

Town of Avon Community Development Department
“How to” guide for a
**Planned Unit Development
 (“PUD”) Application** (10.04)

When do I need to apply for a PUD?

Planned Unit Development (“PUD”) applications are required whenever a landowner wishes to establish zoning requirements to govern development on their property. A PUD is not a regular zone district, but instead, a special zoning designation that carries its own development standards such as minimum lot size, site coverage and permitted land uses.

A PUD application may also be applied for when an existing PUD property is requesting an amendment to the existing regulations that govern the property. For instance, if you were to seek a different residential density on a property that was already regulated in an existing PUD (i.e. Wildridge PUD, Mountain Star PUD), you would need to apply to amend the existing PUD zoning.

Established review criteria are used as the principal guides in evaluating a PUD application. These criteria, along with the submittal requirement, are specifically outlined in Section 17.20.110 of the Town Zoning Code. You may purchase a copy of the Code in the Community Development office, or download a copy for free at www.avon.org.

It is the burden of the applicant to demonstrate that submittal material and the proposed PUD and development plan comply with all of the review criteria for approval.

The PUD application, review criteria, application checklist, and required public notice instructions for PUD applications are outlined in the attached form.

In all cases, it is recommended that you schedule a pre-application meeting with planning staff to review your proposal and the evaluation criteria before applying.

How does the process work?

The application must be submitted to the Community Development Department at least thirty days prior to a regularly scheduled Planning and Zoning Commission meeting (every first and third Tuesday of the month).

Once you submit the completed PUD Application, Public Notices, the required fee for review and the remaining submittal materials, staff reviews the application for completeness and will inform you what items (if any) are still needed for review. Your public notice will be mailed to all applicable property owners at least 12 days prior to the hearing date. Additionally, the Community Development Department will review the preliminary findings and recommendations with the applicant (or representative) at least six (6) days in advance of the initial formal hearing before the Planning Commission.

The Planning Commission reviews the PUD similarly to a rezoning application with the following review criteria:

- ❑ Is the proposed rezoning justified by changed or changing conditions in the character of the area proposed to be rezoned?
- ❑ Is the proposed rezoning consistent with the Town Comprehensive Plan?
- ❑ Is the proposed use(s) compatible with the surrounding area or uses?
- ❑ Are adequate facilities available to serve development for the type of scope suggested by the proposed zone?

The Commission will consider the above review criteria and any testimony presented during the public hearing portion of the meeting prior to recommending approval, approval with conditions or denial, either in whole or in part. The Commission transmits its recommendation, together with a report on the public hearing and its deliberations and findings to the Town Council.

The recommendation of the Commission is scheduled for another public hearing before the Town Council. The hearing is held no later than thirty days following the Planning and Zoning Commission action.

The Council will evaluate the application with the above-mentioned review criteria at a Public Hearing and approve, approve with conditions, or deny the application. In all cases, the Town Council will have final authority on PUD applications.

What is required of me for an application?

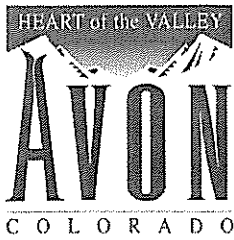
The submittal checklist, and public notice instructions are included with the attached PUD application form. The submittal requirements may vary depending on the complexity of the proposed development as determined by the Community Development Department, and whether or not a development agreement is included.

Please note that the public notice is a requirement, and may not be waived. Staff will also physically post the property with a sign informing any neighbors or members of the public that an application is being considered for the property.

Additional materials or information may be required in order to make the application complete. In every case, we welcome input and questions on your application to ensure that when you submit an application it is as complete and thorough as possible.

Who do I contact for more information?

Avon Community Development Department
P.O. Box 975
400 Benchmark Road
Avon, CO 81620
(970) 748.4030 phone
(970) 949.5749 fax



PLANNED UNIT DEVELOPMENT

Fees:
 1-4 Dwelling Unit (DU) Residential Only: \$1,000
 5-50 DU Residential Only: \$2,000
 50+ DU Residential Only: \$2,000 Base Fee + \$15 per DU
 Mixed Use to 50 DU: \$2,000
 Mixed Use over 50 DU: \$2,000 Base Fee + \$15 per DU

Already Approved/Existing PUD - see fee schedule

APPLICANT'S CONTACT INFORMATION

Name _____
 (Last) (First)
 Address _____
 (Street) (City) (State) (Zip Code)
 Telephone _____ Fax _____ Cell _____

OWNER'S CONTACT INFORMATION

Name _____
 (Last) (First)
 Address _____
 (Street) (City) (State) (Zip Code)
 Telephone _____ Fax _____ Cell _____

PROJECT INFORMATION

Lot _____ Block _____ Subdivision _____ Street Address _____
 Current Zoning _____
 Project Name _____ *Please attach the 'Metes and Bounds' legal Description

ACKNOWLEDGEMENT

I (we) represent that all information provided to the Town of Avon in connection with this application as true and correct, that I (we) understand the Town of Avon regulations applicable to this project, and understand that *incomplete submittals will delay application review*. Owner designates 'Applicant' as indicated to act as owner's representative in all application submittals related to this project.

