



# FINAL MPUD APPLICATION

**Planning & Development Services**  
455 Mountain Village Blvd. Suite A  
Mountain Village, CO 81435  
970-728-1392  
970-728-4342 Fax  
[cd@mtnvillage.org](mailto:cd@mtnvillage.org)

Revised 2.26.18

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**The Planning & Development Services Department is here to assist you with your development application pursuant to the Community Development Code (CDC).**

**This publication outlines the Final MPUD Development Application process of the CDC and also provides the submittal requirements for such development applications.**

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## **Contents of the Publication**

This publication is intended to address the submittal requirements for a Final MPUD Development Application consistent with the PUD Regulations. The final MPUD is the second of the two required steps to create a MPUD as provided for in the PUD Regulations. An outline MPUD must be approved and effective in order to submit for a final MPUD. However, it is each applicant's responsibility to review the CDC and any associated regulations to ensure a full understanding of the development application process.

## **Development Review Process**

Final MPUD Development Applications shall be processed as a class 4 application as provided for in the CDC, with a Design Review Board (DRB) recommendation and Town Council approval. After any required worksession with the DRB and/or the Town Council, the class 4 development application process generally consists of the following steps:

- Step 1: Pre-submittal Meeting with Applicant and Planning Division**
- Step 2: Applicant Development Application Submittal**
- Step 3: Planning Division Development Application Completeness Check**
- Step 4: Planning Division Development Application Referral and Review**
- Step 5: Planning Division Follow-up Communication**
- Step 6: Applicant Plan Revisions**
- Step 7: Planning Division Schedule Town Council Public Hearing**
- Step 8: Applicant Public Noticing (Minimum of 30 days prior to hearing)**
- Step 9: Planning Division Preparation of Staff Report**
- Step 10: Design Review Board (Recommendation) and Town Council Public Hearings**
- Step 11: Review Authority Action**
- Step 12: Planning Division Provides Notice of Action**
- Step 13: Effective Date of Application Decision and Appeal**
- Step 14: Length of Validity (To Be Determined by Council as a Vested Property Right)**

The applicant shall also submit concurrent development applications for density transfer, subdivision and design review if such applications were not approved as a part of the outline MPUD as provided for in the effective outline MPUD agreement.



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## Development Application Submittal Requirements:

The following forms, information and plans will need to be submitted in order to have a complete development application. Situations will occur when all of the listed submittal requirements will not be required and where items not listed as submittal requirements will be required in order for the Town to have sufficient information to fully evaluate the impacts of a development application. The Planning Division is therefore authorized to determine, based on the nature of a development application, whether to waive submittal requirements or require additional submittal requirements.

Submitted (Office Use)	Item No	Submittal Requirements
	1.	<b>Application Form.</b> Completed application form (Attached).
	2.	<b>Fees.</b> \$3,000 plus per unit fee of \$400 per multi-family unit and \$400 per \$1,000 sq. ft of commercial area. No additional fees are required for concurrent design review process, subdivision or density transfer development applications except as outlined below. The applicant and property owner are responsible for paying all Town fees as set forth in the fee resolution, and are also required by the CDC to pay for Town legal fees, the cost of special studies, and other fees as set forth in the CDC. Such fees are considered a condition precedent to having a complete development application, and shall be paid prior to the Town issuing the final approval.
	3.	<b>Proof of Ownership.</b> Copy of current deed or title report on the effected property.
	4.	<b>Agency Letter.</b> If application is not submitted by the owner of the property, a letter of agency, signed by the property owner giving permission to a firm or person to submit the requested land use application (Attached). A development application for a PUD may be filed only by the owner(s) of fee title to all land to be included within such PUD or other person holding written consent thereto from the owner(s) of all land to be included in such PUD, or any combination thereof. No PUD may be approved without the written consent of the landowner(s) whose property is included in the PUD.
	5.	<b>HOA Letter.</b> For development on property that is owned in common by a homeowners association, the development application shall include: <ul style="list-style-type: none"> <li>A. A letter from the Homeowner's Association (HOA) board giving permission for the application (Attached), and where a vote is required by the HOA governing documents, a copy of the proof of the vote and outcome of such vote.</li> <li>B. A copy of the HOA governing documents, including bylaws and declaration.</li> </ul>
	6.	<b>Title Report.</b> Copy of current title report for the property listing all encumbrances.
	7.	<b>Development Narrative.</b> A written narrative of the development application that outlines the request. The narrative should include a summary of how the application meets the key requirements of the CDC, such as the applicable criteria for decision.
	8.	<b>Design Review Process Plans.</b> Information and plans as outlined in the Design Review Process development application. If Design Review Process plans were approved concurrent with the outline MPUD, then the approved plans set shall be submitted.
	9.	<b>Subdivision Plans.</b> Information and plans as outlined in the Subdivision development application. If a subdivision was approved concurrent with the outline MPUD, then the



