



PUD PRELIMINARY PLAN APPLICATION

(Revised 3/1/2017)

Lana Gallegos, AICP Senior Planner 970-524-1729
Cindy Schwartz, Assistant Planner 970-524-1750

DATE APPLICATION SUBMITTED: _____

NAME OF SUBDIVISION: Stratton Flats PUD - Spring Creek Village

NAME OF OWNER: Stratton Flats Homes LLC

PHONE: 303-371-9000

MAILING ADDRESS: 100 Saint Paul Street Suite 300

CITY: Denver STATE: CO ZIP: 80206

EMAIL ADDRESS: c/o tambi@landplanco.com

PRELIMINARY PLAN FEE:

- \$1,000 plus \$20/unit residential less than 20 units
- \$2,000 plus \$20/unit residential more than 20 units
- \$1,000 commercial/industrial less than 5 acres
- \$2,000 commercial/industrial more than 5 acres
- \$1,000 mixed use less than 5 acres
- \$2,000 mixed use more than 5 acres

DEPOSIT:

- Residential \$5,000 (less than 20 units) \$7,000 (more than 20 units)
- Commercial/Industrial \$5,000 (0-5 acres) \$10,000 (more than 5 acres)
- Mixed Use \$7,000 (0-5 acres) 10,000 (more than 5 acres)

PAID: \$ _____ CHECK #: _____ CC: _____ DATE: _____

Payment of fees:

1. Town Manager, or their authorized designee, has authority to increase or decrease the deposit amount required according to project complexity and estimated costs required for outside services, including but not limited to, general counsel and water attorney fees, engineering fees, plat check fees, recording fees, and publication fees.

2. Deposits may be required to be increased prior to proceeding with processing of application if it is determined costs will exceed said deposit.
3. All fees incurred above deposit amounts are still the responsibility of the applicant as required by the Gypsum Municipal Code even if approval is denied or application is withdrawn.
4. Permit fees cover town planning staff review time and all Planning Commission and Town Council hearings.
5. Deposit covers items, including but not limited to, town engineer review times, outside engineer review times, general counsel and water attorney fees, publication notices, postage/ mailing notices, plat check fees, updates to GIS system, and updates to the town zoning map.
6. Any outstanding fees due to the Town must be paid before any additional land use applications will be accepted.
7. Combined submissions, such as annexation and sketch plans, or preliminary and final, shall be accompanied by a combined fee. (Ord. 2010-23)

ITEMS TO BE INCLUDED, BUT NOT LIMITED TO, ARE:

Application and materials are to be submitted no later than 60 days prior to the scheduled Planning Commission meeting. All items in sketch plan must be addressed at Preliminary Plan. In addition, the following must be completed:

Please ***initial*** that the item has been submitted and/or acknowledged.

_____ Presentation to Planning Commission & Town Council must be presented in Power Point format.

_____ (1) 24" x 36" Mylar copy of Preliminary Plat due at application (plat shall include roads, setbacks, easements, utilities and drainage)

_____ (1) 11" x 17" Copies of Preliminary Plat due at application (plat shall include roads, setbacks, easements, utilities and drainage)

_____ (1) 24" x 36" Copy showing the following:

- Vicinity Map –ownership, etc., easy to locate subdivision
- Municipal Boundary
- Platted Areas
- Adjoining ownerships
- Nearest section line
- Graphic Scale
- Date of preparation and person responsible
- North Arrow
- Roads
- Lighting and landscape plans

- Easements and utilities, width of each ROW
- Parking, if applicable
- Accurate survey per boundary (section corner markers)
- Total acreage of land, number and size of lots and tracts.
- Subdivision boundary lines, street and other right-of-way lines, easements, lot, parcel, and tract lines, showing in all cases accurate distances, bearings, and curve data consisting of radii, central angles, arc lengths, and chord information.
- Information on topography (contour lines at 2 ft. less than 6% slope, 5 ft. slope 7-10% 10 ft. 20% or more), hazardous areas, wetlands, etc. (runoff, drainage, wildfire, steep slopes, water bodies and vegetation).
- Principal dimensions to the foot and square foot acreage of all lots, parcels, tracts, total area of subdivision, area for streets and other uses.
- Type of use for each lot, parcel or tract.
- Lots numbered consecutively or lettered.
- Proposed phasing by area and sequence.
- Potential building envelopes and locations of grades and driveways.
- Delineation of proposed public and private open space dedication.

_____ List of the names and addresses of adjacent property owners within 300ft of the proposed subdivision printed on two (2) sheets of mailing labels. Include the mineral rights owner(s).

