



Development Services Department
 100 N. Wilcox Street, Castle Rock CO 80104
 Planner of the Day: 303-660-1393

Planned Development (PD) Checklist

A complete Planned Development Plan (PDP) submittal will contain the following information. Please check off the items to ensure that your application is complete. Please submit an electronic copy of each document required. Plan sets should be 24" x 36". PDF format is preferred.

Pre-Application Meeting Date: _____ Project Manager: _____
 Email: _____ Phone: _____

Req'd	Subm'd	Submittal Checklist
		LAND USE APPLICATION (completed/signed) http://crgov.com/DocumentCenter/View/4987/Land-use-application?bidId=
		SUBMITTAL CHECKLIST (completed)
		DEVELOPMENT REVIEW FEE (Please see Planning written comments for breakdown of fees.) http://crgov.com/2982/Fee-Schedule
		TITLE COMMITMENT (dated within 30 days of the application) Dated _____
		PROJECT NARRATIVE
		<u>Compliance.</u> Description of compliance with the Vision 2030, 2030 Comprehensive Master Plan, zoning codes, general design principles, technical manuals, etc.
		<u>Interchange Overlay District (if applicable).</u> Description of compliance with Interchange Overlay District (Chapter 17.44).
		<u>Infrastructure.</u> Demonstrate adequacy of access, roadways, water, sanitary sewer and stormwater quality and detention.
		<u>Impacts.</u> Description overall project benefits, impacts on surrounding properties and mitigation of those impacts.
		<u>Phasing.</u> Description of proposed phasing plan.
		<u>Development Agreement.</u> List of items for discussion.
		MINERAL RIGHTS NOTICE (Section 17.04.080) Complete and submit the appropriate (Severed or Not Severed) Certification of Mineral Estate Ownership (http://crgov.com/2200/Land-Development-Applications-and-Checkl).
		PLANNED DEVELOPMENT PLAN showing land uses, densities, development standards, open space, floor area ratio (FAR), setbacks and buffers, design standards, major roadway connections. (Chapters 17.32 and 17.34)
		PLANNED DEVELOPMENT (PD) ZONING REGULATIONS (Section 17.34.040)
		LAND SUITABILITY ANALYSIS REPORT (LSAR) slope analysis, geologic hazard, soil types/conditions, vegetation cover, wildlife habitat/migration, wildfire mitigation zones. (Section 17.10.030)

		<p>FISCAL IMPACT REPORT This is a comparison of the project’s anticipated revenues (property, sales, use tax generation) to the projected costs of providing urban services to the development. The Town coordinates the preparation of the report. The applicant pays the cost of preparing the report. Please submit the following:</p> <p><u>Project Summary.</u> Residential units by type (single-family, duplex, townhomes, multifamily, etc.). Non-residential square footage by type (retail, restaurant, office, industrial, lodging, etc.).</p> <p><u>Development Phasing.</u> Estimated development timing or phasing (number of units or commercial square footage completed by year or phase through build-out).</p> <p><u>Development Value.</u> Estimated sales prices or rental rates by development type.</p> <p><u>Annual Taxable Retail Sales.</u> Assumptions related to target sales levels by development subject to Town sales taxes.</p> <p><u>Road Lane Miles.</u> Linear lane miles by phase (if applicable). Should include roads that the Town will eventually accept and maintain.</p> <p><u>Park Acreage.</u> Summary of total park acreage that will be dedicated to, and maintained by the Town.</p>
		<p>TRAFFIC IMPACT ANALYSIS as required by Transportation Criteria Manual. Your Project Manager will schedule a Traffic Scoping Meeting, if applicable.</p>
		<p>CONCEPT UTILITY LETTER Provide letter consistent with Conceptual Utility Letter checklist and Water and Wastewater Manuals.</p>
		<p>PHASE I DRAINAGE REPORT Provide report consistent with Phase I Drainage Report checklist and Stormwater Manual.</p>

Req'd	Subm'd	Formatting Checklist
		COVER SHEET
		<u>Title.</u> The project name and application type (Planned Development Plan) and previous document name, placed at the top of the page and in smaller letters in the lower right handcorner of each sheet.
		<u>Names and Addresses.</u> Names and addresses must be provided for all owners, mortgagees, lienholders, plan preparer, land planner, engineer and land surveyor.
		<u>Sheet Index.</u> For multiple sheets, a sheet index must be provided on the first sheet. Key maps must be provided where needed.
		<u>Vicinity Map.</u> A vicinity map must be provided on the PDP, including a north arrow, bar and graphic scales and nearest major roads.
		<u>Legal Description.</u> Full written lot and block or metes and bounds legal description.
		<u>Summary Table.</u> A breakdown of the major land use classifications including public and private open space, right-of-ways, densities, maximum and minimum lot sizes, maximum gross floor area or floor area ratio (FAR), number and type of dwelling units and number of residential lots.
		<u>Signature Blocks.</u> The following signature blocks must be completed and appear on the cover sheet: Surveyor’s Certificate, Ownership Certification, Lienholder Subordination Certificate, Title Certification, Town Certification, Planning Commission Recommendation, Town Council Approval, Douglas County Clerk and Recorder Certificate. http://crgov.com/DocumentCenter/View/5001/Signature-Blocks--?bidId=
		<u>Planned Development Plan Standard Notes.</u> http://crgov.com/DocumentCenter/View/14125/PDP-Standard-Notes?bidId=
		PD SITE PLAN
		<u>North Arrow and Scale.</u> A north arrow is required. Provide a scale, both graphic and written.