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Submitted (Office Use)	Item No	Submittal Requirements
		approved plans subdivision and associated legal instruments shall be submitted.
	10	<b>Density Transfer.</b> Information and plans as outlined in the density transfer application, and the original density bank certificate shall be provided that provides for the density set forth in the outline PUD development agreement. If the density transfer was approved as a part of the outline PUD, then a copy of the ordinance approving the outline PUD shall be submitted.
	11	<b>Plan Set Sheet Requirements.</b> All plans sets as set forth in these submittal requirements shall be formatted to have a sheet size of 24" X 36", with cover sheet providing the contact information of all plan consultants, vicinity map, and sheet index; and all sheets showing date of original plan preparation and all revision dates, sheet labels and numbers, borders, title blocks, project name, lot number, address and legends. <b>A.</b> All plans submitted by a Colorado licensed architect, surveyor, geologist or interior designer shall be electronically stamped and signed without a locked signature to allow for commenting on the plan sets.
	12	<b>Public Improvements Cost Spreadsheet.</b> The developer shall submit a spreadsheet breaking down the cost of the construction of any public facilities or improvements that are necessary for the development, with such spreadsheet providing the line item total cost, unit cost and unit type (EG. Lineal feet, cubic yards, sq. ft.)
	13	<b>Final MPUD Development Agreement.</b> This agreement is in addition to and supplements the outline MPUD development agreement, providing the needed requirements for security and completion and warranty of improvements as for any development. This agreement shall repeat the time frame for actual conveyance, construction or payment, as appropriate, and of the relevant community benefits for this phase or parcel, as originally set forth in the development agreement executed as a condition of outline MPUD approval.
	14	<b>ePlan Submittal.</b> All development applications shall be submitted pursuant to the ePlans submittal process as outlined in the following publication: <a href="https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf">https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf</a>

Questions and/or comments on ePlans Process can be directed to [cd@mtnvillage.org](mailto:cd@mtnvillage.org) or call 970-728-1392



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## TOWN OF MOUNTAIN VILLAGE FEE REQUIREMENTS ACKNOWLEDGEMENT

The Town of Mountain Village requires specific fees to be paid with a development application including legal and attorney fees associated with processing land development applications, inquiries and review. Please read and acknowledge the below fee requirement which are found at Community Development Code Section 17.4.4. General Provisions Applicable to All Development Application Classes, Section L. Fees.

### L. Fees

**1. Fee Schedule.** The Town Council shall, from time to time, adopt a fee resolution setting forth all development application fees and associated permit fees. Fees for submittals not listed in the fee schedule resolution shall be determined by the Director of Community Development on a case-by-case basis determined by the similarity between the submittal and the development applications listed on the fee schedule together with the estimated number of hours of staff time the review of the submittal will require. No development application shall be processed, nor any development or building permits shall be issued until all outstanding fees or moneys owed by the applicant, lot owner, developer or related entity, as defined by the Municipal Code, to the Town, in any amount for any purpose, including but not limited to any fees, delinquent taxes, required Town licenses, permit fees, court fines, costs, judgments, surcharges, assessments, parking fines or attorney's fees are paid to the Town.

