

Planned Development 2020 Checklist



Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Planned Development Plan: Please upload a Planned Development Plan that meets the technical requirements of the City of Brighton.

- Document Name: Planned Development Plan

I verify that I have reviewed the City of Brighton's technical requirements for Planned Development Plan submittals and that my plans meet said requirements.

A copy of the requirements for the City of Brighton concerning Planned Development Plan submittals can be found here:

- Planned Development Plan Template Instructions

2. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match the ownership information entered on the application.

- Document Name: Proof of Ownership

3. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.

- Document Name: Legal Description

4. ALTA/ASCM Land Title Survey: A land boundary plan prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Colorado. In order to ensure accuracy in the document, it should have been completed within the last year of your application submittal. Included in the PUD Plan Set.

- Document Name: ALTA/ASCM Land Title Survey

5. Traffic Impact Analysis: Please see [Section 162.02.02](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements. If a Traffic Impact Analysis was already approved through another entitlement process, please include a letter, sealed by an engineer that states the Subdivision Plan is in compliance with the Traffic Impact Analysis.

- Document Name: Traffic Impact Analysis or Traffic Impact Analysis Compliance Letter

6. Neighborhood Meeting Minutes: Please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to Section 2.01.D of the Land Use and Development Code for additional information.

- Document Name: Neighborhood Meeting Minutes

7. Neighboring Property Owners: Please provide a list of all property owners within 300 feet of the application property shown by the records of the county assessor no more than seven (7) days prior to the date of application.

At the discretion of the Director, mailed notice to all property owners within 1,000 feet may be required and will be determined at the Preliminary Application Conference.

With this list, also include two sets of pre-printed address labels of each property owner and map demonstrating the neighboring property locations as related to the application property.

- Document Name: Neighboring Property Owners

8. Mineral Interest Notification Form: Unless provided during a previous application, please download, read, date, sign, and notarize the Mineral Interest Notification form. Upload a digital copy as part of your submittal package. Also, deliver a wet

sealed hard copy to the Community Development Department at The City of Brighton City Hall.

- Document Name: Mineral Interest Notification Form

9. Mineral Interest Notification List: Unless provided with a previous application, the names and addresses of all surface owners, mineral owners, and lessees of mineral owners to whom notices of a hearing shall be sent.

- Document Name: Mineral Interest Notification List

10. Detail Plan: Please provide a set of design standards to be used within the development unless a Subdivision Plan is being processed simultaneously.

- Document Name: Detail Plan

I verify that I have reviewed the City of Brighton's technical requirements for Detail Plan submittals and that my plans meet said requirements.

A copy of the requirements for the City of Brighton concerning Detail Plan submittals can be found here:

- Detail Plan Template Instructions

11. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** If applicable, how many residential units are anticipated to be developed within this subdivision? (Please identify type and quantity of detached, attached, and multifamily units. If mixed uses are proposed, please also define use by quantity and type.)

12. Hard Copy Requirements:

1. Two (2) bound sets of the Planned Development Plan Set
2. Two (2) sets of pre-printed address labels
3. One (1) bound copy of each technical report
4. One (1) color and materials board
5. One (1) Printed Application (printed from digital submittal)

Delivered to: One Stop, City of Brighton 500 S. 4th Avenue Brighton, CO 80601

13. **I understand that by submitting a complete application including all electronic files and required hard copy documents to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**



Community Development

500 South 4th Avenue

Brighton, Colorado 80601

303-655-2059 (Phone and Facsimile)

www.brightonco.gov

Planned Development Plan Template Instructions

General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Planned Development for ..." Project Name (i.e., Planned Development for Lakeside Commons)
2. An abbreviated legal description
3. The date of preparation
4. The page number (i.e. 1 of X)
5. A scale and a north arrow pointed to the top of the page

Sheets shall be sized 18" x 24" per county recording requirements

Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given (i.e. "Cover Sheet"):

1. Cover Sheet
 - a. Plan Title
 - i. Location – Centered at the top of the page
 - ii. Title – "Final Plat of *Subdivision Name*"
 - b. Overall Vicinity Map
 - c. Full legal description
 - d. Site data chart
 - i. Including, but not limited to, total acreage, number of lots, proposed uses, typical sizes, impervious area, owner/maintainer of common areas and tracts, lot & block table, and tract table (owner name, size, purpose, maintenance responsibility, etc.)
 - e. Index of plan sheets
 - i. Location – Right side of page
 - f. Signature blocks
 - i. Owner, Planning Commission, City Council, Adams or Weld County Clerk & Recorder, DRC Stamp
 - g. Names and addresses of the subdivider, designer, and surveyor
2. Existing Conditions
 - a. Location and description of existing:
 - i. Property Lines
 - ii. Rights-of-way
 1. Including but not limited to, streets, alleys, bike lanes, and public trails
 - iii. Easements
 - iv. Natural Water Courses
 - v. Structures
 1. Including historic structures labeled as such
 - vi. Bulk and Dimensional Standards
 - vii. Other important features within and adjacent to the subject area
3. Illustrative Plan
 - a. Identify the following:
 - i. Area and relationship of general land use categories



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- ii. Arrangement and character of streets and open spaces
 - iii. Anticipated scale, intensity and character of development
 - iv. Illustrations of development concepts
 - b. Indicate why the flexibility is requested and how it could not be easily achieved otherwise
4. Conceptual Development Plan
 - a. This requirement is exempted if a Subdivision Plan application is also being processed simultaneously. If not, please provide a plan identifying the:
 - i. Location, design characteristics, and functions of all proposed public, private or common streets, blocks, open and civic spaces that will create the public realm.
5. Regulating Plan
 - a. Zoning Map
 - i. Scale of no more than 1" = 50'
 - ii. Names of abutting, existing subdivisions or "Unplatted"
 - iii. Proposed Zone Designations per parcel
 - b. Identify where and how development standards may differ from those that would otherwise be applicable through the most comparable base zoning districts
6. Phasing Plan
 - a. Scaled Map of the Overall Phasing at no more than 1 inch = 200 feet.
 - i. Public and Private Street locations
 - ii. Public and Private access points (excluding SFD driveways)
 - iii. Sidewalk and Trail locations
 - iv. Water line locations
 - v. Sewer line locations
 - vi. Stormwater and drainage locations
 - vii. Landscaping areas
 - viii. Lighting locations
 - b. Chart of each phase including
 - i. Acreage
 - ii. Number of lots and structures
 - iii. Public infrastructure installed by linear feet
 - iv. Private infrastructure installed by linear feet
 - v. Landscaping quantities
 - vi. Lighting quantities

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