

*PUD Submittal information can also be obtained in the City of Federal Heights Municipal Code, Chapter 70, Division 10 - Planned Unit Development, and from the supporting sections of the code referenced in this document.

Critical Elements:

- 1. Application and Fee(s)**
- 2. List of Uses:** A PUD plan must contain the allowed land uses for this new zone. (These uses are often based on the allowed uses section of a similar existing zone and they define the allowed uses in that zone through time. Please indicate whether the identified uses are uses by right or conditional uses).
- 3. Permitted Density:** This section of the PUD document states the maximum height of structures, minimum front, rear and side setbacks for each lot, and minimum internal separation of structures within each lot. This section mandates maximum number of dwelling units per acre and delineates minimum open space for each type of use, sidewalk requirements, parking requirements, width of one-way and two-way accesses. Any other physical standard (signage for example) that is desired to be varied from the standard codes will be stated in this section. In general, these standards may be strengthened but not weakened from the city's own code without significant justification.
- 4. Site Development Plan:** Submit a digital copy to Planning & Zoning staff (PDF) containing all the required elements of a Landscape Plan set forth in Section 70-472, and meeting all the review criteria outlined in Section 70-473.
- 5. Grading and Erosion Control Plan:** This is typically submitted with the Site Development Plan on a separate sheet for review by Engineering and Public Works staff.
- 6. Supporting Materials:** Staff may require additional supporting materials such as (but not limited to) drainage study, soils report, utility study and/or traffic study. Also submit any special agreements, conveyances, restrictions, covenants, governing the use, maintenance, and continued protection of the property.
- 7. Phasing Plan:** Plan submittals should include a phasing plan that provides a breakdown of the proposed developments schedule and order of buildout.
- 8. Landscape Plan:** Submit a digital copy to Planning & Zoning staff (PDF) containing all the required elements of a Landscape Plan set forth in Section 70-511, and meeting all the review criteria outlined in Section 70-512, using only approved vegetation from the City's Approved and Prohibited Vegetation List (located on the website).

PUD Submittal Guidelines

- 9. Irrigation Plans:** Irrigation plans are typically submitted in accordance with the requirements of the Landscape Plan but on a separate sheet to increase legibility.
- 10. Architectural Elevations:** Provide Architectural renderings of the planned structures on the site and demonstrate that the architecture meets with the guidelines found in Site Plan Section 70-473 (3) Building Scale and Design Review Criteria.
- 11. Utility Plan:** Identify locations of water, sanitary sewer, storm sewer and underground electrical utilities for the site in addition to any required dedicated easements for said utilities. This may be submitted as multiple pages including cut sheets. (Contact the City Engineer for guidelines on the utility plan requirements).
- 12. Signage Plan:** Delineate all planned permanent outdoor signage on the property, dimensions, locations, styles and any temporary signage standards that vary from the municipal code. (See Chapter 70, Article XI of the Municipal Code for standard signage language).
- 13. Supporting Materials:**
 - a. Proof of property ownership
 - b. Legal description of the affected property
 - c. Material related to the arrangements for ownership and maintenance of the common aspects of the development. Include Development Agreements, Home Owners' Association information and CC&R's as applicable.
 - d. Community Impact Assessment (projects over 20 acres, or when required by the Planning and Zoning Commission or City Council)
- 14. Zone Change requirements:** (if the property is not already zoned PUD) Applicant will submit written request to the Planning and Zoning Commission and City Council along with proof of "legal interest" to request the change in zone and indicate the current zoning category, the proposed zoning category and the reason for requesting the change. Legal interest means "equitable interest in the property established by contract or right of redemption or title interest in the property in question. (Typically proof of property ownership from #9 Supporting Materials fills this requirement).
- 15. Subdivision or Re-subdivision requirements:** This only needed if re/subdivision is required for the project). Submit all documents required by the Subdivision section of the code (Chapter 50, Articles I-III) and typically follow the Regular Procedure as outlined in section 50-78.