Planning & Development Services
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GENERAL PLANNED DEVELOPMENT PLAN (REZONING)

Attachment to *Development Application*

GENERAL PLANNED DEVELOPMENT PLAN (REZONING)

APPLICATION PROCESS AND REQUIREMENTS

Intent: A General Planned Development Plan (PD Plan) is required when an applicant is requesting to rezone land to a non-traditional zoning classification. A PD Plan is the first step in creating an overall flexible development process to ensure the health, safety and general welfare of the City of Littleton based upon a comprehensive integrated plan. The PD Plan shall include sub-district designations as found in Section 10-2-23(C) of the Littleton Zoning Ordinance to ensure maximum flexibility. These districts may exist singly or in any combination on the approved PD Plan if all specific standards and regulations applicable to the sub-districts are met.

The intent of Council is to:

- Encourage more creative and effective use of land and public or private services, and to accommodate changes in land development technology so that the resulting economies benefit the community.
- Encourage innovation and efficiency in residential development to meet the growing demands for housing of all types and designs for persons of any social or economic status.
- Encourage innovative development or redevelopment of all land uses to meet the contemporary needs of the community by providing for a greater variety and mix of uses including those which may coexist on the same parcel or within the same building as shown on the approved General PD Plan.
- Provide a process, which relates the design and development of a site to the particular characteristics of the site.
- Require that adequate utilities, transportation network, drainage systems, and open space to serve development, support the nature and intensity of the development, and to minimize impacts on adjacent existing and future development.
- Encourage development that is consistent with the policies and guidelines established in the adopted comprehensive plan for the area and for the City.

Development Standards: Section 10-2-23(D) in the Zoning Regulations establishes the standards that all Planned Developments must meet. Section 10-2-23(D) references additional design requirements that all proposed General PD plans must incorporate, when applicable.

Pre-application conference (Concept Meeting): A pre-application conference is required. The pre-application (Concept Meeting) form and information is on the City of Littleton website (www.littletongov.org). The applicant will follow the instructions stated in the pre-application form and information and submit the required materials to the Community Development Administrative Coordinator. The purpose of the meeting is to discuss with the applicant the concepts, feasibility, regulations and application requirements applicable to the proposal. City staff will also advise the applicant of other process requirements, which may include Preliminary and Final Subdivision Plats, and Site Development Plan.

Neighborhood Outreach Meeting

A neighborhood outreach meeting is required for the following application types: SDP, GPDP, GPDP Amendment, Conditional Use, Rezoning, and PDO.

The purpose of the neighborhood outreach meeting is to help educate adjacent property owners regarding a proposed development application in order to identify issues prior to filing the initial application with the city.

REVIEW PROCESS

The City of Littleton has a two-step (2) review process divided into a preliminary review and a final review. The following text provides a summary of the review process and submittal requirements for a General PD Plan.

1. General PD Plan Application (Preliminary Review)

The applicant shall submit to the Planning Division in Community Development a completed application form and all checked submittal items on the application requirement checklist provided at the pre-application conference. The checklist on the following pages contains the requirements for preparing the PD Plan application.

Once the application is submitted to the City and assigned to a planning case manager, the application will be referred to various city departments and appropriate outside agencies for review. Attached is a complete list of city and outside reviewing agencies. Please note that not all of the agencies listed receive every application for review.

The application will be scheduled for a technical review meeting with city staff to discuss the proposal. This meeting will be set four (4) to six (6) weeks from the date the application is submitted in order to provide adequate time for a complete review of the proposed application. The Planner (case manager) will inform the applicant as to the date of the scheduled meeting, so that they and their team of consultants may attend. The applicant will receive comments prior to the meeting. The technical review meeting is an opportunity for the city staff and the applicant to discuss issues pertinent to the site and proposal based on the review of the application materials. At this time, city staff will discuss any required public and private improvements and other issues of concern. The applicant may also be required to hold a neighborhood meeting to discuss their proposal with the residents or business owners in the area.

2. General PD Plan Application (Final Review)

After the technical review meeting, the applicant will then prepare a revised application packet for final review, incorporating the comments received from city staff and the reviewing agencies and the items discussed at the meeting. The applicant should also include a letter addressing each comment. The applicant must make all required revisions to the application materials and resolve all outstanding issues prior to scheduling for the Planning

Commission and City Council hearings.

