



Planning & Development
11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

REZONING TO PLANNED DEVELOPMENT

Application Guide

OVERVIEW

The purpose of the rezoning to Planned Development (PD) procedure is to make amendments to the Official Zoning Map of the City of Northglenn to reflect changes in public policy, changed conditions, or to advance the welfare of the City. The zoning classification of any parcel in the City may be amended using this procedure. The PD district establishes standards specific to the proposed site that may provide an alternative or adjustment to the standards of the Unified Development Ordinance (UDO). The purpose of rezoning to a PD district is to achieve greater flexibility than allowed by the strict application of the UDO while providing greater benefit to the City. Rezoning to a PD district shall not be considered when a special use permit, variance, administrative adjustment, or rezoning to an existing base zoning district could achieve the same result. An application to rezone a property to PD district is reviewed for compliance with the City of Northglenn Comprehensive Plan and any applicable subarea or topical Master Plans. A complete description of the procedures for a Rezoning to PD district review can be found in Section 11-6-4(b) of the UDO.

SUBMITTAL REQUIREMENTS

The following application package must be submitted to the Planning and Development Department to commence review. Submittals should be electronic, or one (1) paper copy will also be accepted. Any missing information may cause the application to be incomplete and, therefore, rejected.

- Completed **Application Form**.
- Application Fee** of \$1,000 for a Rezone to PD; \$500 for an amendment that requires Planning Commission approval; \$250 for an amendment that is administrative.
- Proof of Ownership**.
- ALTA Survey** that includes the legal boundary description of the property.
- Area Zoning Map** that displays surrounding properties.
- Project Description/Justification Letter** that summarizes the rezoning request and includes written justification in response to the required criteria detailed below, conformance with the Comprehensive Plan and any applicable subarea or topical Master Plans, and provides an overview of the greater benefit to the City that would be achieved. Refer to your Pre-Application Meeting notes for guidance.
- PD Plan drawing package**, that includes all information required in the attached Site Plan Checklist. The site plan package shall be formatted in 18"x24" size to conform with County recording requirements. The site plan package shall be prepared by a licensed engineer and/or architect.

The following information may be required. Please refer to your Pre-Application Meeting notes to verify what additional information is required.

- Preliminary Traffic Impact Analysis**, prepared by a licensed engineer that assesses the traffic impacts of the project and provides recommendations for mitigation.
- Preliminary Drainage Report**, required in accordance with the provisions of Chapter 16, Article 13 of the Municipal Code and must be prepared by a licensed engineer. Stormwater quality and detention are required on sites when more than one (1) acre is disturbed.



Planning & Development
11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

REZONING TO PLANNED DEVELOPMENT

Application Guide

- Preliminary Utility Report**, in accordance with Chapter 3 and 4 of the city's standard and specifications and must be prepared by a licensed engineer.
- List of all **Public Improvements** required and an estimation of the cost of each.
- Additional Information**, as may be required by the Planning staff or if applicable to the proposed site plan request.

PROCESS

- Prior to submittal of a Rezoning to PD district application, you are required to schedule a Pre-Application Meeting in accordance with Section 11-6-4(b) of the UDO. Contact the Planning and Development Department at 303-450-8739 to schedule a Pre-Application Meeting.
- A request to Rezoning to PD district will also require a PD Plan to be reviewed that shows the general layout of the proposed development and other information requested in the PD Plan Drawing Checklist. If the rezoning is approved, the PD Plan becomes the zoning document for the development and shall contain development regulations for the proposed development. If the PD Plan is silent on an item, then UDO can be referenced.
- Applications can be submitted electronically to development@northglenn.org or directly to Planning and Development Department staff at City Hall (11701 Community Center Drive).
- Upon receipt of an application, the Planning staff will review the application package for completeness. If the application is deemed complete, it will be referred out to the city's Development Review Committee, which consists of various city departments, including Planning, Building, Engineering, Public Works, North Metro Fire Rescue, and any other agency/department that might have an interest in the application.
- The Planning and Development Department will compile all comments from the various city departments and other agencies and provide a written review letter within 15 business days of submittal. If a resubmittal is required, it will be requested in the review letter. Any resubmittals will follow this same procedure.
- Once an application has completed the staff review, it can be scheduled for public hearing before the Planning Commission to provide recommendation to City Council for final approval.
- In order for a Rezoning to PD district be approved, it must meet the approval criteria outlined in Section 11-6-4(b)(3)(E)(iii) of the code, which is further described later in this guide.
- Planning Commission meetings are scheduled the first and third Tuesdays of the month at 7:00 p.m. in the City Council Chambers at City Hall (11701 Community Center Drive). The exact date and time for your meeting will be coordinated with you upon a complete application.
- City Council meetings are scheduled the second and fourth Mondays of the month at 7:00 p.m. in the City Council Chambers at City Hall (11701 Community Center Drive). City Council includes two required dates, 1st Reading to schedule the item, and 2nd reading to conduct the public hearing. Attendance is only required at the public hearing during 2nd reading. The exact date and time for your meeting will be coordinated with you upon a complete application and full staff review.
- The Planning and Development Department will notice the public hearing in accordance with code requirements, meaning that a sign will be posted on the property at least 15 days before the public hearing date. Additionally, staff will publish notice of the public hearing in the local Northglenn-Thornton newspaper and send mailed



Planning & Development
11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

REZONING TO PLANNED DEVELOPMENT

Application Guide

notices to all property owners within 300 feet of the Rezoning request. Please note that the public hearing sign shall remain on the property until after the public hearing date. If a replacement sign is required, please contact the Planning and Development Department.

