



PLANNED DEVELOPMENT (PD) ZONING MAP & DEVELOPMENT GUIDE

User's Guide

**NOTE: FOR DETAILED PROCEDURES,
REFER TO CHAPTER 7 OF THE
UNIFIED DEVELOPMENT CODE**

**Town of Erie
Planning & Development – Planning Division
645 Holbrook Street
PO Box 750
Erie, Colorado 80516

Tel – 303-926-2770**

This document is available on our website. Visit <https://erieco.gov/111/Planning-Division>
Click on Development User Guide & Fees> Scroll down and click on Planned Development (PD) Zoning

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PLANNED DEVELOPMENT (PD) ZONING MAP AND GUIDE

Purpose

This section makes available, pursuant to the Planned Unit Development Act of 1972, C.R.S. tit. 24, art. 67, a procedure to modify specific regulations of the UDC within a planned development (PD) zone district at the time of initial zoning for annexation or as a rezoning of a property from another zone district.

The PD zone district may be used when:

- There is a special public benefit that does not coincide with standard zoning district requirements; or,
- A development proposal is unable to meet the standard zoning district requirements due to physical constraints of the property; or,
- A development proposal is unable to meet the standard zoning district requirements due to unique development design; or,
- A development proposal is unable to meet the standard zoning district requirements due to a unique mix of land uses.

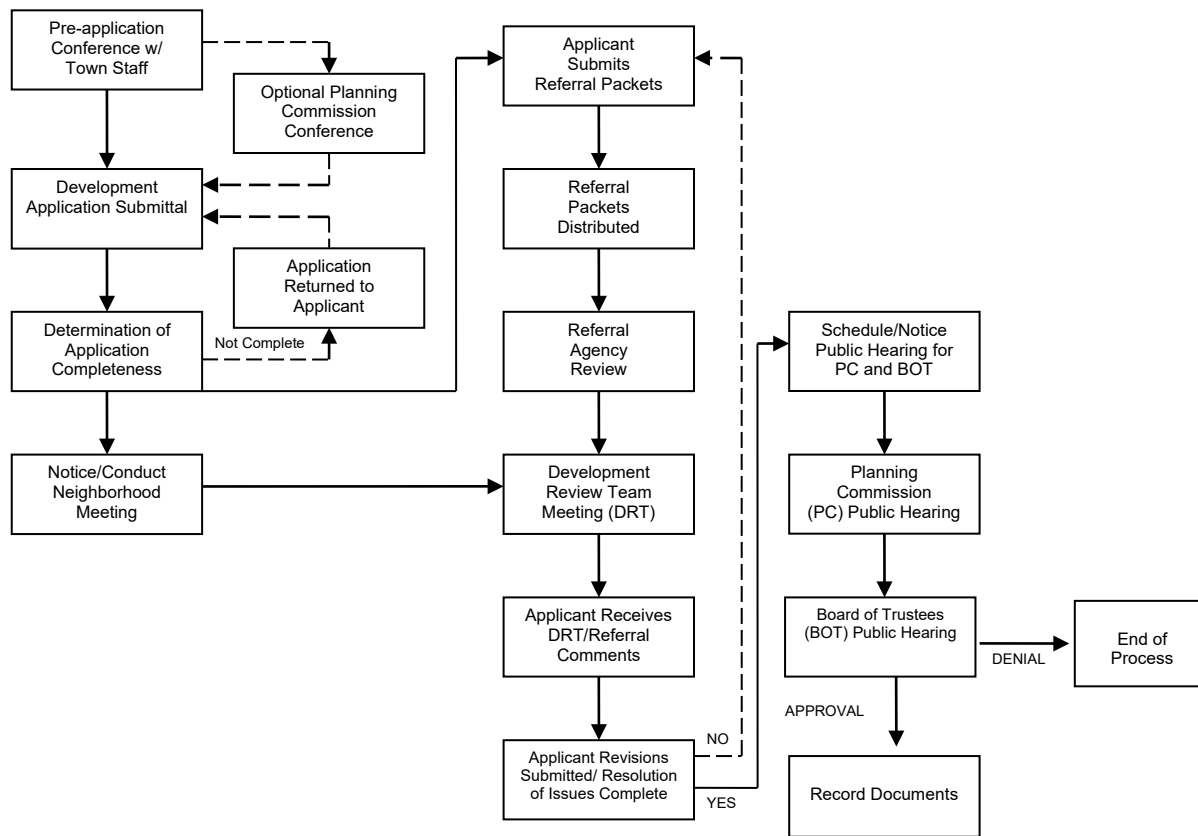
The PD zone district is not a general waiver of the UDC regulations. PD zone district modifications to the UDC regulations are to be based on creative and innovative design and amenities incorporated in the PD zone district that could not otherwise be achieved through other standard zoning districts or through another modification process such as alternative equivalent compliance (subsection [10-6-1](#) C. of this title) or the PUD overlay district (subsection [10-2-7](#) D. of this title).