The applicant shall submit the final version of the application materials directly to the planner (case manager). Planning staff shall review the proposal for compliance with Zoning Regulations (Title 10, City Code), other applicable regulations, the comprehensive plan, existing and proposed development, comments from affected agencies and shall frame the city staff's formal recommendation on the proposal.

3. Planning Commission

Planning Commission hearings are on the 2nd and 4th Mondays of the month. The applicant shall provide notice of the hearing by erecting a notice sign(s) on the property. See attachment for the specifications regarding the posting of notice. Once the Planning Commission has rendered a recommendation, the application may move forward to City Council. Specifications about the Planning Commission review procedure are in Sections 10-1-9(C) and 10-2-23(E) 4 of the Zoning Ordinance.

4. City Council

The Planning Division shall submit the application materials to City Council following the Planning Commission public hearing. City Council schedules public hearings on the 1st and 3rd Tuesdays of the month. Procedure for providing notice of the City Council public hearing is the same as for the Planning Commission. Specifications about the City Council review procedure are in Sections 10-12-4(B) (3) and 10-2-23(E) 4 of the Zoning Ordinance.

5. Recording

After approval, the city shall record the General Planned Development Plan. The applicant must submit two sets of mylars of the plan, containing the property owners' notarized signature and the recording fees payable to the County Clerk and Recorder of the appropriate county. The city may request an electronic file of the General Planned Development plan with the submission of the mylars. ***Note: Recording of the General Planned Development Plan must occur within one year from the date of approval; otherwise, the plan will become invalid. Unless a time extension is granted, formal action of the City Council is required to reinstate the approval.**

6. Time Extension

The Director of Community Development may grant an extension of approval for no more than one year, if the applicant files a written request for extension with the Planning Division prior to the date of expiration. A decision to grant or deny the requested time extension shall be given not more than ten (10) calendar days from the request.

<u>Application Submittal Requirements</u>

General Planned Development Plan

**The actual number of copies of the application documents will be determined at the pre-application conference.*

- ☐ Official Development Application Form, completed and signed.
- ☐ Application Fee.
- ☐ Letter of intent describing the proposal.
- ☐ A detailed description letter describing how the application meets the "Declaration of Public Policy for Rezoning" as the basis for granting the request (refer to Section 10-12-1 of the Zoning Ordinance and the City's COMPLAN for specific details).
- ☐ A current title commitment and, if applicable, a notarized statement signed by the property owner consenting to the proposed application.
- ☐ Copy of notice sent to mortgage holder by registered mail (if applicable).
- ☐ Name and addresses of all mineral owners and lessees of mineral owners, including signed certification signature block, which must be included in the application materials (see attached).
- ☐ Written description of the proposed development.
- ☐ A drainage study prepared in accordance with the City's "Storm Drainage Design and Technical Criteria Manual" as authorized in Title 7, Chapter of the City Code.
- ☐ A traffic study shall be prepared for any proposal submitted under the provisions of this Title which, in the opinion of the City's Traffic Engineer, will generate more than two hundred fifty (250) vehicle trip ends (round trips) during an average twenty four (24) hour weekday; and cause an increase in existing A.M. or P.M. peak-hour volumes on adjacent major collectors, or minor or major arterials, in excess of ten percent (10%). The study shall consider proposed and existing internal streets, and affected external streets within one-half (1/2) mile of the proposed development. Analyses shall include, but not necessarily be limited to, sight distances, travel lanes required, volume and movement of traffic at new intersections, and volume increases in adjacent existing developments. Specific issues to be addressed by the traffic study shall be specified by the City's Traffic Engineer.
- ☐ Data showing the effects of development for both the existing zone district and the proposed PD zone district. Such data shall include, at a minimum, the following as applicable: projected population; school-age population; traffic generation; additional park land required and availability of City services.

☐ The boundary survey computed closure calculations.

☐ Other materials, as specified by the Planning Division, shall be included with the official application form as necessary to provide written and/or graphic information about the subject property, and impacts on the area in which the property is located, to permit a thorough and accurate analysis of the request. Materials may include renderings of structures, cross-section drawings of the topography, market studies, etc.

