

PLANNED UNIT DEVELOPMENT (PUD) AND MAJOR PLANNED UNIT DEVELOPMENT (PUD) AMENDMENTS CHECKLIST (EMC § 16-2-5)

- Fees** (*Application fees are non-refundable*)
 - Application Fee: \$ 1200.00 (*Payable to City of Englewood*)
 - Recording Fee: \$ TBD (*Determined at time of recording*)

- Development Review Team Meeting**
 - Provide meeting notes

- Letter of Authorization** (*if applicant is not the property owner*)

- Documentation of Legal Interest**

- Written Statement** describing the objectives to be achieved by the proposed rezoning and how it complies with the review criteria provided in EMC § 16-2-3.B, including, but not limited to:
 - The Englewood Comprehensive Plan, [Englewood Forward](#)
 - The [Englewood Municipal Code \(EMC\)](#)

- Neighborhood Meeting Date and Summary** (*Provide summary minutes of the meeting including evidence of the notice, attendance, content, discussion summary, and outcomes of the meeting*)
 - The applicant must provide notice for the neighborhood meetings in accordance with EMC § 16-2-1.F.4.

- PUD Plan** (*Include the following items with the PUD plan*)
 - Project narrative identifying conformance with the Comprehensive Plan; the purposes, intent, and design objectives of this Code; and the criteria for approval of a PUD plan.
 - List of permitted and conditional uses, including allowed intensity and density of specific uses or categories of uses. An applicant may use groups of uses permitted in a base zone district with additions or subtractions from that category specifically noted.
 - Access and circulation, including coordination with streetscape designs, any internal streets, lanes, or passages, and other facilities for access via vehicles, transit, bicycles, and pedestrians.
 - Open space standards, including the type, size, general location, and design characteristics of common and civic spaces.
 - Building design and a description of architectural concepts, and particularly standards or guidelines for how the project will meet the design objectives in the building design sections of this Code.
 - Parking standards, including location, size, required ratios, and landscape standards for parking areas.
 - Landscape design for all other portions of the plan, and particularly standards or guidelines for how the project will meet the design objectives in the landscape design and open space design sections of this Code.
 - Easements and utility plans.

Any project that anticipates the creation of new lots, tracts, common areas, public ways or otherwise divides property may account for these elements in an accompanying preliminary plat according to the procedures and criteria in EMC § 16-2-7.

- Site Development Plan** meeting the criteria of EMC § 16-2-6 including, but not limited to:
 - General requirements
 - Site design and engineering

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- Landscape and open space design
- Building design
- Deviations to Title 16** *(Include the specific code citation of the request, what is required, the alternative that is being proposed and justification comments)*
- PUD Major Amendments**
 - EMC § 16-2-5.D.6 Any site development plan that contains a major amendment to the PUD plan shall require approval in the same manner as the original PUD plan. Major amendments include:
 - a. Any change to the maximum permitted height or building areas.
 - b. Any change to perimeter setbacks or other relation of buildings to property adjacent to a PUD.
 - c. Any change to the uses that are allowed, any increase in the specified intensity or density of uses; or any change in the arrangement or allocation of uses that could increase impacts on adjacent property.
 - d. Any reductions to the common or civic open spaces.
 - e. Altering access and circulation in a way changes anticipated impacts on surrounding public streets.
 - f. Changes in the design theme, or significant changes in the design details for buildings, open space, or landscape that alters characteristics proposed as part of the original PUD plan.
 - g. Any other change that would not meet a generally applicable standard, and which was not identified in the adopted PUD Plan.
- Drainage Report** *(if applicable)*
- Traffic Study** *(if applicable)*
- Other Documents** *(Provide any special agreements, easements, conveyances, restrictions or covenants governing the property)*
- Additional Material/Information** *(As requested by City Manager or Designee)*
- Notice**
 - Planned unit development requests are required to provide published, posted, and mailed notification per EMC § 16-2-1.F.
 - EMC § 16-2-1.F.2 Published. Where published notice is required, at least 15 days prior to the public hearing or meeting, the Director shall publish the notice on the City’s official website or in the newspaper designated by the Council as the City’s official newspaper.
 - EMC § 16-2-1.F.3 Posted. Where posted notice is required, notice shall be posted on the property or near the proposed site, visible to surrounding properties and the general public from adjacent public ways, according to the following:
 - a. The Director shall determine the number, type, and specific location of signs based on the context of the property, which typically includes 1 sign for each street frontage. .
 - b. The sign shall be at least 22” x 28”; at least 4’ above ground level; at least one inch black letters, and designed to be legible from the adjoining street. The Director may

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- further specify sign size and color for particular applications on the application forms or through pre-application meetings. .
- c. The applicant shall ensure that all signs are posted for at least 15 consecutive days prior to the public hearing or meeting.
 - d. The applicant shall make a reasonable good faith effort to maintain posted notice throughout the proceedings, and provide evidence or a statement of compliance at the time of the public hearing or meeting
 - e. In the case of notice posted for an administrative decision, the sign shall be posted for at least 15 consecutive days prior to a decision.
 - f. The applicant shall remove all signs within seven days after conclusion of the proceedings.
- EMC § 16-2-1.F.4 Mailed. Where mailed notice is required, the applicant shall mail to the following, at least 15 days prior to the hearing or review meeting:
 - a. All occupants and property owners within 1,000 feet shown by the records of Arapahoe County Assessor's office within 30 days of the required mailing date.
 - b. Where mailed notice is not required, or where notice beyond these requirements is determined necessary, the Director may require additional notice in the following situations:
 - (1) Where large parcel sizes on the perimeter of the project result in notification to only immediately adjacent owners;
 - (2) Where a large project is likely to have direct impacts beyond 1,000 feet; or
 - (3) Other situations where the Director determines that additional notice may be necessary due to the context or nature of the project causing potential impacts beyond the required notice distance.
 - c. Where a neighborhood meeting is required, the notice may include both the information on the neighborhood meeting and the public meeting.
 - d. The applicant shall provide a mailing list and certify that the letters were mailed as required, prior to the meeting or hearing.

Submit the completed checklist along with your application.

Submittals will only be accepted via <https://lms.Englewoodco.gov>

Apply under Planning Projects: Submit Application >> Zoning >>
PUD or PUD Amendment

Avoid delays – Submit a complete application!