PD zone district modifications shall be generally consistent with the overall land uses and objectives of the town's comprehensive master plan; transportation master plan; parks, recreation, open space, and trails master plan, and other pertinent town plan and policy documents.

The flexibility permitted in a PD zone district shall be made in exchange for greater public benefits that would not have otherwise been achieved through development under another zone district.

Process Summary

The following is a brief summary of the typical PD Zoning process.



Comments/Review

Development Review Team Meeting (DRT):

The Project Planner will schedule a Development Review Team Meeting (DRT) after the referral agency review period is over. At the DRT meeting the Project Planner discusses the review comments from all review agencies and discusses the neighborhood meeting comments with the DRT attendees. The DRT meeting typically includes Planning & Development, Public Works staff, Parks & Recreation Administrative staff, the Building Official, Town consultants, and the Fire Marshall. The DRT Meeting does not include the Applicant. If the applicant would like to explain the application to the Project Planner before the DRT meeting they should contact the Project Planner to set up a separate meeting before the DRT meeting is held. After the DRT meeting, the Project Planner will compile all of the staff and referral comments for distribution to the applicant.

Applicant Receives DRT/Referral Comments:

The Project Planner will provide the Applicant with a copy of all the staff and referral comments from the review of the application submittal packet. A meeting between staff and the applicant may be held to review the staff and referral comments. The applicant may also meet directly with the agency(ies) that have expressed concerns with the application. The Project Planner should be included in meeting or correspondence with referral agencies.

Applicant Revisions Submitted/Resolution of Issues Complete:

The Applicant shall address, in writing, all issues and deficiencies identified in the staff and referral comments. To continue the process in a timely fashion, the applicant must complete the requested revisions and resubmit the revised application submittal packet for a second review by the Project Manager and any applicable referral agencies as quickly as possible. If an Applicant fails to submit required information for a period of more than six months from the initial request, the applicant shall become void and the resubmittal of a new application and fees will be required.

The revised application submittal packet will be reviewed by Project Planner at a DRT meeting after any further referral agency comments are received on the revised application submittal packet. The Project Planner shall provide the Applicant with a copy of the staff and referral comments from the second review and will indicate whether or not the application has resolved all of the issues raised in the comments. If the issues have not been resolved, then the application goes back to the

Applicant Submits Referral Packets portion of the process for another round of reviews. Additional fees may be charged for resubmittals that do not address comments. If the issues have been resolved, then the application goes forward to the **Schedule/Notice Public Hearing for PC and BOT** portion of the process.

Record Documents:

The Applicant shall submit to Planning & Development the approved Planned Development Zoning Mylar. The Town shall be responsible for sending the appropriate documents to the County Clerk for recordation. The Applicant shall be billed for the cost to record the documents.

