



MINOR PUD AMENDMENT APPLICATION

Planning & Development Services
Department
Planning Division
455 Mountain Village Blvd.
Mountain Village, CO 81435

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 Minor PUD Amendment Development Application process of the CDC and also provides the submittal requirements for such development applications.

Contents of the Publication

This publication is intended to address the submittal requirements for a Minor PUD Amendment Development Application consistent with the PUD Regulations. A PUD amendment that is not classified as minor is considered a major amendment and shall be amended using the process to create an SPUD or MPUD, as applicable, as set forth in the PUD Regulations.

Development Review Process

Minor PUD Amendment Development Applications shall be processed as a class 1 application as provided for in the CDC, with Planning Division administrative approval. The class 1 development application process generally consists of the following steps:

- Step 1: If required by the Planning Division, 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 Action**
- Step 8: Planning Division Provides Notice of Action**
- Step 9: Effective Date of Application Decision and Appeal**
- Step 10: Length of Validity (6 Months)**

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.



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Submitted (Office Use)	Item No	Submittal Requirements
	1.	Application Form. Completed application form (Attached).
	2.	Fees. \$250 for 2 hours; hourly rate thereafter. 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.	Proof of Ownership. Copy of current deed or title report on the effected property.
	4.	Agency Letter. 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).
	5.	HOA Letter. For development on property that is owned in common by a homeowners association, the development application shall include: <ul style="list-style-type: none"> 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. B. A copy of the HOA governing documents, including bylaws and declaration.
	6.	Title Report. Copy of current title report for the property listing all encumbrances.
	7.	Development Narrative. 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.	Design Review Process Plans. If amending or altering the exterior of a building or a site, information and plans as outlined in the Design Review Process development application.
	9.	Plan Set Sheet Requirements. 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. <ul style="list-style-type: none"> A. 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.
	10.	ePlan Submittal. All development applications shall be submitted pursuant to the ePlans submittal process as outlined in the following publication. https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf

Questions and/or comments on ePlans Process can be directed to cd@mtnvillage.org or call 970-728-1392.



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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 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 members 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)