☐ The applicant shall submit a statement of the terms and conditions under which the subject property will be developed and maintained subsequent to development. Such statement shall include conditions, performance standards and such other reasonable restrictions as may be necessary to insure development and maintenance of the subject property in full accordance with the approved general PD plan.

☐ The applicant shall submit a written description of the objectives to be achieved by the particular development concept being proposed. This statement shall include, but is not limited to, the manner in which the proposed development meets or exceeds the intent of the Planned Development District, the proposed architectural and site design concepts including style; placement of structures to maximize views and take advantage of the site's natural characteristics; building materials (type, textures and colors); specific concepts by which the proposed development will make an orderly transition from existing adjacent development including varied setbacks and facade treatment, additional open space, screening of parking areas and landscaping of all public and private open spaces and recreational facilities. It is the intent of this requirement that the applicant provide a clear, concise statement for the reviewing authorities to better understand the proposed development concept and upon which a decision regarding the proposal may be based.

☐ The applicant shall submit a written statement of the tentative time schedule for phased development. The statement shall include the type of development, density, floor area ratios, etc., for each phase of development, and shall be accompanied by a map generally designating the phases and the sequence of development.

☐ A General Planned Development plan on a map(s) at a scale not smaller than 1" = 50' with 1" = 20' desirable. The plan must be on one or more 24" x 36" sheets and shall include the following:

- Proposed name of development.
- Name, address and telephone number of the legal property owner(s) and the applicant.
- Name, address, telephone number and, if applicable, the seal and license number of the responsible consultant assisting in the preparation of the submittal.

- North arrow, date and scale.

- Area location map showing all streets, schools, parks and other public facilities within ½ mile radius of the boundaries of the subject property.

- A written legal description and a certified closed and balanced boundary survey of the proposed area(s) to be rezoned or amended, inclusive of the public right-of-way to the center line of the right-of-way or the city limit, whichever is farthest.

- Name, address, license number of the registered engineer or land surveyor responsible for preparing the survey and legal description.

- Summary table describing the total site area in acres and square feet, building footprint floor area coverage in square feet, gross building floor area, building height, pavement area, number of off street parking and loading spaces, unobstructed open space and use(s).

- Land area calculations for each existing and proposed zone district on property.

- Provisions for pedestrian circulation including sidewalks and trails.

- Tentative access points, all adjacent public streets and alleys, and typical sections for all proposed streets, both public and private.

- Tentative location and proposed use of all other lands proposed to be dedicated for public purpose.

- A graphic representation of the property at an appropriate and commonly used scale, including the following: property lines and dimensions; location, type and size of utility lines, both existing and proposed; indication of existing overhead utility lines to be relocated underground; location and ownership of adjacent property; location and names of adjacent subdivisions; location and name of land in public ownership (e.g. schools, parks, etc.)

- Location and classification of each included and adjacent zone district.

- Natural features, including, but not limited to, topography at two foot (2’) intervals, drainageways and major foliage.

- Location of included and adjacent drainage ways and flood hazards.

- Designation of proposed use areas; and the specifications of each use area, including as applicable:

    - Proposed dwelling unit type, total land area and maximum density of residential use areas.

- Proposed uses, total land area and maximum floor area ratios of commercial and/or industrial use areas.

- Proposed maximum land area to be covered by structures.

- Site development and design standards which shall include at a minimum:

  - Building height;

  - Minimum lot areas and building setbacks;

  - Architectural design including types and colors of exterior building materials for each structure or group of structures, except single-family detached residential.

  - Minimum portion of each site to remain in unobstructed open space, including but not limited to the general landscaping treatment, plant materials and other elements, in accordance with Chapter 5 of the Zoning Code. A landscaping schedule shall also be provided.

  - Provisions for off-street parking and loading which shall conform to the minimum requirements of Section 10-4-9 of the Zoning Code.

- An illustrative plan and drawings detailing general location of proposed and existing buildings, site area coverage, gross floor area, building height and elevations, proposed use of each structure, and proposed location of parking.

- General information on adjacent lands adequate to show relationship between the proposed development and existing and or proposed development of such adjacent lands including land uses, zoning, traffic circulation, transit facilities and routes, public facilities and natural features.

- The following signature blocks are required to be placed on a General PD plan:

  - Ownership Certification (notarized)
  - Mineral Estate Owner Certification
  - Applicable City Approval Certifications
  - County Clerk and Recorder's Certification