



# FINAL SPUD APPLICATION

PLANNING & DEVELOPMENT SERVICES  
455 Mountain Village Blvd. Suite A  
Mountain Village, CO 81435  
970-728-1392  
970-728-4342 Fax  
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 SPUD 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 SPUD development application consistent with the PUD Regulations. The final SPUD which is the last of three required steps to create a SPUD as provided for in the PUD Regulations. Conceptual SPUD and Sketch SPUD approvals are required in order to submit for and receive final SPUD approval from the Town Council. 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 SPUD 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. 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 Review Authority 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 (3 Years Unless Extended Vested Property Rights Are Requested)**

Final SPUD Development Applications shall be concurrently processed with any required subdivision application. A separate density transfer application is not required for creating a SPUD. A SPUD application shall concurrently request to rezone to the PUD Zone District.



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Approval of a SPUD plan application by the Town Council may constitute a site-specific development plan and a vested property right if a developer requests such a concurrent vested property rights development application.

### 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> \$1,000 for 8 hours; hourly rate thereafter. 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>Existing Condition Plan.</b> A stamped, monumented land survey prepared by a Colorado registered land surveyor showing existing site and surrounding access (driveway or roadway route, utility route, etc.) conditions drawn at a scale of 1" = 10' to a maximum of 1" = 30' showing the following information:
		<b>A. Lot Size.</b> Lot size needs to be shown.



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		<b>B. Existing Lot Lines.</b> Existing platted lot lines need to be shown with distances, bearings and a basis of bearing. Existing property pins or monuments found and the relationship to the established corner also need to be shown.
		<b>C. Existing Topography.</b> Existing topography needs to be shown with two foot contour intervals, including spot elevations at the edge of asphalt along any roadway or driveway frontage for the intended accessway at 25 foot intervals.
		<b>D. Steep Slopes.</b> Any slopes that are 30% or greater shall be mapped with a shaded or hatched pattern.
		<b>E. Wetlands, Ponds, Streams or Drainages (if any).</b> Wetlands, ponds, streams and drainages need to be shown. Recent wetland delineation by qualified consultant must be surveyed and shown on proposed site plan for United States Army Corps of Engineers approval. If wetlands are located adjacent to the development site, such wetland area also needs to be shown.
		<b>F. Easements.</b> Indicated all easements shown on the governing plats and recorded against the property.
		<b>G. Utilities.</b> All underground and above ground utilities and pedestals or transformers need to be shown.
		<b>H. Existing Improvements.</b> Any existing site improvements need to be shown, such as buildings (including driplines), drainage systems, trails (if part of official Town trail system as shown in the Comprehensive Plan), sidewalks, roadways, driveways, light poles and fences.
		<b>I. Fire Mitigation/Forestry Management.</b> A tree survey of all trees with a diameter at breast height of four inches (4") or greater shall be shown to ensure compliance with the fire mitigation and forestry management requirements.
	9.	<b>Proposed Development Plan.</b> The following information shall be submitted for the development application:
		<b>A. Design Review Plans.</b> Plans and information required for the Design Review Process shall be submitted (Please refer to the Design Review Process Publication), including but not limited to plans meeting the Design Regulations and Zoning Regulations unless the PUD is requesting a variation as allowed by the PUD Regulations.
		<p><b>B. Final Engineered Infrastructure Plan.</b> The SPUD development shall include sufficient infrastructure designed by a Colorado registered professional engineer, including but not limited to vehicular and pedestrian access, mass transit connections, parking, traffic circulation, fire access, water, sewer and other utilities.</p> <ul style="list-style-type: none"> <li><b>i. Utility Plan.</b> A conceptual, composite utility plan showing the intended routes for providing water, sewer, electric, cable and telecommunications.</li> <li><b>ii. Water and Fireflow.</b> For PUDs that require the extension of the Town's water system to serve additional lots for development, water supply and fire flow information shall be provided in accordance with the Fire Code.</li> <li><b>iii. Evidence of Adequate Water, Sewage Disposal and Utilities.</b> The applicant shall consult with the director of the Public Works Department, San Miguel Power</li> </ul>



