



**Planning Division  
Community Development Department  
THE CITY AND COUNTY OF BROOMFIELD**

TEXT AMENDMENT CHECKLIST

FOR A PLANNED UNIT DEVELOPMENT PLAN (PUD) OR SITE DEVELOPMENT PLAN (SDP)  
IN A PUD ZONE DISTRICT

Project Name: \_\_\_\_\_ Case No.: \_\_\_\_\_

Please note that an application missing any of the items below will be considered incomplete and will not be processed.

**Pre-Application Meeting**

- Highly recommended with a member of the Planning staff at least two weeks prior to plan submittal.

**Executed Forms**

- Development Application – Verify Signed by Owner and Notarized  
 Certificate of Notice For Owner of Severed Mineral Estates - Verify Box Checked & Notarized

**Current Proof of Ownership**

- Title Commitment - current within 60 days from date of application

**Fee for Processing, Noticing and Recording.**

- Check made payable to: The City and County of Broomfield

FOR A PUD PLAN TEXT AMENDMENT:

- If 10 acres or less = \$250  
 If more than 10 acres = \$650, plus \$10 per additional acre  
 Notice and Publication Fee = \$100

FOR AN SDP PLAN TEXT AMENDMENT:

- If 10 acres or less = \$650  
 If more than 10 acres = \$650, plus \$10 per additional acre  
 Notice and Publication Fee = \$100

**PUD Text Amendment – Minimum / Initial Requirements**

(Refer to attachment - Broomfield Municipal Code Chapter 16-16 and 17-38 and consult with Planner)

- Executed Text Amendment - see attached example. The amendment may be revised during the review process. The revised plan will need to be re-executed.  
 Accompanying Reference Plan(s) if applicable - 20 sets in an 8 1/2" X 11" size sheet  
 Legal Description – Provide on disk (Word) if longer than one page

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**TEXT AMENDMENT CHECKLIST (Continued)**

**Reports and Studies** – The applicant may request that one or more of these reports be waived by the City Engineer. The applicant should submit a request and justification in writing. The justification will be considered as part of the review process. Please consult with a planner to confirm the appropriate number of copies needed for each report.

- Drainage Report – 3 copies
- Utility Report – 3 or 4 copies
- Traffic Analysis Report – 3 copies
- Geotechnical Study – 2 copies
- Earthen Cut and Fill Investigation Report – 2 copies

**The following items may be required** - Verify with planner

- Wildlife Assessment and Relocation Study – 3 copies
- Oil and Gas Well Abandonment Report – 2 copies
- Open Lands Tracking Form – 2 copies

**Refer to the Broomfield Municipal Code Section 17-52 regarding public notice requirements.**

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**To be completed by Planning:**

- APPLICATION COMPLETE AND ACCEPTED
- DATE: \_\_\_\_\_