return address (P.O. Box 5660, Frisco, CO 80443); or b) if approved by the Planning Department, a computer file and/or labels of the adjacent properties for which public notice is required for the Planning Department to send out notice. <input type="checkbox"/> Source of the Adjacent Property Owner Mailing Lists: All mailing lists shall be obtained from the County Assessor's records in accordance with Section 13103.01 et seq. of the Code. <input type="checkbox"/> Affidavit of Adjacent Property Owner List: The Affidavit of Adjacent Property Owner List shall be submitted with the submission of the envelopes prepared for the mail out of the public notice. <input type="checkbox"/> Homeowner's Associations: A mailing list of all homeowners Associations within the boundary of the PUD will also be provided.

		<input type="checkbox"/> Property Owners Within the PUD: A mailing list of all the property owners within the PUD. <input type="checkbox"/> Source of the Adjacent Property Owner Mailing Lists: All mailing lists shall be obtained from the County Assessor's records in accordance with Section 13103.01 et seq. of the Code.
		1. Affidavit of Posting: At time of hearing, affidavit that signs advertising the public hearing were posted on the project site by the applicant at least 15 days prior to the hearing by either the Board of County Commissioners.
		D. Other Materials
		1. Development Review Processing Fee: Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government).
		2. Number of Copies Required: a. <u>Initial Submittal</u> <input type="checkbox"/> 10 copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, folded to 8½"x11" . <input type="checkbox"/> 10 copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, folded to 8½"x11" . <input type="checkbox"/> 4 copies of the written materials. <input type="checkbox"/> If available, one electronic copy of the plans and all submittal requirements. c. <u>Board of County Commissioners ("BOCC") Hearing</u> <input type="checkbox"/> 4 copies of scalable maps, 11" x 17" in size, folded to 8½"x11" , two weeks prior to BOCC date, if necessary.
		3. The BOCC or Planning Department may require you to submit additional information needed for review of your application.

I, _____ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Minor PUD Modification Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated "*When Required*" on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: _____

Planner's Signature: _____