



Planning & Development Services
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PLANNED DEVELOPMENT OVERLAY APPLICATION PROCESS AND REQUIREMENTS

Attachment to Development Application

Intent: The Planned Development Overlay (PDO) regulations provide a procedure that permits more flexible site design and development than is possible under traditional zone districts, while maintaining the land use characteristics of those districts. The provisions of Chapter 9 of the City of Littleton Zoning Ordinance, allows the development of property in a more effective and efficient manner. Transfers of density, as defined in Section [10-1-2](#) of the City’s Zoning Ordinance, are specifically encouraged under the provisions of this Chapter; and, to the extent that more effective and efficient site design and development is promoted, the use of this technique is permitted subject to approval by the Director of Community Development.

Applicability: If there is no change in density or permitted uses, then the provisions of the PDO procedure contained herein may apply in any Zone District, except for MH Mobile Home and PD (Planned Development) Districts.

Uses Permitted: The approved PDO Plan shall only permit those principal and accessory uses specifically allowed in the applicable zone district regulations.

Conditions: Density of use shall be as established on the approved PDO Plan, based on the gross land area (in acres) including public parks, streets, and any other land within the site, dedicated for public purposes. Section 10-9-4 of the Zoning Ordinance lists the maximum allowed densities for each zone district.

Development Standards: To take advantage of the flexibility allowed by the PDO regulations, the proposed development must demonstrate special attention to creative, high quality design, and to producing a development that reinforces and complements citywide and neighborhood design goals and objectives. Plans that demonstrate such attention may qualify for certain variations from the underlying zone district requirements, as detailed in Section 10-9-5 of the Zoning Ordinance, provided that such variations can be accomplished without impairing the intent of the land use code while providing a substantial benefit to the city of Littleton. The evaluation of the application, based on the above intent statement, will be applied when changes to the underlying zone district are requested such as maximum building height, minimum lot width, and size, minimum building setbacks, minimum unobstructed open space, and parking requirements.

In addition to the above standards, the development shall be compatible with any design guidelines adopted by the planning board, which affect the property developed under the proposed plan. Any property located within a historic district or designated as a historic landmark will be subject to design

requirements and development standards stipulated in the City’s Historic Preservation Code (Chapter 6, Title 4 of the City Code).

Pre-Application Meeting

A pre-application meeting is required. Meeting materials shall be submitted through the City’s eTRAKiT portal on the city website. The purpose of the meeting is to discuss with the applicant the concepts, feasibility, regulations and application requirements applicable to the proposal.

Neighborhood Outreach Meeting

A neighborhood outreach meeting is required prior to submittal of a formal application for a Planned Development Overlay (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. It is recommended that neighborhood outreach meetings invite all property owners within 700 feet, and a provide 7-10 day advance notice to neighbors for said meeting. Evidence of public meeting, map showing radius of invitations sent, sign-in sheet and summary of issues discussed during meeting is required to be submitted with a formal application.

REVIEW PROCESS

1. PDO Application and Initial Review

- a. The applicant shall submit to the Planning Division a completed application form and all checked submittal items on the application requirement checklist provided at the pre-application meeting. The checklist on the following pages contains the requirements for preparing the PDO application.
- b. Once the city receives the application and assigns it to a planning case manager, the application will be referred to various city departments and appropriate outside agencies for review.
- c. A completed Comp Plan Checklist must be submitted as part of a complete land development application for all site development plans and all processes heard by either the Planning Commission or the City Council. Applicants will explain how their project addresses or advances each relevant policy and goal. Irrelevant policies or goals may be marked as such by the developer. The checklist will be uploaded to the Development Activity List and included with public hearing packets as necessary.
- d. When a complete initial submittal has been accepted, postcards will be mailed notifying area neighbors of the project submittal. Postcards will be mailed to all owners, renters, and leasees w/in 700' of a project site.

For minor SDPs, sketch plans, and variances, and any other project within a downtown design standard subarea, notice will only be mailed to other owners, renters, and leasees on the same block and to abutting properties, including the block face across the street.

