



42 Valley Crescent  
PO Box 208  
Palmer Lake, CO 80133  
719-481-2953 - Office

**Office Use Only**

Date: \_\_\_\_\_

Fees: \$1,000.00 + \_\_\_\_\_

Check #: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

*Allow a minimum of 10 business days to review upon submittal.*

## Planned Unit Development - PUD Application Form

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Proposal: \_\_\_\_\_

Tax Schedule #: \_\_\_\_\_

Legal Description: \_\_\_\_\_

This is a *Planned Unit Development* - A PUD district is intended to provide the means through which land may be developed through an overall unified approach that allows for flexibility and innovations in design, mixture of uses, and site design. *Ord. 17.52.010*

Current Zoning and Uses of Surrounding Property: N: \_\_\_\_\_

E: \_\_\_\_\_

S: \_\_\_\_\_

W: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

**PROCEDURAL CHECKLIST**  
**FOR**  
**MAJOR SUBDIVISION/MASTER PLAN**  
**PLANNED UNIT DEVELOPMENT**

Completed application must be submitted to the Town office.

Planning Commission meetings are held the 3<sup>rd</sup> Wednesday of each month.

Town Board meetings are held the 2<sup>nd</sup> & 4<sup>th</sup> Thursday of each month.

*All submittals need to be in compliance with the corresponding Palmer Lake Municipal Code.*

*Coordination is required with Roads and Water Department(s).*

**\*Recommend United Notification Cost Center (UNCC) be Contacted Prior to Submittal 811\***

**Requirements of the Plan**

- ✓ Name of the Subdivision/PUD (17.48.080 / 17.52.100)
- ✓ Legal description
- ✓ Contact information for: owner, subdivider, designer, surveyor, engineer.
- ✓ Date of preparation, scale, north point
- ✓ Vicinity map
- ✓ Zoning boundary lines and zoning of surrounding properties
- ✓ Location of public land use
- ✓ Layout, dimension, number of lots
- ✓ Layout of road systems
- ✓ Storm water drainage – (17.50.60)
- ✓ Proposed location of bridges and culverts
- ✓ Show existing contours
- ✓ Outline of buildings and structures (existing and proposed)
- ✓ Show and provide vehicular access
- ✓ Signature line on Mylar
- ✓

- ✓ Delineation of area subject to inundation (if any)

**Accompanied by the following**

- ✓ Legal documents from any Homeowners Association
- ✓ A summary statement prepared by a qualified professional
- ✓ Summary of soil types
- ✓ A water resources report

**Submittal Requirements**

- ✓ Letter of intent
- ✓ Water Availability
- ✓ Site Plans with Platted lots (24x30)  
(3 paper copy + 1 electronic)

**Publication Procedures**

- ✓ Complete application form to the Town Clerk
- ✓ Pay an application fee (\$1,000 fee + any accrued fees) to the Town Clerk
- ✓ Hearings before the Planning Commission. Public notice in newspaper and signage
- ✓ Hearing with the Board of Trustee
- ✓ The subdivider or his agent must be present at all meetings where the plat or plan will be presented

The following is a general description of the steps involved to process this **Application** with an estimated time needed.

Day of Submittal (17.52.100)	The application is reviewed by the Town staff for its completeness. <i>Note: The project will not be scheduled for the Planning Commission review until all required information has been submitted and the necessary approvals have been obtained for supporting documents.</i>
After all the required application materials have been received by the Town office	It will then undergo the review process.
Property will be posted and published in a newspaper of general circulation at least 15 days prior to the first Planning Commission meeting (17.12.050)	The Applicant shall notify all appropriate property owners within 500-feet from the boundary of the subject property in writing.
On or before the second Wednesday of the month the Planning Commission will receive all the information for the project	The Planning Commission will have a minimum of 1 week to review information.
On the third Wednesday of the month  On the third Wednesday of the next month	The Planning Commission will have the first public hearing of the sketch plan/preliminary plan (17.52.090).  The Planning Commission will have the second public hearing of the final plan. (17.52.110) <b>APPLICANT MUST BE PRESENT</b>
At the next scheduled Board of Trustee meeting, the Board will hear the recommendations of the Planning Commission	Town Board will hear comments from the developer and public comment.  <b>APPLICANT MUST BE PRESENT</b>
If necessary, the Board of Trustees will have a second meeting	Town Board will make a decision.  <b>APPLICANT MUST BE PRESENT</b>
Appeals	Appeals can be filed (15) days after the Town Board decision. (17.52.160)

Planning Commission

Preliminary Meeting: \_\_\_\_\_

Final Meeting: \_\_\_\_\_

Board of Trustees Meeting: \_\_\_\_\_