_____ Assurance that there will be all-weather access to the subdivision via public roads conforming to Town of Gypsum standards from existing town, county or state roads and that maintenance, including snow removal, is assured for said access road.

_____ Assurance that the sub-divider will have electrical power, telephone, cable T.V. and natural gas services brought to and throughout the subdivision to serve all lots, parcels and tracts requiring said service.

_____ Tax certificate showing current taxes and assessments.

_____ Applicable utility statements showing they can serve the area.

_____ A current title report from a licensed Colorado title company shall be provided showing the names of all surface owners, lien holders, mineral owners and lessees of mineral rights in the platted area as they appear upon records in the County Clerk and Records office.

_____ Restrictions and or covenants

_____ Form listing all changes from sketch plan

_____ Proof to compliance with Town of Gypsum road standards

_____ Proof that water, sewer and drainage is adequately supplied

_____ Landscaping plan

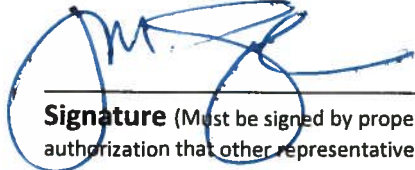
_____ Water Dedication Application (If determined by town staff.)

- _____ Wildfire control plan – if applicable
- _____ Erosion control plan – if applicable
- _____ Geological hazard plan – if applicable
- _____ **All items have been submitted electronically (PDF).**

****NOTE: Applicant understands that any necessary agreements, letters of credit, Mylar plat map, etc.... must be completed and signed by all parties other than town officials prior to Town Council meeting for Final approval. If this is not completed, meeting will be re-scheduled to next regular meeting.**

I have read the application form for Preliminary Plan submittal and understand it is my responsibility to provide the proper officials with the information as outlined in this application. I also understand it is my responsibility to attend or have someone represent this project at the Planning Commission and Town Council meetings.

Upon satisfactory completion of this Application, the Planning Commission and Town Council will consider your request at a public hearing. The Town reserves the right to approve or deny the Application based on its discretion. If accepted, Preliminary Plan is good for **one** year from Town Council approval.



Signature (Must be signed by property owner or include written authorization that other representative may submit this application)

10/6/17

Date

_____ **Jeffrey M. Spanel, P.E.**
Print Name

TOWN OF GYPSUM, SUBDIVISION SUMMARY FORM

Please fill in below information

| Land Use | Number Of Lots In This Use | Total Number Of Dwelling Units | Average Lot Size & Size Range | Percent of Total Subdivision |
|---------------------|----------------------------|--------------------------------|-------------------------------|------------------------------|
| Single Family Lot | | | | |
| Duplex Lot | | | | |
| Apartment Lot | | | | |
| Condominium Lot | | | | |
| Mobile Home Lot | | | | |
| Commercial Lot | | | | |
| Industrial Lot | | | | |
| Other Lot (Specify) | | | | |
| School Land | | | | |
| Recreation Area | | | | |

| | | | | |
|---------------------|--|--|--|--|
| Common Area | | | | |
| Street Right-Of-Way | | | | |
| Other (Specify) | | | | |
| Total Subdivision | | | | |

POSTING NOTICE

18.16.060 - Notice requirements

Certain zoning actions require a public hearing, notice of which shall be given in the manner and within the times set forth in the following notice requirements:

| Type of Action | Hearing Requirement | Notice in Newspaper | Service or Mailing | Posting |
|--|---------------------|---------------------|--------------------|---------|
| PUD Preliminary Plan (18.08.150) | Town Council | 15 days | 15 days | 15 days |
| Municipal Code: For further detail visit www.townofgysum.com - Community Development – Municipal Code. | | | | |

18.16.070 – Posting

A. Responsibility

Posting of a sign on the property giving notice of any public hearing shall be the responsibility of the applicant. Staff shall advise the applicant in writing within five business days of receipt of the application of this posting requirement and the location and number of signs required for the application. All signs must be prepared by or for the applicant at the applicant's expense. All signs must be posted on the property not less than 15 or not less than ten days prior to the scheduled public hearing as set forth in section 18.16.060. The applicant must take a clear and distinct photograph of the sign(s) and submit the photograph(s) to the planning department immediately upon posting the property. No later than noon on Friday prior to the scheduled public hearing, the applicant shall present a certificate of posting in the following form to the planning department. ** A sign may also be purchased from the town for a fee of \$100.

