

## Planned Unit Development (PUD) Checklist



Please read the following checklist and ensure that you have submitted all required items.

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- PUD Plan: Please upload a PUD Plan that meets the technical requirements of the City of Brighton.
    - Document Name: PUD Plan

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

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

- PUD Plan Template Instructions

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- 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 with the owner's signature on the first page of the application.
    - Document Name: Proof of Ownership

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- 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

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- Neighboring Property Owners: Provide a list of all property owners and mailing addresses within 300 feet of the application property. 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. Property owner addresses should be acquired from current County records.
    - Document Name: Neighboring Property Owners

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- 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

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- 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

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- 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

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**Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** Please explain why you are applying for a PUD instead of electing to have a City zone district.

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**I understand that by submitting all electronic files, required hard copy documents, and the application fee to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. Any application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**



## PUD Plan Instructions

### General Template

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

1. "PUD Plan for" Project Name (i.e. PUD Plan for Widgets, Inc.)
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

### Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given:

Recording requirements for plats per County

- Adams County = 18" x 24"
- Weld County = 24" x 36"

1. Cover Sheet
  - a. Plan Title
    - i. "PUD Plan for..."
    - ii. Location – Centered at the top of the page
  - b. Overall Vicinity Map
  - c. Full legal description
  - d. Site data
    - i. Including, but not limited to, total acreage, proposed uses, typical lot sizes, and owner/maintainer of common areas and tracts
  - e. Index of plan sheets
    - i. Location: Right side of page
  - f. Signature blocks (provided by the City)
    - i. Owner, Planning Commission, City Council, Adams County Clerk & Recorder, DRC Stamp
2. ALTA/ASCM Land Title Survey
3. PUD Plan Sheet X of Y
  - a. Names of abutting, existing subdivisions or "Unplatted"
  - b. Location and description of proposed
    - i. Rights-of-way
      1. Including, but not limited to, streets, alleys, bike lanes, and public trails
    - ii. Water Courses
    - iii. Land Uses
      1. Allowed Uses
      2. Conditional Uses
    - iv. Other important features within and adjacent to the subject area
    - v. Underlying Zoning
    - vi. Bulk and Dimensional Standards
4. Architectural Elevations
  - a. Chart of materials used with percentage of surface covered total and per building face.
  - b. Color and Materials Board (included with hard copies)
5. Landscape Plan



- a. Overall placement of plants along all transportation facilities, tracts, and other public and private areas
  - b. Plant schedule with:
    - i. Quantity
    - ii. Symbol
    - iii. Common/Scientific Name
    - iv. Planting Size
    - v. Mature Height & Width
6. Irrigation Plan
- a. Overall irrigation plan
  - b. Irrigation details
7. Grading and Drainage Plan
- a. Location and description of proposed:
    - i. Water courses
    - ii. 100 year floodplains
    - iii. Topography (at either two (2) foot or five (5) foot intervals)
  - b. Geological stability information may be required by the Community Development Engineer
8. Utility Plan
- a. Existing offsite utilities that will be tied into
    - i. Including, but not limited to, water, wastewater, storm sewer, gas, and electricity
  - b. Proposed, and existing if using, public and private utility systems
    - i. Including, but not limited to, water, wastewater, storm sewer, gas, and electricity

#### Hard Copy Requirements

1. Two (2) bound sets of the PUD Plan Set, including the ALTA/ACMS Land Title Survey
2. Two (2) sets of pre-printed address labels
3. One (1) Color and Materials Board
4. One (1) Printed Application (printed from digital submittal)

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