

Otero County Land Use Department  
Otero County Courthouse  
411 N. 10<sup>th</sup> Street  
Rocky Ford, CO 81067  
Telephone: (719) 383-3035

File No. \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Fee: \$200.00 to Otero County Public Works  
OCPC Mtg. Date: \_\_\_\_\_  
OCBC Mtg. Date: \_\_\_\_\_

**Application for Land Use Change  
PUD  
(PLANNED UNIT DEVELOPMENT)**

Major Impact Review

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBERS: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Cell) \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**APPLICANT INFORMATION (If different from Owner Information):**

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBERS: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Cell) \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**PROPERTY DESCRIPTION:**

PHYSICAL ADDRESS OF PROPERTY IN QUESTION: \_\_\_\_\_  
TOTAL AREA SIZE (Acreage or Square Feet): \_\_\_\_\_  
EXISTING ZONING DISTRICT CLASSIFICATION: \_\_\_\_\_  
PARCEL ID: \_\_\_\_\_

NUMBER OF PREVIOUS SUBDIVISIONS GRANTED FOR THIS PROPERTY: \_\_\_\_\_

DOMESTIC WATER SOURCE: \_\_\_\_\_

WASTEWATER SOURCE:  Septic  Other \_\_\_\_\_

ACCESS: \_\_\_\_\_

ARE THERE ANY WELLS ON THE PROPERTY?  Yes – How Many? \_\_\_\_\_  No

LEGAL DESCRIPTION OF PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE EXISTING USE OF PROPERTY: (Explain in Detail)

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DESCRIBE PROPOSED USE OF PROPERTY AND PROVIDE OTHER SUPPORTING INFORMATION (SPECIFY REASON FOR REQUEST):

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Property Owner's Signature

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Applicant's Signature  
(If not Property Owner)

**ADDITIONAL INFORMATION TO BE SUBMITTED WITH THIS APPLICATION:**

**DIVISION 3 PLANNED UNIT DEVELOPMENT SUBMITTAL REQUIREMENTS OTERO COUNTY LAND USE CODE**

**Section 6-301 Basic Requirements.** Any materials to be prepared by qualified professionals shall be prepared and certified as set forth in Article 4, Section 4-602A.

**Section 6-302 Application Materials.**

**A. Submittal Requirements.** Following are the application materials required for a PUD. The Land Use Administrator may waive or alter any of these requirements if they are determined to be inappropriate or unnecessary in determining if the application satisfies applicable standards.

1. Application Form and Fees
2. Vicinity Map
3. Preliminary PUD Plan
4. Site Plan
5. Written Description
6. Land Suitability Analysis
7. Impact Analysis
8. Erosion Control and Drainage Report
9. PUD Development Guide
10. Final PUD Plan
11. Site Plan
12. Street/Road Plans and Profiles
13. Covenants, Conditions, Restrictions
14. PUD Development Guide, approved

**B. Description of Submittal Requirements.**

**1. Application Form.** Application forms for a land use change application proposing PUD development shall be obtained from the Planning Department. Completed application forms and accompanying materials shall be submitted to the Land Use Administrator by the owner, or any other person having a recognized fee title interest in the land for which a land use change is proposed, or their authorized agent.

- a. Applicant is not the owner. If the applicant is not the owner of the land, or is a contract purchaser of the land, the applicant shall submit a letter signed by the owner consenting to the submission of the application.

b. **Applicant is not the sole owner.** If the applicant is not the sole owner of the land, the applicant shall submit a letter signed by the other owners or an association representing the owners consenting to or joining in the application.

2. **Fees.** The application must be accompanied by the appropriate fees. A schedule of fees is available through the Planning Department.

- a. **Payment of Consultant Fees.** Pursuant to Article 4, Section 4-102, Consultants, the cost of consultant and referral agency review are the responsibility of the applicant.
  - (1) The County may require a deposit for payment of consultant and referral agency review fees, based upon estimated consultant review costs, at the time of application and in addition to the application fees.
  - (2) The County may suspend the application review process pending payment of consultant costs.

3. **Basic Requirements for Maps and Plans.** The following are basic requirements for the maps and plans submitted under these application and review procedures:

- a. Name or identifying title of the proposed development or use.
- b. Total area of the site, in acres.
- c. Name, address and telephone number of the applicant, person preparing the map or plan, designer, engineer, surveyor, and any other consultants of the applicant.
- d. Date of preparation, revision box, written scale, graphic scale, and north arrow.

4. **Vicinity Map.** An 8 1/2" x 11" vicinity map locating the parcel in the County. The vicinity map shall clearly show the boundaries of the subject property, and all property within a 1-mile radius of the subject property.