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		<p>Association and Source Gas prior to the submission of a development application to include statements from such agencies in the application on the availability of utilities to serve the intended development.</p> <p><b>iv. Access Plan.</b> A final access plan providing access to and from the site of the PUD shall be provided, including any needed infrastructure improvements as may be required by the Subdivision Regulations and the Road and Driveway Standards.</p>
	<b>10.</b>	<p><b>Geotechnical Report.</b> A geotechnical report prepared by Colorado registered professional engineer or geologist shall be provided for all sites that have never been platted and zoned for development, such as a lot that is zoned for open space that is now intended for development as envisioned in the Mountain Village Comprehensive Plan.</p>
	<b>11.</b>	<p><b>Proposed Plat.</b> A draft of the proposed subdivision plat that includes all required plat elements pursuant to the Subdivision Regulations, such as proposed lot lines, easements, rights-of-way, subdivision name, road names, scale (minimum scale is 1" = 20'), north arrow, proposed lot numbering, proposed lot size, title block and legend.</p>
	<b>12.</b>	<p><b>Development Agreement and Other Required Legal Instruments.</b> The development application shall be accompanied by a proposed development agreement and other legal instruments required by the Town for consideration by Town Council. The MPUD development agreement shall include:</p> <ul style="list-style-type: none"> <li><b>A.</b> Proposed, permitted and accessory uses;</li> <li><b>B.</b> Density and zoning designations for each included parcel;</li> <li><b>C.</b> Required hotbed mix (if any per the Comprehensive Plan);</li> <li><b>D.</b> Maximum and average building heights;</li> <li><b>E.</b> Floor area;</li> <li><b>F.</b> Permitted variations to the CDC;</li> <li><b>G.</b> Massing as reflected in associated design review plans;</li> <li><b>H.</b> Project phasing; and</li> <li><b>I.</b> A list of community benefits for the entire MPUD shall be made a part of the development agreement, which specifies which dedications, conditions, etc. are to be made in connection with each parcel or phase of the project when brought in for final MPUD approval. The development agreement must specify the individual trigger for the required conveyance or payment of the listed community benefit.</li> </ul>
	<b>13.</b>	<p><b>Proof of Adequate Density.</b> For PUD's that are increasing the free-market density on a site or lot, the owner shall be required to submit evidence of ownership of the density being transferred, with a density bank certificate for density from the density bank. Density may also be concurrently transferred from another lot in the Town provided such lot is a part of the overall rezoning application as provided for in the CDC.</p>
	<b>14.</b>	<p><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.</p>



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		<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.
	<b>15.</b>	<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 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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<b>APPLICANT INFORMATION</b>			
Name:		E-mail Address:	
Mailing Address:		Phone:	
City:	State:	Zip Code:	
Mountain Village Business License Number:			
<b>PROPERTY INFORMATION</b>			
Physical Address:		Acreage:	
Zone District:	Zoning Designations:	Density Assigned to the Lot or Site:	
Legal Description:			
Existing Land Uses:			
Proposed Land Uses:			
<b>OWNER INFORMATION</b>			
Property Owner:		E-mail Address:	
Mailing Address:		Phone:	
City:	State:	Zip Code:	
<b>DESCRIPTION OF REQUEST</b>			



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**OWNER/APPLICANT  
ACKNOWLEDGEMENT  
OF RESPONSIBILITIES**

I, \_\_\_\_\_, the owner of Lot \_\_\_\_\_ (the "Property") hereby certify that the statements made by myself and my agents on this application are true and correct. I 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, I understand and agree that I am 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 I (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 \_\_\_\_\_ of  
\_\_\_\_\_ 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, (*print name*) \_\_\_\_\_, the HOA president of property located at \_\_\_\_\_, provide this letter as written approval of the plans dated \_\_\_\_\_ which 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 (*indicate below*):

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

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

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