



City of Sheridan
Rezoning for PUD Checklist

Project Name:
RGA Job No.:

Included?			Item	Comments
Yes	No	Insufficient		
All PUD rezonings must following the application process described in Section 56-582 & 55-583.				
Section 1: Pre-submittal Conference and Review (Sec. 56-582)				
			1. Pre-submittal conference has occurred.	
			2. Neighborhood meeting has been held prior to submitting the rezoning application. Provide a copy of the meeting notice letter, a list of names and addresses of owners mailed notice, a sign-in sheet of those in attendance, and a summary of the meeting (meeting notes) with neighbor concerns detailed.	
Section 2a: Application Process from Standard Rezoning Section (Sec. 56-583)				
			1. Application form has been filled out and submitted via https://permits.sheridangov.org/PlanReview.	
			2. A list of names and current addresses of the owners of all properties within 300' of the exterior boundaries of the property (per records of the county assessor's office) Click here for instructions.	
			3. Fee has been paid (per current fee schedule).	
			4. Signed Cost Agreement has been submitted.	
Section 2b: Application Process for PUDs (Sec. 56-583)				
			1. Provide written consent (written support) from all real property owners within the boundaries of the PUD rezoning site, per Section 56-356.	
			2. Provide proof of ownership that includes a title commitment, or updated title commitment, issued no more than 30 days prior to the date of the application.	
			3. Provide a letter of authorization from the property owner permitting a representative to process that application, when the property owner is not the applicant.	
			4. Provide copies of any proposed special agreements, performance guarantees, conveyances, restrictions or covenants which will govern the development, use of land, building(s) maintenance, and continued protection of the PUD and any of its common use areas.	



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Section 2b: Application Process for PUDs (Sec. 56-583) - continued				
			5. Provide a written statement (or statements) containing all of the following information and submit via https://permits.sheridangov.org/PlanReview:	
			a. Existing zoning and total acreage of all land within the planned unit development (PUD).	
			b. An explanation of the proposed character (uses, layout, design, etc.) of the PUD and of the manner in which it has been designed to take advantage of the PUD regulations (i.e. why it must be zoned PUD instead of a standard zoning district).	
			c. A tentative time schedule containing prospective completion dates for various stages of development, including major utility installation schedules.	
			d. An explanation of public facilities, service needs, and availability , including water supply and distribution, sewage collection and treatment, and water resource needs above current zoning designation.	
			e. Impact statements by qualified consultants regarding the effects of the proposed rezoning on: 1- air quality, 2 - water quality, 3 - wetlands, soils and geology, 4 - grading, 5 - floodplains, 6 - biotic resources, and 7 - cultural (historic) archaeologic resources. These statements will be referred to the appropriate agencies to determine if additional analysis is required.	
			f. Statement regarding the effects of the proposed rezoning on existing drainage and how increased drainage runoff will be handled.	
			g. Statement regarding the effects of the proposed rezoning on anticipated traffic and the transportation impacts.	
			h. Per Section 56-354 , state the designated existing underlying zone district that shall govern when regulations governing density, height, setbacks, primary/secondary/accessory uses, parking, fences, walls, obstructions to views, open space, signage, and site elements are not specifically addressed in the stipulations of the approved official development plan.	
			i. Per Section 56-354, the City Manager may require the applicant to develop standards, prior to site plan submittal, which are in keeping with the intent of the PUD district. Such standards must be recorded as an amendment to the official PUD development plan.	



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The planning commission and city council shall each hold public hearings on the PUD rezoning request and its associated development plan. A single ordinance is allowed for both the rezoning and the official development plan.				