Applicant _____ Owner _____
 (Print Name) _____ (Print Name) _____
 Date _____ Date _____

PLANNED UNIT DEVELOPMENT (PUD) - SUBMITTAL REQUIREMENTS

Four (4) complete copies of the following information shall be submitted with ALL applications:

- Application and associated fees
- Written statement describing the nature of project.
- Survey - less than 3 years old, stamped by RLS
- Zoning Analysis of existing and proposed development
- Vicinity map showing proposed improvements with scale not smaller than one inch equals one hundred feet.
- Evidence of available utilities
- Site Plan showing approximate locations and dimensions of improvements

ADDITIONAL SUBMITTAL REQUIREMENTS

Additional materials may be requested by the Planning Commission or by staff, including:

- Preliminary building elevations, sections, and floor plans in sufficient detail.
- Photo overlays and/or other techniques to demonstrate visual analysis in relationship to existing development.
- Massing model depicting development in relationship to existing development.
- Environmental Impact Statement
- Preliminary drainage analysis and grading plans
- Economic model of proposed uses and densities, when Town services may be impacted.
- Any additional information as deemed necessary for proper review of the proposed PUD or PUD amendment.

Notes

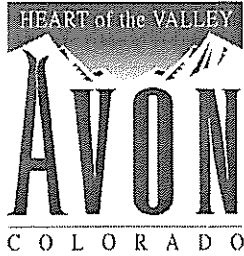
* It shall be the burden of the applicant to demonstrate that submittal material and proposed development plan comply with each of the design criteria listed in Section 17.20.110H of the Avon Municipal Code, or demonstrate that one or more of them is not applicable, or that a particular development solution consistent with the public interest has been achieved.

*PUD Amendments that propose substantial changes to land use in connection to existing development agreements and development plans, as outlined in Chapter 17.14 of the Avon Municipal Code, may require additional information and/or development agreements and amendment to development plans.

*Where subdivision approval will be required to implement development in a proposed PUD, a Preliminary Subdivision Plan must be filed concurrently and in conjunction with the PUD application.

*No development may be implemented in a PUD prior to approval and recording of a corresponding Final Subdivision Plat.

Reviewed by: _____ Complete Incomplete Date: _____



PUBLIC NOTICE INSTRUCTIONS

Submittal Requirements:

1. One completed 'Notice of Public Hearing' addressed to "Whom it May Concern" and with all applicable sections completed specifically for your project. Please leave blank all sections referencing specific meeting dates, as Town staff will complete this information. Attached to this application is a sample 'Notice of Public Hearing' to help you format the notice. This sample notice is also available electronically by request.

2. List of property owners, provided by a title company, within 300 feet of the property including addresses and legal descriptions. If the adjacent property owners are members of an association, such as a condominium association, then only that association needs notification.

3. Envelopes for each property owner to be notified with the following:
 - Mailing Address of individual (or association) being notified filled in.
 - Postage. Metered mail will not be accepted.
 - Return address filled in: Town of Avon, P.O. Box 975, Avon, CO. 81620

***Please be aware that the Community Development reserves the right to adjust, edit, or otherwise rewrite your Public Notice in order to accurately describe the specific content of an application.**

General Information:

Return all of the above items to the Community Development Department with your complete application. If you need further information, please call, fax or stop by Community Development at the Town of Avon Municipal Building located at 400 Benchmark Road.

NOTICE OF PUBLIC HEARING

TO: Whom it May Concern

You are hereby notified pursuant to provisions of Section 17.20.110B of the Avon Municipal Code, that a Public Hearing on a Planned Unit Development Plan (PUD) will be held and considered at the meeting of the Planning and Zoning Commission of the Town of Avon, on (leave blank) at 5:30 PM in the Avon Municipal Complex, 400 Benchmark Road, Avon, Colorado, at which time and place you are hereby invited to be present and be heard.

PROPERTY OWNER(S): (Property owner's name and address)

APPLICANT: (Applicant's name and address)

LEGAL DESCRIPTION OF PROPERTY: (Legal Description)

ADDRESS OF PROPERTY: (Physical Address of property)

DESCRIPTION OF REQUESTED PUD: A request for review of PUD, pursuant to Section 17.20.110B of the Avon Municipal Code, to.....

DEADLINE: If you wish to be heard on this matter, you may appear personally or by designated agent at the public hearing on (leave blank), OR you may file a written statement with the Recording Secretary, Town of Avon, P.O. Box 975, Avon, Colorado 81620. In order to be considered by the Planning and Zoning Commission, such written statement must be received in the Town offices no later than 4:00 PM, Tuesday, (leave blank).

PUBLIC REVIEW: A copy of the application is available in the Community Development Office for review during regular business hours by the public. For further information, call 970.748.4030.

POSTED AT THE FOLLOWING PUBLIC PLACES WITHIN THE TOWN OF AVON:

- MAIN LOBBY, AVON MUNICIPAL COMPLEX
- MAIN LOBBY, AVON RECREATION CENTER
- AVON / BEAVER CREEK TRANSPORTATION CENTER
- AVON CITY MARKET

Mailed and posted on (leave blank) by (leave blank)