Approval Criteria

See Unified Development Code, Section 10-7-20-C.9 of the Erie Municipal Code

Submittal Requirements

All submittals shall be sent to the Planning Division electronically. To request an upload link, please submit your request to planningapplication@erieco.gov. Please contact the Planning Technician at 303-926-2770 if you have any questions. **Applications will not be accepted for review unless all information is submitted.**

1. **Completed application.** [Land Use Application](#)
2. **Application fee.** See Land Use Application for fees.
3. **Proof of ownership** that includes a warranty deed or current title insurance policy or title commitment issued no more than thirty days prior to the date of application, for all of the property within the request.
4. **A notarized letter of authorization** from the landowner(s) permitting a representative to process the application, when the landowner is not the applicant.
5. **Copies of any special agreements**, oil/gas surface use agreements, conveyances, restrictions, or covenants that will govern the use and/or maintenance of the site.
6. **Written narrative**, describing the proposed development which at a minimum provides the following information:
 - a. General project concept and purpose of the request;
 - b. List the approval criteria (see section 10.7.20.C.2) and how the proposal complies with each;
 - c. Identification of the greater public benefit provided within the PD zone district;
 - d. A development schedule that identifies timing and phasing of the development;
 - e. How the proposal relates to the existing land-use of the subject property and the zoning and land-use of adjacent properties, including statements describing the effects on adjacent properties; areas of compatibility and conflict and the mitigation measures utilized;
 - f. How the proposal complies with the Town's Comprehensive Plan; Transportation Master Plan; Parks Recreation, Open Space, and Trails Master Plan, and other pertinent Town plan and policy documents;

- f. A brief description regarding the availability of fire protection, school services, water/sewer service, and utility providers;
 - g. Recovery costs statements;
 - h. A description regarding the status of mineral rights and the substance of any existing or proposed covenants, special conditions, grants of easements, or other restrictions applying to the proposed subdivision;
7. **Copy of an ALTA/ASCM Land Title Survey**, for the entire property of the proposal. The survey shall include all above ground and below ground improvements, (i.e. utility lines, existing structure footprints, oil and gas facility equipment, oil and gas flow lines, distribution lines, etc.). Each survey shall be updated to reflect the current title work for the property, referenced in submittal item 3.
8. **PD Zoning Map and Development Guide** shall be prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado for recording in the office of the County Clerk and Recorder. The zoning map and development guide shall contain the following information (multiple sheets will be necessary):
- a. A title block shall be placed at the top/center of the exhibits along the long dimension of each sheet, containing the name of the property and a general aliquot legal description with county, total acreage, and project file number;

EXAMPLE: (Insert Subdivision Name, Aliquot Description, Proposed Acres/Lots/Tracts and Project Number. See example below)

ERIE VALLEY PLANNED DEVELOPMENT ZONING MAP AND GUIDE
 A PORTION OF THE N ½ OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 68 WEST OF THE 6TH PRINCIPLE
 MERIDIAN, TOWN OF ERIE, COUNTY OF WELD, COLORADO
 4 ACRES
 PD-__-__

- b. A block in the lower right hand corner shall include the following: the preparation date and revision date chronology; a north arrow designated as true north; a written and graphic scale; and if applicable, the number of the sheet and total number of sheets;
- c. For subdivided land, label all property lines with bearings, distance, curve data and lot/block numbers as shown on the final plat;
- d. For unsubdivided land, label all property lines with bearings, distance and curve data as shown on a certified boundary survey;
- e. For proposals requesting multiple zone districts, label all zone district boundary lines with bearing, distance and curve data;
- f. A scaled vicinity map that depicts the area around the proposal within a 1-mile radius;
- g. A written legal description for subdivided property or a written metes and bounds description of the site's boundary for unsubdivided property;
- h. A written legal description for each land use area indicated on the map;
- i. Depict existing subdivision lot lines or metes and bounds property lines and rights-of-way within 100' of the proposal. Said information for adjacent properties shall be screened back;

- j. Identify the land use and zone district information of all adjacent property. When an adjacent property is not within the Town's boundary, the respective jurisdictions' land use and zone district information shall be identified;
- k. Land Use Summary Chart that identifies, by each land use type, the following:
 - area and percent of total area;
 - number of lots;
 - number of dwelling units and types;
 - dwelling units per land use area;
 - square footage of non-residential;
 - total acreage and gross density;
 - parks and open space dedication total;
 - private parks and open space total
- l. Dimensional Standards Table to include the following:
 - minimum lot sizes; depths; area;
 - minimum setbacks (front, side, rear, corner);
 - maximum building height;
 - accessory setbacks (front, side, rear, corner);
 - parking requirements
 - Building separation
 - Porch depth – clear area
 - Encroachment language
 - In a separate table: depict road types and applicability
- m. The following certificates:

SURVEYOR'S CERTIFICATE

I, _____ (*SURVEYOR'S NAME*), A DULY REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS ZONING MAP TRULY AND CORRECTLY REPRESENTS THE ABOVE DESCRIBED LEGAL DESCRIPTIONS FOR EACH ZONE DISTRICT.