B. Certificate of Posting

See attached **AFFIDAVIT CONCERNING POSTED NOTICE** (*Notarization Required*)

Failure to present the certification of posting and submit the photograph(s) will result in a rescheduling of the public hearing and require a new posting of the property.

C. Sign Specifications

A sign not less than three feet by four feet in size erected on posts no lower than four feet above natural grade and legible from the nearest dedicated public right-of-way. Title of sign shall be in letters not less than five inches high. Said sign shall be removed

by the applicant within two weeks of the conclusion of the public hearing. See Section C of the Gypsum Municipal Code 18.16.070.

PUD PRELIMINARY PLAT CHECKLIST (to be completed by Town of Gypsum):

Name of Subdivision _____

PUD Preliminary Plat due 60 days before Planning Commission Meeting

Date turned in: _____

Planning Commission public hearing date: _____

Town Council public hearing date: _____

Agencies need to respond within 21 days from date of mailing: _____

Distributed to:

Date:

Town Planner _____

Town Manager _____

Planning Commission (7 members) _____

Town Council (7 members) _____

Town Engineer _____

Public Works Director _____

Town Attorney- Bob Cole _____

Town Water Engineer- Tom Zancanella _____

Additional distribution:

Town of Eagle _____

Black Hills Energy _____

CenturyLink _____

Holy Cross Electric _____

Eagle County Comm. Dev. _____

Eagle County School _____

Natural Resource Con. Dist. _____

Bureau of Land Mgmt. _____

Division of Wildlife _____

County Commissioners _____

County Environ. Health _____

WECMRD _____

Eagle County Library _____

Eagle Cty. Ambulance _____

Cedar Hill Cemetery _____

Colo. Mtn. College _____

Eagle Fire Depart. _____

Co River Water Dist. _____

Public Hearing Notice mailed to adjacent land owners
(for Planning Commission Public Hearing) _____

Date emailed to Reader Board & Eagle Valley Enterprise
(for Planning Commission Public Hearing) _____

Public Hearing Notice mailed to adjacent land owners
(for Town Council Public Hearing Notice) _____

Date emailed to Reader Board & Eagle Valley Enterprise
(for Town Council Public Hearing Notice) _____



PLANNED UNIT DEVELOPMENT GUIDE INSTRUCTIONS FOR COMPLETION

(Revised 04/15/06)

On those properties proposed for PUD zoning, a PUD Guide will be required. Once approved, the Guide becomes the governing document for land use and dimensional limitations on the property. Current Town of Gypsum Land Use Regulations may be incorporated into the Guide, and shall prevail in the event that a Guide is silent to a particular standard.

A draft of the PUD Guide is required at application for PUD Sketch Plan. The final version of the Guide is incorporated into the Preliminary Plan, and is attached as an exhibit to the Resolution approving the Preliminary Plan for the property.

The following information is strongly suggested to be contained within any PUD Guide:

1. Title and Names
 - a. The name of the proposed development
 - b. Date of preparation
2. Statement of Intent
 - a. Describe the intent of this property by clearly stating the purpose of the development
3. General Information
 - a. List total number of dwelling units broken down into single family, duplex, multi-family, employee/local resident housing and/or the amount of commercial square footage in each planning/land use area.
 - b. Total acreage of dedicated open space
 - c. Gross and net developable area (in acres)
 - d. Maintenance responsibilities for roads, and drainage structures/features, trails, sidewalks, etc....
4. Definitions
 - a. For any use which is not defined in the Town of Gypsum's Land Use Regulations, for a new use, or for a use which has been augmented in definition to suit the PUD
5. Planning/Land Use Areas – for each planning/land use area list the following:
 - a. Primary Uses – Make sure you list all appropriate uses (and process to approve, if any) to avoid unnecessary PUD amendments in the future.
 - b. Accessory Uses –
 - i. Process to approve accessory uses (if applicable)
 - c. Permitted Temporary Uses and Standards
 - i. Indicate use duration, number, size, height, for temporary uses
 - ii. Process to approve temporary uses (if applicable) e.g. Special Review, use by right).
 - d. Building Standards
 - i. Maximum height of structures
 - ii. Building coverage limitation (if applicable)
 - iii. Type of dwelling units
 - iv. Floor Area Limitation (if applicable)
 - v. Impervious limitation (if applicable)
 - vi. Building envelope reference (e.g. building envelopes and height restrictions shall control the bulk of the building)