- Following approval of a PD district, the applicant shall submit final copies of the PD plans to the Director. The Director shall record the PD plan and the zoning amendment map and ordinance with the Adams County Clerk and Recorder as soon as practicable.
- Amendments may be reviewed in conjunction with the provisions of Section 11-6-4(b)(3)(E)(v) of the code. Unless the amendment meets the eligibility criteria for a minor amendment summarized below, then any amendment will be required to reviewed by the Planning Commission and City Council pursuant to subsection 11-6-3(h)(4).
- Minor Amendments to an approved PD district may be approved by the Director if the proposed amendment complies with the following criteria:
 - The amendment shall not change the overall character or intent of the development;
 - The amendment shall not change the ratio of residential units to square feet of non-residential space by more than 10 percent;
 - The amendment shall not change the allowed uses listed on the approved PD district;
 - The number of residential units to be constructed shall not be increased by more than 10 percent;
 - The gross square feet of non-residential space shall not be increased by more than 10 percent;
 - The number of vehicular access points to the site from public streets shall not be increased nor may the access points be relocated in such a way that negatively impacts public safety or the flow of traffic on the public streets;
 - The maximum allowable height of structures shall not be increased;
 - The setback distance to property lines shall not be reduced by more than 10 percent;
 - The amount of landscape shall not be reduced by more than 10 percent; and
 - The number of required parking spaces shall not be reduced by more than 10 percent unless in accordance with an overall reduction in the total square feet of non-residential space or residential units to be constructed.
- Following approval of a Rezoning to PD, or concurrently, a Site Plan is required to be approved for the proposed development. Site Plan applications can be processed concurrently with a Rezoing to PD application, but they do require separate application.
- If the applicant does not establish vested rights for a PD district pursuant to Subsection 11-6-7(c), and no development has occurred on the site in five years following the approval date of the PD district, the Director may initiate a public hearing process to consider whether the property shall be rezoned to its prior zoning classification or another zoning classification.



Planning & Development
11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

REZONING TO PLANNED DEVELOPMENT

Application Guide

CODE REQUIREMENTS

Section 11-6-4(b) of the Unified Development Ordinance (UDO) addresses the requirements for a Rezoning to PD district application. The following references are only excerpts from the UDO pertaining to the Rezoning to PD review process. Additionally, Rezoning to PD district applications shall be in compliance with all applicable development standards identified in the UDO. Please refer to the city's Municipal Code for a complete listing of all requirements outlined in the UDO.

Section 11-6-4(b)(3)(E)(iii). Rezone to PD district Approval Criteria

In reviewing a proposed Rezone to PD district application, the Planning Commission and City Council shall review the rezoning application and recommend approval, approval with conditions, or denial in accordance with Subsection 11-6-3(f) and the criteria below:

1. Meets the approval criteria for a general rezoning procedure, per Subsection (a)(3)(E)(iii);
2. Addresses a unique situation, provides substantial benefit to the City, or incorporates creative design, site layout, or configuration of uses such that it achieves the purposes of this UDO and represents an improvement in quality over what could have been accomplished through strict application of the otherwise applicable district or development standards;
3. Meets all applicable standards of this UDO not expressly modified in the PD district application; and
4. If the PD district provides residential uses, includes varied types of housing and densities to the maximum extent practicable.

Please note that a Rezoning to PD District must comply with all applicable requirements outlined in the Northglenn UDO. The city's UDO can be found at www.northglenn.org/municode.



Planning & Development
 11701 Community Center Drive
 Northglenn, CO 80233
 P: 303-450-8739
 F: 303-450-8708
 northglenn.org

REZONING TO PLANNED DEVELOPMENT

Application Guide

PD PLAN DRAWING PACKAGE CHECKLIST

The following information shall be included as part of the PD Plan drawing package. The number of pages may vary based on the project.