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Section 3: Official Development Plan Map Required for Rezoning to PUD (Sec. 56-357)				
			Site Map:	
			1. Site map must submitted via https://permits.sheridangov.org/PlanReview .	
			2. Scale no smaller than 1" = 100'	
			3. North arrow (true north).	
			4. A title block shall be placed at the top of the sheet along the long dimension of each sheet and shall include the name of the planned unit development. The legal description must be on cover sheet beneath the title (or on the single plan sheet beneath the title, if only 1 sheet). The PUD name cannot duplicate the name of an existing subdivision or PUD, it must be unique.	
			5. In a Site Data Table list:	
			a. Existing zone.	
			b. Proposed zone (PUD) and proposed underlying zoning district.	
			c. Existing land use or uses.	
			d. Proposed land use or uses, including accessory uses & accessory dwellings.	
			e. Acreage of site.	
			f. Acreage of roads/ROW to be dedicated.	
			g. Net acreage for development, after road/ROW dedication.	
			f. Number of lots to be created.	
			h. Density, if site contains a residential component.	
			g. Maximum number of dwelling units.	
			i. Maximum amount of commercial square footage, industrial square footage, office square footage, etc.	
			j. Amount of active and/or passive open space to be provided as part of PUD, and/or as areas to be dedicated as public parks.	
			k. FAR for entire development, or for each specified development area or use category.	
			l. Setbacks for entire development, or for each specified area or use category.	
			m. Height limitations for entire development of for each specified area or use category.	
			n. Parking ratios for uses in the PUD.	
			6. Show existing topography via contours at 2-foot intervals. Contours at 5-foot intervals can be shown for slopes over 10%.	



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			7. Show existing and proposed roads, other rights-of-ways, and easements (utility and other easements).	



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Section 3: Official Development Plan Map Required for Rezoning to PUD (Sec. 56-357)				
			A. Site Map: (continued)	
			8. Provide a detail sheet showing architectural standards, if any are proposed.	
			9. Provide a detail sheet showing sign standards, if any are proposed. *Per Section 56-355, sign standards in a PUD shall not be less restrictive (but can be more restrictive) than the standards of the Zoning Chapter. Alternative signage standards, if warranted, may be approved by City Council via a variance request.*	
			10. Show proposed spatial location of buildings and building clusters in relation to site topography and adjoining land use, when known.	
			11. Show proposed spatial arrangement of pedestrian and vehicular circulation areas (shown separately), off-street parking and loading areas, public or private park(s) and/or open space, when known.	
			12. Show proposed public rights-of-way, easements, open space or park(s) which are to be conveyed, dedicated or reserved for common or recreation areas and sites for schools and/or public buildings.	
			13. Show street and tract lines of all abutting subdivisions within one-half-mile radius and thoroughfare in the immediate area. Label each with name and/or ownership.	
			14. If the PUD official development plan includes a request for site development plan approval separate from the official development plan (ODP) approval, all information required by this chapter shall also be included. Site development plan standards of this chapter shall apply unless modified by ODP.	
			B. Vicinity Map to be on the Site Map (provide per staff requirement):	
			1. Show geographic relationship of the proposed subdivision to the surrounding area.	
			2. Show streets adjacent to subdivision and those serving the subdivision, along with any other features to help locate the subdivision.	
			3. Show any natural or man-made features that make subdivision easy to locate.	



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Section 3: Official Development Plan Map Required for Rezoning to PUD (Sec. 56-357)				
			C. Certification Statement #1:	
			1. A certificate statement must be attached to the ODP map to read as follows:	
			a. OWNER'S AGREEMENT STATEMENT: I, _____, owner of the property herein described, do acknowledge and agree that such property shall be developed in compliance with the PUD official development plan, the original of which is on file with the county clerk and recorder of Arapahoe County, Colorado, and a copy of which is on file with the city clerk of the City of Sheridan, Colorado. No variation from any provision of said official development plan shall be permitted unless the plan is amended in accordance with procedures established by ordinance of the City of Sheridan. Any variation from provisions of said official development plan without prior amendment or addendum of the plan shall be grounds for revocation of the rezoning ordinance establishing this planned unit development or other appropriate sanctions. I further agree that the official development plan regulations and covenants for this PUD zone district will be executed to those standards, densities, land uses and criteria specified by the city council of the City of Sheridan, Colorado. Witness my hand and seal this _____ day of _____, 20____. Signature _____ The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ Witness my hand and notarial seal _____ My commission expires: _____ Notary Public	



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			C. Certification Statement #2:	
			2. A certificate statement must be attached to the ODP map to read as follows:	
			Approved by the planning commission of the City of Sheridan, this _____ day of _____, 20_____. _____ Chairman	
			C. Certification Statement #3:	
			3. A certificate statement must be attached to the ODP map to read as follows:	
			Adopted and approved as a planned unit development and passed by the city council of the City of Sheridan, Colorado, this _____ day of _____, 20_____. _____ Mayor Name Attest: _____ City Clerk	