I ATTEST THE ABOVE ON THIS _____ DAY OF _____, 20____.

 (*SIGNATURE*)
 (SURVEYOR'S NAME)

COLORADO REGISTERED PROFESSIONAL LAND SURVEYOR #

(SEAL)

BOARD OF TRUSTEES APPROVAL CERTIFICATE

THIS ZONING MAP IS TO BE KNOWN AS THE “_____ ZONING MAP” AND IS APPROVED AND ACCEPTED BY ORDINANCE NO. _____, PASSED AND ADOPTED AT A MEETING OF THE BOARD OF TRUSTEES OF ERIE, COLORADO, HELD ON _____, 20_____.

MAYOR

ATTEST: _____
TOWN CLERK

CLERK & RECORDER CERTIFICATE

STATE OF COLORADO)
) ss.
COUNTY OF _____)

I HEREBY CERTIFY THAT THIS ZONING MAP WAS FILED IN MY OFFICE ON THIS _____ DAY OF _____, 20____ A.D. AND WAS RECORDED AT RECEPTION NUMBER _____.

(SIGNATURE)

_____ COUNTY CLERK AND RECORDER

- n. Written text with overall general intent of the PD design characteristics.
- o. Please note that some items contained within the PD will be conceptual in nature and are subject to change through Preliminary Plat and Final Plat stages. Notes will need to be added reflecting this as determined by staff.

9. **Other Required Sheets to be Contained Within the PD zoning map and Development Map** shall be prepared separately on 24” x 36” sheet size at a scale no greater than 1” = 200’. All sheets shall contain written text clarifying the intent and character of each item.

- a. Concept Plan:
 - Land Use areas by block and tract and associated roadways
 - Roadways shall be compliant with the approved Transportation Master Plan.
 - Parks
 - Open Space
 - Spine Trails
 - Schools
 - Overall conceptual Drainage facilities
 - For subdivided land, label all property lines with bearings, distance, curve data and lot/block numbers as shown on the final plat;
 - For un-subdivided land, label all property lines with bearings, distance and curve data as shown on a certified boundary survey;
 - For proposals requesting multiple land use areas, label all land use area district boundary lines with bearing, distance and curve data;
 - Depict existing subdivision lot lines or metes and bounds property lines and rights-of-way within 100’ of the proposal. Said information for adjacent properties shall be screened back;
 - Identify the land use and zone district information of all adjacent property. When an adjacent property is not within the Town’s boundary, the respective jurisdictions’ land use and zone district information shall be identified; and

- b. Home Diversity Plan
 - Depict how the Town's Housing Diversity Requirements are being met.
 - Provide a map of the land use areas and percentages of housing type.
 - Provide a chart
- c. Building Form/Characteristics Plans
 - Provide architectural standards
 - Provide a table/matrix of housing types, a representable graphic, and brief description
 - Provide Typical Building floor plans and architectural elevations and renderings
- d. Illustrative Concept Plans to include:
 - Lot, block, and tract layout
 - Park, open space and trails
 - Amenities – uses
 - Trail connections
 - Schools
 - Roads, alleys
- e. Utility Concept Plan
 - Depict proposed layout of major water/sanitary sewer/storm sewer, show looped connections. These layouts shall be in conformance with the current applicable master plans approved by the Town.
 - Depict locations of existing major utility lines and facilities (water, sanitary sewer, storm sewer, electric, telephone, gas, cable, overhead lines, etc.)
- f. Undermining Plan (if applicable) with proposal overlain on top of the map.
- g. Oil/gas plan depicting:
 - Setbacks
 - Plugged and Abandoned wells
 - Existing and proposed structures
 - Flow lines
- h. Parking, Loading, and vehicular and pedestrian circulation
- i. Signage Plan:
 - List overall design intent
 - Provide master signage characteristics
 - Provide sign characteristics
- j. Overall Photometric Plan:
 - Provide overall lighting concept and themes
 - Establish fixture styles
- k. Parks and Open Space Plan to include private parks and private open areas:
 - Depict trail connections
 - Provide concepts for open space and park development
- l. Typical Road Sections & Streetscape Plans
 - Reference specific land use areas where they would be used.
 - Depict Access points
- m. Phasing Plan

