



Planning & Development Services
2255 W Berry Ave. Littleton, CO 80120
Phone: 303-795-3748
Mon-Fri: 8am-5pm
www.littletongov.org

**ADMINISTRATIVE AMENDMENTS
TO A GENERAL PLANNED DEVELOPMENT PLAN
APPLICATION PROCESS AND OPERATING STANDARDS**
Attachment to Development Application

Amendment Procedure: The procedure for amending an approved General PD Plan or final PD plan shall be the same as prescribed for the original approval, except in the event that a general PD plan is administratively amended. The Director of Community Development may approve administrative amendments for the changes specified below after consulting with affected city staff, provided the applicable conditions of subsection 10-2-23(I) of the City Code are met.

1. Transfer of density as provided in Section 10-9-1 of the City Code;
2. Relocation of access points from the property onto local and collector streets, but not including arterial streets or State highways;
3. Changes in the location and type (ground, monument, wall, etc.) of signage, but not including the total allowable sign area; or
4. Relocation of structures, parking, and open spaces, but not including the maximum or minimum standards for each established by the approved PD plan.

Conditions for Administrative Amendments: After consulting with affected city staff, the Director of Community Development may approve any request for an administrative amendment if it meets the following conditions of subsection 10-2-23(I) of the City Code, as applicable. In those instances where the below conditions are met and the Director of Community Development does not grant an administrative amendment, the applicant may submit the proposed amendment for processing in conformance with the procedures prescribed for original approval.

1. There will be no change in permitted uses;
2. There will be no increase in total building coverage;
3. There will be no increase in dwelling unit density or total commercial/industrial gross floor area;
4. There will be no increase in maximum building height;

5. Any projected increases in traffic volume are within the design capacities of the existing or planned internal and adjacent public street system;
6. The existing or planned internal and adjacent public utilities have adequate capacities to serve the proposed amendment;
7. Existing or planned private and/or public open space meets the applicable minimum requirements;
8. Off-street parking or loading space meets the applicable minimum requirements;
9. Public street rights of way and/or paving widths are acceptable to the Department of Public Works, Littleton Fire Department and Littleton Police Department; and
10. The basic content of the amended General PD Plan will remain in conformance with the originally approved PD plan.

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 the following application types: General PD Plan (GPDP), GPDP Amendment, Conditional Use, Rezoning, and 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 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

The City of Littleton has a two-step (2) review process divided into a conceptual review and a final review. Typically, Administrative General PD Plan Amendments include a site development plan. The following text provides a summary of the review process and submittal requirements for both an Administrative General PD Plan Amendment and a Site Development Plan (SDP) application.

1. Conceptual 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 general requirements for preparing the administrative PD Plan amendment. Please refer to the SDP application packet for the conceptual SDP application requirements.

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. 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.

City staff will discuss with the applicant the details of the proposal at a technical review meeting. This meeting may 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 this meeting, so that they and their team of consultants may attend. The applicant will receive any 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.

2. Final Review

After the conceptual technical review meeting with city staff, the applicant will then prepare a revised application packet for final review, incorporating the review comments and other items discussed at the meeting. The applicant should also include a letter addressing each comment. The checklist on the following pages contains the general requirements for an administrative PD Plan amendment. The Final SDP may incorporate these requirements. Please refer to the SDP application packet for the final SDP application requirements.

The applicant shall submit the final version of the application materials directly to the planning case manager. The Planner will refer the final submittal to the appropriate city departments and outside agencies, if necessary. The applicant will receive any additional comments. The applicant should allow approximately four (4) to six (6) weeks for city staff to complete their review of the final SDP/PD Plan Amendment.

In the event a second technical review meeting is necessary, the planning case manager will prepare a comprehensive report on the final SDP/PD Plan Amendment application containing the various concerns and recommendations. City staff will review and discuss the final SDP/PD Plan Amendment with the applicant at the meeting. The approval may have certain conditions based on the criteria set forth in Section 10-7-3 of the City Code and must be satisfied prior to the issuance of any building permit.

3. Recording

After approval, the city shall record the Administrative General PD Plan Amendment. The applicant must submit one set 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 final site development plan with the submission of the mylars. **Note: Recording of the approved Administrative PD Plan Amendment must occur within one year from the date of approval; otherwise, the approval will become invalid unless the city grants a time extension.**

4. Time Extension

The Director of Community Development may grant an extension of approval for no more than one year may, 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

Following are the general requirements for an Administrative General PD Plan Amendment which is being processed without a site development plan. In the event the two are being processed concurrently, the following information must be included on the final site development plan.

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

- A completed Development Application form.
- Written description of the proposed amendment.
- An Amended 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 the development.
 - Name, address and telephone number of the legal property owner(s) and the applicant.
 - Name, business address, telephone number and, if applicable, the seal and license number of the surveyor, engineer, architect or land planner responsible for plan preparation.
 - North point, scale and date.
 - Legal description of the property included in the amendment.
 - Map depicting the development area included in the amendment. (The details of the map will be determined on a case by case basis depending on the type of amendment requested.)
 - A statement describing the purpose of the amendment.
 - A statement referencing the applicable criteria of the general PD plan originally approved which still pertain to the amended PD plan.
 - New development criteria and performance standards, which differ from the general PD plan originally approved.
 - The following official certification blocks:
 - Owner's Certification
 - Applicable City Approval Certifications
 - Clerk and Recorder's Certificate