**2. Town Attorney Fees.** The applicant shall be responsible for all legal fees incurred by the Town in the processing and review of any development application or other submittal, including but not limited to any Town Attorney fees and expenses incurred by the Town in the legal review of a development application together with the legal review of any associated legal documents or issues. Legal expenses so incurred shall be paid for by the applicant prior to the issuance of any permits.

**3. Property or Development Inquiries.** The Town requires that Town Attorney legal fees and expenses be paid for all development or property inquiries where a legal review is deemed necessary by the Town. The developer or person making the inquiry, whichever the case may be, shall be informed of this obligation and execute a written agreement to pay such legal expenses prior to the Town Attorney conducting any legal review. A deposit may be required by the Director of Community Development prior to the commencement of the legal review.

**4. Other Fees.** The applicant shall be responsible for all other fees associated with the review of a development application or other submittal conducted by any outside professional consultant, engineer, agency or organization and which are deemed 69 necessary by the Town for a proper review.

**5. Recordation Fees.** The Community Development Department will record all final plats, development agreements and other legal instruments. The applicant shall be responsible for the fees associated with the recording of all legal instruments.

I have read and acknowledge the fee requirements associated with my application.

\_\_\_\_\_  
(signature required)

\_\_\_\_\_  
(date)



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APPLICANT INFORMATION			
Name:		E-mail Address:	
Mailing Address:		Phone:	
City:	State:	Zip Code:	
Mountain Village Business License Number:			
PROPERTY INFORMATION			
Physical Address:		Acreage:	
Zone District:	Zoning Designations:	Density Assigned to the Lot or Site:	
Legal Description:			
Existing Land Uses:			
Proposed Land Uses:			
OWNER INFORMATION			
Property Owner:		E-mail Address:	
Mailing Address:		Phone:	
City:	State:	Zip Code:	
DESCRIPTION OF REQUEST			



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**OWNER/APPLICANT  
ACKNOWLEDGEMENT  
OF RESPONSIBILITIES**

I, *(Insert property owner name)* \_\_\_\_\_ (the "Owner")

The owner of Lot *(Insert Lot Number)* \_\_\_\_\_ (the "Property") and, if applicable, *(Insert agent's name)* \_\_\_\_\_

(the "Agent") of *(Insert Agent's company)* \_\_\_\_\_

hereby certify that the statements made by the Owner, Agent and their consultants on this application are true and correct. We acknowledge that any misrepresentation of any information on the application submittal may be grounds for denial of the development application or the imposition of penalties and/or fines pursuant to the Community Development Code. We have familiarized ourselves with the rules, regulations and procedures with respect to preparing and filing the development application. We agree to allow access to the proposed development site at all times by member of Town staff, DRB members and the Town Council. We agree that if this request is approved, it is issued on the representations made in the development application submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. By signing this acknowledgement, we understand and agree that we are responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan(s) (including but not limited to: landscaping, paving, lighting, etc.). We further understand that we are responsible for paying Town legal fees and other fees as set forth in the Community Development Code.

\_\_\_\_\_  
Signature of Owner Date

\_\_\_\_\_  
Signature of Applicant/Agent Date

OFFICE USE ONLY	
Fee Paid:	By:
	Planner:



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## OWNER AGENT AUTHORIZATION FORM

I have reviewed the application and hereby authorize (*Insert agent(s) name*) \_\_\_\_\_

\_\_\_\_\_ of (*Insert agent's business name*) \_\_\_\_\_

to be and to act as my designated representative and represent the development application through all aspects of the development review process with the Town of Mountain Village.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name)



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## HOA APPROVAL LETTER

I, *(Insert name of HOA president)* \_\_\_\_\_

, the HOA president of the property legally described as *(Insert legal description from condominium map, townhouse plat or other common interest community)* \_\_\_\_\_

provide this letter as written approval of the plans dated *(Insert date on plan set)* \_\_\_\_\_

that have been submitted to the Town of Mountain Village Planning & Development Services Department for the proposed improvements to be completed at the address noted above. I understand that the proposed improvements include: *(Insert description of development improvements below)*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)