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Section 4: Special Regulations for PUDs - Mining and Mineral Resource Extraction (Sec. 56-361)				
NOTE: Mining and Mineral PUD applications shall contain the following, in lieu of the standard PUD application documents and information, but in addition to other permits, regulations, and provisions, as may apply:				
			1. All information and maps required by Section 34-32-110 CRS, 34-21-111 CRS and/or Section 34-32-112 CRS, depending on which section may be applicable, must be submitted.	
			2. A reclamation plan must be submitted, which shall comply with the following requirements:	
			a. All banks should be left with slopes no greater than fifteen percent except that a greater slope will be permitted if it is in substantial conformity to the surrounding topography.	
			b. Upon the completion of the mining and reclamation, the land shall be left in a safe condition which provides drainage sufficient to prevent water pockets or undue erosion.	
			c. Where topsoil (overburden) is removed, sufficient available top soil shall be set aside for replacement. Trees, shrubs, grasses or other ground cover shall be planted and maintained for the length of time needed to become established in order to avoid erosion.	
			d. Within one year after completion of the mining operation, all mining and processing equipment, including all buildings, structures (except fences) and scale houses shall be entirely removed from the site.	
			3. Statement of mining operation, containing:	
			a. A description of the method or methods to be employed to avoid unreasonable depreciation or pollution of surface and subsurface water supplies; minimize slope hazard; minimize erosion, fugitive dust, airborne noise and seismic disturbances from blasting.	
			b. A statement setting forth anticipated:	
			i.) Haul routes including ingress and egress to the site. ii.) Hours of haulage. iii.) Size of trucks. iv.) Anticipated number of trips per day both to and from the site.	
			4. Annual reclamation plan will need to be submitted to the City Council for continued operation of the mine. If terms are violated, the Council may institute enforcement procedures authorized by Article II of this Chapter, or seek State enforcement assistance.	
			5. Operator must obtain state open mining permits.	



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			6. The Planning Commission and City Council shall apply the standards found in Section 56-361 in making their final decision to approve or deny this application.	



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Section 5: Special Regulations for PUDS for Landfills (Sec. 56-362)				
			1. Landfills shall be subject to the requirements and location/spacing provisions otherwise indicated in the Sheridan Municipal Code, along with all standard submittal items required for a PUD.	
Section 6: Special Regulations for PUDS for Waste Transfer Stations (Sec. 56-363)				
NOTE: Waste transfer stations must obtain a permit from the City. The City cannot issue a permit until the Colorado Department of Health has certified and approved the site.				
			1. Submit copy via https://permits.sheridangov.org/PlanReview of the application submitted to Colorado Department of Health pursuant to the Solid Waste Disposal Sites and Facilities Act, along with all standard submittal items requirements for a PUD.	
			2. Identification and description of record owners of the site, and any title, deed, contract, lien, bankruptcy, covenant or other usage or encumbrance restriction on the facility property or its owner.	
			3. A description of the proposed facility's compatibility with the "IND" industrial designation under the city's zoning ordinance.	
			4. A description of access roads which will serve as snow routes in the event of adverse weather conditions and a description of other significant manmade or natural features in the vicinity of the proposed facility and their topography.	
			5. A description of any utility lines or facilities for water, wastewater, storm sewer, electricity and natural gas on or adjacent to the site, and a description of surface drainage patterns, water diversion or storage facilities, and storm water sewer collection points.	
			6. Information regarding the facility operators such as their names and addresses, their emergency telephone numbers, their educational background, and their employment history.	
			7. Information regarding employees/persons having authority to initiate corrective actions in the event of a noncompliance incident, including their employment titles and names, emergency telephone numbers and home addresses, information regarding the number and names of any other employees/personnel expected to participate in corrective actions at the facility, educational or training requirements of each job description/classification and whether any such personnel have obtained the required certifications.	
			8. Recording keeping practices of the facility, per Sec. 56-363.c.g.	
			9. Information regarding the number, descriptions and uses of all equipment projected to be stored or used at the site when the facility is operating at full capacity.	



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			10. Information regarding the operator's compliance with all other applicable laws, including all of those stated in Sec. 56-363.c.i.	
			11. \$100,000 bond made payable to the City of Sheridan.	