- n. Landscaping Plan - include character and amenity details
 - o. Environmental Plan
 - Locate any floodplains/ways, drainage-ways, ponds, wetlands, irrigation channels, any identified endangered species, significant land forms, etc.
10. **Other Exhibits/Development Reports/Studies:** The following development reports and studies shall be prepared to adequately portray the physical characteristics of the property unless waived by the Planning & Development Director:
- a. An Assessment of Impact Report, detailing the impact the proposed development may have on Town, County, Special District, and utility facilities and services, including but not limited too: water and wastewater; open space and recreation; law enforcement and fire protection; schools; and general utilities (electric, gas, telephone).
 - b. A Market Study or Economic Impact Study for office, commercial and industrial properties.
 - c. A Phase I Drainage Report and Plan prepared by a registered professional engineer showing the conceptual level and feasibility and design characteristics of the proposed development and drainage system.
 - d. A Traffic Impact narrative detailing the transportation network and establishing the availability and adequacy of the system consistent with the Town of Erie's *Comprehensive Plan* and *Master Transportation Plan*.
 - e. General Conceptual Utility Report prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements and the UDC.
 - f. A Threatened and Endangered Species, Habitat, and Wetlands report.
 - g. A Cultural, Archaeological, and Historical Resource Report and Protection Plan.
 - h. A Native Tree and Vegetation Survey and Protection Plan in accordance with Section 6.2.C of the UDC.
 - i. Environmental Hazards Report.
 - j. A Soils Report prepared by a registered engineer, including any potential hazards which would have an impact on the proposed development and a determination of what effect such factors would have and proposed corrective or protective measures
 - k. A Geological Report detailing the geological characteristics of the site prepared by a registered engineer, including any potential natural or man-made hazards which would have a significant influence on the proposed development and a determination of what effect such factors would have and proposed corrective or protective measures. (Examples: floodplain, floodway, subsidence, etc.)
 - l. Separate Exhibit providing a comparative chart that lists the UDC regulation that is requested to be modified and the proposed modified PD regulation that will replace it.
 - m. Separate Exhibit showing existing and proposed major easements (i.e. gas lines, overhead utility lines, etc.).
11. Any additional information or referral documents as required by the Planning & Development Director, in order to thoroughly review the impacts of the proposed development.

File Naming Conventions

Submittal materials shall be submitted electronically with file names consistent with the Town's User Guides. Each pdf should be submitted as an individual document and not one running pdf.

See naming convention **example**:

- 1 - Completed Land Use Application (Signed/Notarized)
- 2 - Application Fee
- 3 - Written Narrative
- 4 - Proof of Ownership
- 5 - Notarized Letter of Authorization
- 6 - Special Agreements
- 7 - ALTA
- 8 - PD Zoning Map
- 9 - Phase III Drainage Report
- 10 - Development Agreement

Links to Online Resources

1. Unified Development Code
[Unified Development Code](#)
2. Land Use Application
[Land Use Application](#)
3. Development Agreement Templates, Exhibit B Templates, Letter of Credit Template, Street Naming and Addressing Policy
[Standard Forms & Templates](#)
4. Town of Erie Standards of Specifications
[Town of Erie Standards and Specifications](#)
5. Town of Erie Parks and Trails Master Plan
[Parks, Recreation, Open Space, and Trails Master Plan](#)
6. Public Improvement Permit Application
[Public Improvement Permit Application](#)