PUD AMENDMENT REVIEW Application Form **Community Development Department**

A complete application must be received 30 days prior to the Planning Commission meeting.

Name of Subdivision/PUD_____ Date Filed _____
Applicant_____ Amount Paid _____
Address_____ File Number _____
Phone_____ Fax: _____ E-mail_____

Date of First Pre-Application Conference _____	Fee Paid _____
Date of Second Pre-Application Conference _____	Fee Paid _____

Required information to be submitted with this form: (refer to Development and Zoning Code for complete listing)

1. A copy of the approved Final Plan including accompanying conditions, landscape plans, and other supplementary materials that you want to amend.
2. Materials detailing the proposed change including drawings and a written description.
3. An explanation of the reason for the proposed change and why it would improve the existing approved plan.
4. A vicinity map 1' to 500' extending at least 500' beyond the property boundaries, and a review of how proposed changes would impact nearby properties.
5. Submission shall include both a JPEG image and an 11" x 17" copy of each drawing.
6. Updates to engineering plans, if applicable to include any of the following, if relevant:
   a. Utility Plan
   b. Street Profiles
   c. Drainage Plan
   d. Geological Stability
   e. Construction Drawings
   f. Traffic Report
7. A public hearing fee shall be included with all applications requiring a public hearing. This fee does not include the cost of publishing public notices or postage.
8. Mailing labels and funds for all property owners of record within 750' of the boundaries of the property and a list of those owners.
9. Certification of Mineral Interest Notice completed. (See page 2 of this application.)

Pre-application conference(s) with the planning director or director's representative is required priorto submitting an application. Fees associated with the pre-application conference must be paid at the time of the conference.

A PUD Amendment requires a public hearing before Planning Commission and approval by City Council. The City will post your property and send letters to property owners within 750 feet of your property ten (10) days prior to the scheduled meeting dates. The applicant or a duly authorized representative must be present at any and all public meetings to answer any questions raised by the Planning Commission or the general public.

I hereby certify that I am the legal owner(s) of record of the property being considered for preliminary plat review and that the information contained herein is true and accurate to the best of my knowledge

_____ _____
Owner/Applicant Signature(s) Date

Costs of Legal Notice in the Newspaper are paid by the Applicant

CERTIFICATION OF NOTICE PURSUANT TO C.R.S. 24-65.5-103

The undersigned do(es) hereby certify that an examination of the records in the office of the County Clerk and Recorder was made in accordance with C.R.S. 24-65.5-103 *et seq.* and

(check applicable box and fill in the information)

☐ Thereafter, on _____, 201__, which is not less than thirty (30) days before the date scheduled for the initial public hearing, or, which is not less than thirty (30) days before the date of submittal of an application for staff action, on the application for the development known as _____, notice was sent, by first class mail, to the below-named mineral right owner(s) as listed in the records of the County Clerk and Recorder, containing the time and place of the initial public hearing, or the date of submittal of an application for staff action and contact information of the Community Development Department, the nature of the hearing or staff action, the location and legal description of the property that is the subject of the hearing or staff action, and the name of the applicant(s).

Listing of Mineral Right Owner(s):

Name(s):	Address:
_____	_____
_____	_____
_____	_____

☐ Such records do not identify any mineral right owners.

_____
Development Applicant's Signature

_____
Print Name

Acknowledgment
State of Colorado)
County of _____) ss
The foregoing instrument was acknowledged before me this ___ day of _____, 201_, A.D. by _____ of _____, as Applicant of the property described hereon.
Witness my hand and official seal.
My commission expires _____.

_____
Notary Public

_____
Surface Owner's Signature

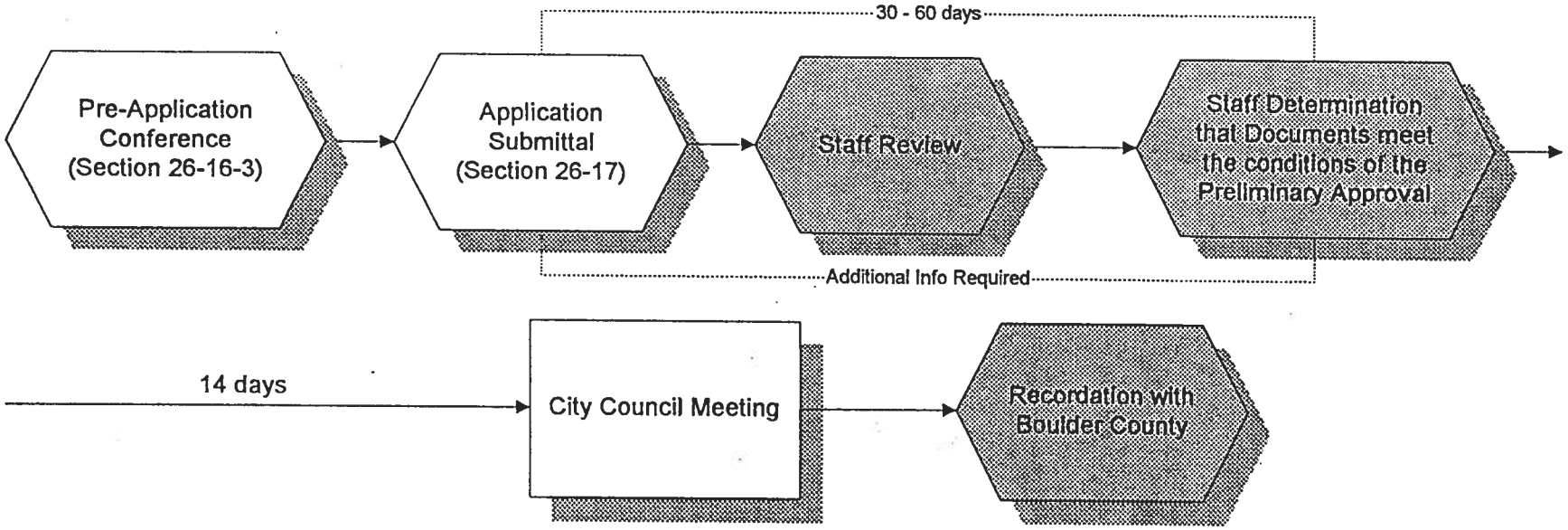
_____
Print Name

Acknowledgment
State of Colorado)
County of _____) ss
The foregoing instrument was acknowledged before me this ___ day of _____, 201_, A.D. by _____ of _____, as Owner of the property described hereon.
Witness my hand and official seal.
My commission expires _____.

_____
Notary Public

FAILURE TO PROVIDE THIS CERTIFICATION, INDICATING COMPLIANCE WITH C.R.S. 24-65.5-103 *ET SEQ.*, IS LIKELY TO RESULT IN A CONTINUANCE OF THE HEARING OR STAFF ACTION.

FINAL PLANS - SUBDIVISIONS and PUDs [Sections 26-16-3(b), 26-16-4, 26-16-5]



Notes: Shaded boxes represent tasks completed by City staff.
Squares represent public meetings or hearings.
Entire Platting Process - Estimated Time
* Sketch Plan - 30 to 120 days
* Preliminary Plan - 60 to 120 days
* Final Plan - 30 to 90 days