- e. Lot Standards
 - i. Minimum lot areas (if applicable)
 - ii. Setbacks
 - 1. Front, side and rear setback restrictions
 - 2. Building envelope reference (e.g. all buildings must be contained within the platted building envelope)
 - iii. Allowable encroachments/exceptions (e.g. garages may encroach outside of the building envelope; overhangs, fences, etc....)
 - f. Parking
 - i. Minimum number of spaces
 - 1. Residential: Off-street parking spaces/dwelling unit and overflow provision (if applicable); state if on street parking is permissible or not.
 - 2. Commercial/Other: Number of spaces based on proposal submitted/square footage per use ratio (state if on street parking is permissible or not, etc.).
 - ii. Size of parking spaces (Indoor/Outdoor)
 - iii. If compact car spaces are desired, indicate the percentage allowed, etc....
 - iv. Indicate if joint/shared parking is allowed with adjacent properties. If so, what is the ratio for number of parking spaces, etc....
 - g. Storage/Trash
 - i. Provisions for the storage and/or screening of boats, campers, and trailer vehicles
 - ii. Provision for the storage and/or screening of other outside materials (if applicable) and trash containers
 - iii. Provision for trash removal
 - iv. Screening requirements
 - h. Fences
 - i. Maximum height
 - ii. Material, type and design
 - i. Wildfire Mitigation
 - i. Defensible space (if applicable)
 - ii. Fire resistive construction requirements (if any)
6. PUD Sign Code/Lighting Standards
- a. Signs
 - i. One or more of the following types of signs are usually associated with development projects: temporary signs, project entry signs, tenant signs, directional/informational signs, building identification signs, window signs
 - ii. For each type of sign identification above, indicate the following information:
 - 1. Maximum number of each type
 - 2. Maximum square footage (per face) of each sign
 - 3. Maximum height and number of faces per sign
 - 4. Minimum setback
 - 5. Lighting method
 - 6. Material/design
 - iii. Standard Statement – Permits shall be required prior to the construction/installation of any signs by the DRB, Town of Gypsum, etc....
 - b. Lighting
 - i. Maximum height of pole lights
 - ii. Maximum height of walkway lights
 - iii. Light pole/standard spacing
 - iv. Fixture type; light colors, etc....
 - v. Hours of operation
 - vi. Standard Statement – lights will not cast glare on adjacent properties or rights-of-way, etc....

7. Circulation
 - a. Pedestrian Paths/Trails (if applicable)
 - i. Description of general location, size
 - ii. Installation responsibilities, materials used, etc....
 - b. Vehicular
 - i. Graphically designate major roadways, bus stops, emergency access, etc....

8. Open Space/Recreation – Provide statements and graphics in regard to the following:
 - a. General layout of all common open space, trails, pedestrian paths, etc....
 - b. Manner of integration with adjacent existing or planned open space or park lands
 - c. Provisions for ownership of common areas
 - d. Percent of project area dedicated to open space
 - e. Uses permitted in open space

9. Landscaping – provide the following types of information
 - a. Minimum or maximum area in square feet and overall lot coverage (percentage)
 - b. Density of plant materials and general type of plants
 - c. Minimum height of coniferous and minimum caliper of deciduous materials at planting
 - d. Explanation of any restoration, grading or landscape techniques, including maintenance and planting schedule, revegetation/removal of dead material practices, etc....
 - e. General landscaping or landshaping intent for common open space
 - f. Wildfire mitigation practices or requirements

10. General Provision
 - a. Limitations of number and types of animals
 - b. Pollution Control , for such things as noise, dust, glare, odor, vibrations, smoke, radiation, heat, or any other possible pollutant
 - i. Describe fireplace types
 - c. Provisions for guide modifications including amendments, special or temporary uses, limited review uses, enforcement, appeals, design review board authority (etc.) and building envelope amendments

11. No-build Area Restrictions – No structures shall occur in the following areas:
 - a. Within _____ setback from the high water mark, or the 100 year floodplain
 - b. Existing slopes of 30%+
 - c. Areas of critical wildlife habitat (migration corridors, geologic hazards, severe wildfire hazards, etc....)

12. Other:
 - a. Other additional standards may be required to address problems unique to individual sites
 - b. Different application processes: types of review for such things as allowing accessory or temporary uses, building envelope amendments, etc....
 - c. Statement saying that, “Where the PUD Guide falls silent, and the Town of Gypsum Land Use Regulations are not, the Land Use Regulations shall rule. Anywhere the PUD and the Town of Gypsum Land Use Regulations conflict, the PUD Guide shall rule.”
 - d. Hazardous Materials Contingency Plan: if any of the uses require the use of hazardous materials, a supplemental plan may also be required to be attached to the PUD Guide. If the use is limited (e.g. a single gas pump), the Plan may be incorporated within the Guide.



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