The cost for materials and postage will be paid by the applicant and city staff will prepare and mail the postcards. The notification will include the project number, project type, project planner's name, phone number, and email address. If notification must be sent to an apartment or multi-family building, a paper notice will be posted by city staff in a public area of said building where residents can easily read the notice.

2. PDO 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 hearing.

The applicant shall submit the final version of the application materials directly to the planner (case manager). Planning staff shall frame the city staff's formal recommendation on the proposal after reviewing 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.

3. Historical Preservation Board

The planning commission shall defer the review of proposed architectural design features to the historical preservation board for a site either within a historic district or have been designated a historic landmark. The historical preservation board shall perform a preliminary architectural review and forward all comments to the planning commission for review at their respective scheduled public hearing. The process for a certificate of appropriateness as described in Section 4-6-13 of the city code may take the place of the above preliminary architectural review. The applicant must work directly with the city's historic preservation planner to schedule the hearing before the historical preservation board prior to scheduling the planning commission hearing. The historical preservation board hearings are on the 3rd Monday of the month.

4. 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. Applicants are also required to provide stamped envelopes for mailed notification of the application hearing to property owners within 700 feet.

The planning commission shall determine if the application meets the provisions of section [10-9-5](#) of the Zoning Ordinance, based on the evidence and testimony presented at the public hearing. The planning commission may vote to approve the application, to approve subject to modification, to deny the application, or the planning commission may table the matter to a date certain, pending provision of further information by the applicant. Approval of a PDO plan application by the planning commission

shall be by resolution.

5. Recording

After approval, the city shall record the PDO Plan. The applicant must submit one set of mylars of the plan, containing the property owners' notarized signature and the recording fees made payable to the County Clerk and Recorder of the appropriate county. The city may request an electronic file of the PDO plan with the submission of the mylars.

***Note: Recording of the PDO Plan must occur within one year from the date of approval; otherwise, the plan will become invalid. Unless the Director of Community Development grants a time extension, formal action of the Planning Commission 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.

Application Submittal Requirements

**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.
- Evidence of Public Outreach Meeting (sign-in sheet, map of invitation area summary of meeting issues, etc.)
- 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).
- 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 or update letter may be required 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.

- A detailed description of project's compliance with City Code Section 10-9-5, Comprehensive Plan, applicable design standards, and neighborhood plans.
- Plans and/or agreements for placing utilities underground.
- Right-of-way and easement dedications or conveyance documents by separate instrument.
- Plans for off-site improvements, i.e. curb, gutter and sidewalk construction and/or removal at the time of the Site Development Plan.
- The boundary survey computed closure calculations.
- Colored three-dimensional (3D) drawings or renderings to convey bulk and scale of proposed structure(s).
- 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.
- A Planned Development Overlay plan exhibit 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.
 - Vicinity map showing all existing streets 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).
 - Clearly describe the intent of the PDO request in an intent statement.
 - Land area calculations for each existing and proposed zone district on property.
 - Tentative access points, all adjacent public streets and alleys, and typical sections for all proposed streets, both public and private.
 - A graphic representation of the property at an appropriate and engineer's scale, including the following: property lines and dimensions; 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.) The general building footprint, with all requested deviations from the code requirements labeled and dimensional.
 - Location and classification of each included and adjacent zone district.
 - 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.
- Where applicable, include a predominant front setback diagram, with all of the setbacks on the block face labeled and dimensioned. The “average” of these setbacks shall be provided.
- An open space diagram depicting the percentage of open space provided.
- A description on the plan set of the design and architectural elements.
- 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.
- The location, area and proposed uses must be specified for all common open space.
- Zoning comparison chart depicting the current zoning requirements for the existing underlying district and how the proposed PDO either meets the requirements or varies from them (i.e. parking, open space, height, and setbacks).
- All signage shall comply with the city’s sign code regulations. Signage is shown for illustrative purposes; a separate sign permit is required.
- The following official signature blocks are required to be placed on a PDO plan:
 - Ownership Certification (notarized)
 - Mineral Estate Certification
 - Underground Utilities Note
 - Applicable City Approval Certifications
 - County Clerk and Recorder’s Certification