COVER SHEET	
<input type="radio"/>	<p>The top center of the site plan shall contain the following information in the title block:</p> <p style="text-align: center;">NAME OF THE PROJECT PLANNED DEVELOPMENT ADDRESS LEGAL DESCRIPTION</p> <p>Title block shall be continued on each sheet of the document.</p>
<input type="radio"/>	Vicinity map with scale and north arrow.
<input type="radio"/>	Contact information for the following: Owner, Developer, Architect, Landscape Architect, Engineer, Surveyor
<input type="radio"/>	<p>Site data table that includes the following:</p> <ol style="list-style-type: none"> 1. lot size 2. total area of different land use areas 3. number of residential units 4. density of residential units per acre 5. gross square feet of non-residential space by use 6. building height by use 7. required setbacks 8. any other relevant data as requested by the Planning and Development Department
<input type="radio"/>	<p>City Approval Certificate:</p> <p>This is to hereby certify that on ___ day of _____, 20____, the City of Northglenn, Colorado, has approved this site plan for the development of _____ (Name of Development) _____ in conformance with the ordinances of the City of Northglenn.</p> <p>By: _____</p> <p style="padding-left: 20px;">Mayor, City of Northglenn</p> <p>_____</p> <p style="padding-left: 20px;">Chair, Planning Commission</p> <p>_____</p> <p style="padding-left: 20px;">Director, Planning and Development</p> <p>_____</p> <p style="padding-left: 20px;">Director, Public Works</p>
<input type="radio"/>	<p>Owner's Certificate:</p> <p>I (or we), (name of owner/s), as Owners (whether one or more) of the (size of property in acres) tract described above and foregoing site plan (name of development) do hereby establish said</p>



Planning & Development
 11701 Community Center Drive
 Northglenn, CO 80233
 P: 303-450-8739
 F: 303-450-8708
 northglenn.org

REZONING TO PLANNED DEVELOPMENT

Application Guide

	<p>development of said property according to all lines, dedications, restrictions and notation on said site plan. I (We) further certify that all improvements shown on said site plan shall be constructed in location shown.</p> <p style="text-align: center;">When owner is an individual or individuals WITNESS my (or our) hand in the City of _____, _____, this ____ day of _____, 20____.</p> <p style="text-align: center;">_____ (Name of owner, repeat if multiple owners)</p> <p style="text-align: center;">When owner is a company or corporation In TESTIMONY WHEREOF, the (name of company or corporation) has caused these presents to be signed by (name of president), its President thereunto authorized, attested by its Secretary (or authorized trust officer), (name of secretary or authorized trust officer), and its common seal hereunto affixed by this ____ day of _____, 20____.</p> <p>By: _____ (Name of President or Authorized Agent) (Name of Company) (Title)</p> <p>ATTEST: By: _____ (Name of Secretary or Authorized Trust Officer) (Title)</p> <p style="text-align: center;">(Affix Corporate Seal)</p>
<input type="radio"/>	A general note should be added to the cover sheet that states that if a standard is not contained in the PD Plan, then that standard reverts back to the UDO.
Site Plan	
<input type="radio"/>	Conceptual land use plan identifying all the different uses proposed and the total area of each proposed use.
<input type="radio"/>	Scaling of site plan in engineering format.
<input type="radio"/>	North arrow.
<input type="radio"/>	Perimeter boundary of the site including dimensions, property corners, etc. Also include legal bearings and distances for all property lines.
<input type="radio"/>	Preliminary internal lot lines.
<input type="radio"/>	Location of all structures and improvements labeled as existing or proposed; including building, fencing, signage, sidewalks and walkways, parking lots, drive-thru facilities, etc.



Planning & Development
 11701 Community Center Drive
 Northglenn, CO 80233
 P: 303-450-8739
 F: 303-450-8708
 northglenn.org

REZONING TO PLANNED DEVELOPMENT

Application Guide

<input type="radio"/>	Show all building setback lines and label the shortest distances from each building to the nearest property line.
<input type="radio"/>	Location of all easements with Adams County reception numbers.
<input type="radio"/>	Square footage of any structures.
<input type="radio"/>	All proposed or existing streets, public or private, on and adjacent to the site.
<input type="radio"/>	Points of vehicular and pedestrian access to the site.
<input type="radio"/>	Location of adjacent streets and pedestrian corridors.
<input type="radio"/>	All land proposed to be dedicated to the City must be identified on the plan.
Preliminary Grading and Drainage Plan	
<input type="radio"/>	A preliminary grading and drainage plan will be required that includes general location of any drainage improvements.
<input type="radio"/>	Show existing and proposed contours in 1-foot intervals.
<input type="radio"/>	If subject site is located within a designated floodplain, then the location and elevation of the floodplain and floodway must be shown on the plan.
Preliminary Utility Plan	
<input type="radio"/>	A preliminary utility plan will be required that shows existing and proposed utility infrastructure for water, sewer, electrical and gas.
Other Plan Sheets	
<input type="radio"/>	Other sheets may be required if there are deviations from the various development review standards, including but not limited to landscaping, parking, building design, etc.



Planning & Development
11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

REZONING TO PD APPLICATION

Planning and Development Department

PROJECT INFORMATION

Application Type: Rezone to PD Amendment to PD

General Description of Request: _____

Attach a Project Description Letter that describes in detail the request.

Property Address or Location: _____

Legal Description: _____

Zoning District _____ Lot area: _____

PROPERTY OWNER(S) INFORMATION

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

AUTHORIZED AGENT (If other than owner)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: _____ Date: _____

Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Case Number:

Date Application Received: