



Planned Development Plan (PDP) Checklist

A complete Planned Development Plan (PDP) submittal will contain the following information. Please check off the items to ensure that your application is complete. Please submit one (1) hardcopy and one (1) electronic copy of each document required. Plan sets should be 24" x 36". PDF format is preferred.

Pre-Application Meeting Date: _____ Project Manager: _____
 Email: _____ Phone: _____

Req'd	Cmpl'd	Subm'd	Submittal Checklist
			LAND USE APPLICATION (completed/signed)
			SUBMITTAL CHECKLIST (completed)
			DEVELOPMENT REVIEW FEE (Amt. Req'd \$ _____ Amt. Rec'd \$ _____)
			TITLE COMMITMENT (dated within 180 days of the application) Dated _____
			PROJECT NARRATIVE
			<u>Compliance.</u> Description of compliance with the Vision 2020, 2020 Comprehensive Master Plan, Douglas County/Castle Rock Land Use Intergovernmental Agreement, zoning codes, general design principles, technical manuals.
			<u>Interchange Overlay District (if applicable).</u> Description of compliance with Interchange Overlay District (Chapter 17.44).
			<u>Infrastructure.</u> Demonstrate adequacy of access, roadways, water, sanitary sewer and stormwater quality and detention.
			<u>Impacts.</u> Description overall project benefits, impacts on surrounding properties and mitigation of those impacts.
			<u>Phasing.</u> Description of proposed phasing plan.
			<u>Development Agreement.</u> Items for discussion.
			MINERAL RIGHTS NOTICE (Section 17.04.080)
			PLANNED DEVELOPMENT PLAN showing land uses, densities, development standards (open space, floor area ratio (FAR), setbacks and buffers), design standards, major roadway connections.
			PLANNED DEVELOPMENT (PD) ZONING REGULATIONS
			LAND SUITABILITY ANALYSIS REPORT (LSAR) slope analysis, geologic hazard, soil types/conditions, vegetation cover, wildlife habitat/migration, wildfire mitigation zones
			FINANCIAL IMPACT REPORT The study should include a comparison of the project's projected direct revenues (property, sales, use tax generation) to the projected costs of providing urban services to the development.
			TRAFFIC IMPACT ANALYSIS as required by Transportation Criteria Manual.

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			CONCEPT UTILITY LETTER Provide letter consistent with Conceptual Utility Letter checklist and Water and Wastewater Manuals.
			PHASE I DRAINAGE REPORT Provide report consistent with Phase I Drainage Report checklist and Stormwater Manual.
			COVER SHEET
			<u>Title.</u> The project name and application type (Planned Development Plan) and previous document name, placed at the top of the page and in smaller letters in the lower right hand corner of each sheet.
			<u>Names and Addresses.</u> Names and addresses must be provided for all owners, mortgagees, lienholders, plan preparer, land planner, engineer and land surveyor.
			<u>Sheet Index.</u> For multiple sheets, a sheet index must be provided on the first sheet. Key maps must be provided where needed.
			<u>Vicinity Map.</u> A vicinity map must be provided on the PDP, including a north arrow, bar and graphic scales and nearest major roads.
			<u>Legal Description.</u> Full written lot and block or metes and bounds legal description.
			<u>Summary Table.</u> A breakdown of the major land use classifications including public and private open space, right-of-ways, densities, maximum and minimum lot sizes, maximum gross floor area or floor area ratio (FAR), number and type of dwelling units and number of residential lots.
			<u>Signature Blocks.</u> The following signature blocks must be completed and appear on the cover sheet: Surveyor's Certificate, Ownership Certification, Lienholder Subordination Certificate, Title Certification, Town Certification, Planning Commission Recommendation, Town Council Approval, Douglas County Clerk and Recorder Certificate.
			<u>Planned Development Plan General Notes.</u>
			SITE PLAN
			<u>North Arrow and Scale.</u> A north arrow is required. Provide a scale, both graphic and written.
			<u>Property Lines.</u> The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines.
			<u>Phasing.</u> All phase lines must be shown and labeled.
			<u>Zoning and Land Use.</u> Show existing zoning and existing land use for the PD and for adjacent properties.
			<u>Use Areas.</u> For each type of land use, label and include acreage, residential gross density and maximum number of dwelling units, and/or non-residential square footage and floor area ratio (FAR) limitations.
			<u>Grading/Drainage.</u> Show existing contours from aerial topography, proposed general drainage patterns and facilities.
			<u>Streets and Right-of-Way.</u> Show all major streets (collector and above) including proposed street names and ROW width. Indicate any proposed new or expanded interchange improvements.
			<u>Utilities:</u> Show location and size of all existing and proposed utility (water, wastewater, storm water, gas, electric, telephone, cable) lines and equipment.

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			<u>Natural Features.</u> Show drainage channels and other significant natural features and significant vegetative stands within the property boundary and within one hundred (100) feet adjacent thereto.
			<u>Floodplain.</u> Show boundary of the one-hundred-year floodplain.
			<u>Open Space.</u> Show open space areas, public land dedication, including parks and schools, and major trail corridors.