



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

**SITE DEVELOPMENT PLAN (PUD ZONE DISTRICT) CHECK-LIST**

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

**Please note that unless a requirement is waived in writing, 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 - Original, Signed by Owner and Notarized
- Owner/Developer Information Form for Subdivision Improvement Agreement (SIA) - 3 copies  
Note, a consultation with staff is required prior to submittal. (If a concurrent Final Plat application is made with this SDP, submit the Information Form with the Plat.)
  - Proof of Ownership such as a Title Commitment - 1 copy
  - Exhibit A (Legal Description) - 3 copies
  - Exhibit B (Final Plat) - 3 copies
  - Exhibit C (Itemized List of Public Improvements and Estimated Costs) - 3 copies
- Certificate of Notice For Owner of Severed Mineral Estates - Original, Signed and Notarized

**Current Proof of Ownership** (This is in addition to requirement for SIA.)

- 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

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

**Site Development Plan – Minimum / Initial Requirements** (Refer to Broomfield Municipal Code Chapter 17-38.)

- Plans - 5 sets (24" x 36") - Stapled and folded to 8.5" x 11" size
- Plans - 25 sets (11" x 17") - Stapled and folded to 8.5" x 11" size
- Color Plans - 2 sets (11" x 17") - The color plans should include:
  - Combined site and landscape plan
  - Building elevations
  - Two eye-level, three-dimensional perspectives of the proposed development to convey the sense of scale, setbacks, etc. The perspectives should be generated from still images and should show adjacent context (buildings, etc.) where applicable.

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**SITE DEVELOPMENT PLAN CHECK-LIST (Continued)**

**Supplemental Submittal Requirements**

- Open Lands Tracking Form - Completed
- Color Site Data Graphic (8.5" x 11") - Show the acres (or square feet if more appropriate) and percentage of the proposed land uses graphically within the site boundary. Refer to attached example or separate link on Planning web page.
- Legal Description – Provide on disk (Word 6.0) if longer than one page
- Land Use Data - On a separate 8.5" x 11" sheet, provide the following data for residential projects:
  - Minimum, maximum and average lot sizes and unit sizes; density; and projected selling price or price range of homes.
- Electronic Copy of SDP (all sheets) – Provide on Computer Disk or DVD (Auto Cad v.13 through 2005)

**Final Reports and Studies**

- Utility Report – 3 copies
- Drainage Report – 3 copies
- Traffic Analysis Report – 3 copies
- Geotechnical Study (Including Earthen Cut and Fill Investigation Report) – 2 copies

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

- Wildlife Assessment and Relocation Study – 2 copies
- Environmental Assessment & Open Lands/Trails Analysis - 2 copies
- Evidence of existence and status of organization for maintenance of private common areas (i.e., CC&Rs)
- Oil and Gas Well Abandonment Report – 2 copies
- Photometrics Plan – part of SDP plan set
- Address Plat (if not already provided with Final Plat) – 3 copies each (24" x 36" and 11" x 17") and an electronic copy. (Refer to electronic copy instructions above.)

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please refer to separate handout for additional information and requirements regarding public notices, hearings, etc.**

APPLICATION COMPLETE DATE: \_\_\_\_\_

Revised: 10/04/07 – waldo\planning\forms&templates\check-list-sdp