



## Planned Development 2024 Checklist

Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Planned Development Plan: Please upload a Planned Development Plan that meets the technical requirements of the City of Brighton.
  - Document Name: Planned Development Plan

**I verify that I have reviewed the City of Brighton's technical requirements for Planned Development Plan submittals and that my plans meet said requirements.**

A copy of the requirements for the City of Brighton concerning Planned Development Plan submittals can be found here:

- Planned Development Plan Template Instructions
2. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match the ownership information entered on the application.
    - Document Name: Proof of Ownership
  3. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.
    - Document Name: Legal Description
  4. ALTA/ASCM Land Title Survey: A land boundary plan prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Colorado. In order to ensure accuracy in the document, it should have been completed within the last year of your application submittal. Included in the PUD Plan Set.
    - Document Name: ALTA/ASCM Land Title Survey

5. Traffic Impact Study: Please see Section 162.02.02 of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements. If a Traffic Impact Study was already approved another entitlement processes, please include a letter, sealed by an engineer that states the Planned Development is in compliance with the Traffic Impact Study.
  - Document Name: Traffic Impact Study or Traffic Impact Study Compliance Letter
6. Neighborhood Meeting Minutes: Please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to Section 2.01.D of the Land Use and Development Code for additional information.
  - Document Name: Neighborhood Meeting Minutes
7. Neighboring Property Owners: Please provide a list of all property owners within 300 feet of the application property shown by the records of the county assessor no more than seven (7) days prior to the date of application.

At the discretion of the Director, mailed notice to all property owners within 1,000 feet may be required and will be determined at the Preliminary Application Conference.

With this list, also include two sets of pre-printed address labels of each property owner and map demonstrating the neighboring property locations as related to the application property.

- Document Name: Neighboring Property Owners
8. Mineral Interest Notification Form: Unless provided during a previous application, please download, read, date, sign, and notarize the Mineral Interest Notification form. Upload a digital copy as part of your submittal package. Also, deliver a wet sealed hard copy to the Community Development Department at The City of Brighton City Hall.
    - Document Name: Mineral Interest Notification Form
  9. Mineral Interest Notification List: Unless provided with a previous application, the names and addresses of all surface owners, mineral owners, and lessees of mineral owners to whom notices of a hearing shall be sent.
    - Document Name: Mineral Interest Notification List

10. Detail Plan: Please provide a set of design standards to be used within the development unless a Subdivision Plan is being processed simultaneously.

- Document Name: Detail Plan

**I verify that I have reviewed the City of Brighton's technical requirements for Detail Plan submittals and that my plans meet said requirements.**

A copy of the requirements for the City of Brighton concerning Detail Plan submittals can be found here:

- Detail Plan Template Instructions

11. Cultural Resource Survey: Required if there are cultural resources on the property that are older than 50 years and potentially hold significance in architecture and social history. Cultural resource surveys for all resources on the property, as determined by City staff, shall be submitted.

- Document Name: Cultural Resource Survey

12. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** If applicable, how many residential units are anticipated to be developed within this subdivision? (Please identify type and quantity of detached, attached, and multifamily units. If mixed uses are proposed, please also define use by quantity and type.)

13. No hard copies are required at the time of project submission.

14. **I understand that by submitting a complete application including all electronic files to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**