5. **Site Plan, Preliminary PUD Plan.** The site plan for a Preliminary PUD Plan shall include the following information:

- a. Prepared on 18" x 24" or 24" x 36" sheets, unless otherwise directed by the Land Use Administrator.
- b. Adjacent land owned by the applicant that is not part of the proposed request and the current and intended use of the land.
- c. Topography at ten-foot contours, with delineation of areas having slopes twenty percent or more and other significant topographic conditions at more defined contours.
- d. Public access to site, and internal circulation. The widths, lines, and names of all existing and proposed streets, drives, alleys and roads on or affecting the site, and names of existing streets and alleys, if known, on or adjoining the property. The general location and right-of-way widths for all arterials and collectors shall be shown.
- e. Existing land uses and zoning on adjoining properties.
- f. Public or private sources of utility services and facilities.
- g. Areas for landscaping.
- h. Location of all land uses and proposed densities, where applicable.
- i. Proposed use and gross square footage of structures and anticipated number of employees if commercial or industrial uses.
- j. Depiction of all natural and man-made water courses, retention areas, streams and lakes. Any known one hundred year flood plains affecting the property shall also be delineated as per the national Flood Plain Insurance Map or those maps provided by the US Army Corps of Engineers or another recognized source.
- k. Land to be held in common, open space devoted to community use, and land to be dedicated to County.
- l. Water supply plan approved by the State Division of Water Resources.
- m. Wastewater treatment system which meets the requirements of the State Engineer and regulations adopted by the Otero County Health Department.
- n. Building envelopes in hazardous areas to protect trees and other natural resources, if deemed appropriate by planning staff.
- o. Signature block.

6. **Final PUD Plan.** The Final PUD Plan shall include:

- a. Location or vicinity map to scale.
- b. Drawing at a scale of 1 inch to 200 feet for properties exceeding 160 acres in size, or 1 inch to 100 feet for properties less than 160 acres in size, unless otherwise specified by these Regulations or directed by the Land Use Administrator. Photo Mylar shall be used with outer dimensions of 18" x 24" or 24" x 36" unless otherwise directed by the Land Use Administrator.
- c. Legal description in digitized form compatible with the County Land Use software.
- d. Primary control points, or descriptions and "ties" to such control points to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
- e. Location and description of monuments.
- f. Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles and radius, arcs, and central angles of all curves.
- g. Names and right-of-way width of each street or other right-of-way, even if for private maintenance and responsibility.
- h. Uses and grantees of all existing and proposed easements and rights-of-way on or adjacent to the parcel, shown by location and dimension.
- i. Statement by owner dedicating streets, rights-of-way, and any sites for public use.
- j. Number to identify each lot or site, such as lot and block numbers.
- k. Purposes of sites other than residential lots that is dedicated or reserved.
- l. Gross and net acreage of individual lots or sites, calculated to two decimal places.
- m. Flood plains and building envelopes.
- n. Certification of title showing the applicant is the land owner or option-holder.
- o. Certification by the project surveyor certifying to the accuracy of the survey and plat.
- p. Certification of Planning Department.
- q. Certification for approval of the Board of County Commissioners.
- r. Certification for the County Clerk and Recorder.
- s. Additional Materials.
- t. Streets/roads plans and profiles.
- u. Covenants, Conditions, Restrictions.
- v. Estimated construction costs and proposed method of financing of the streets and related facilities, water distribution system, sewage collection system, storm drainage facilities, and such other utilities as may be required of the applicant by the County.
- w. Development Guide.
- x. Erosion control and drainage report.
- y. Mechanism for maintaining and preserving open space and common areas.
- z. Certification of taxes paid.

7. **PUD Written Description.** A written description of the proposal shall include the following information:

- a. The names and addresses of owner, applicant and representative.
- b. General project concept and purpose of the request.
- c. Relationship of the proposed PUD development to the existing land uses and adjacent property land uses.
- d. The staging and timing for the proposed development.
- e. Compliance with the Master Plan, if any.
- f. Source of and legal right to water. Written confirmation of service availability from a water and sanitation district if the property lies within the district boundaries.
- g. Method of wastewater treatment and disposal.
- h. Type or method of fire protection.
- i. The names and addresses of mineral rights owners on the affected property and mineral rights lessees; names and addresses of water rights owners.
- j. Description of natural and manmade hazards.
- k. Discussion of impacts on services, including but not limited to County services, town services and schools.

8. **PUD Development Guide.** Any PUD must submit a PUD Development Guide prior to approval of the PUD. The Development Guide may also be incorporated into any development agreement.

- a. The PUD Development Guide shall comply with goals and policies of the Master Plan, if any, and any intergovernmental agreement affecting land use or development.
- b. The PUD Development Guide shall contain landscape design guidelines that include design criteria for the construction of parks, trails, rights-of-way's and all other land held in common.
- c. The PUD Development Guide shall propose development and site design standards and requirements for the PUD development. Appropriateness of standards and requirements for development shall be evaluated on the basis of the environmental and impact assessment, referral agency response, professional and academic reports and studies, adjacent land uses and natural environment, locations and other information available to the County. The current and future owners and their assigns shall be required to develop the proposed project in accordance with the approved and recorded PUD Plan.

9. **Impact Analysis.** The requirements for an Impact Analysis are set forth in Article 4, Section 4-602 E.

10. **Land Suitability Analysis.** The requirements for a Land Suitability Analysis are set forth in Article 4, Section 4-602 D.

NOTE:

- 1. **Applicant or a representative is required to be present at the Otero County Planning Commission hearing where the application is considered.**
- 2. **If applicant or a representative cannot attend the Otero County Planning Commission hearing, the applicant or representative must notify the Otero County Land Use Department no later than 48 hrs. prior to the hearing or the applicant or representative will have to again pay the application fee to Otero County Public Works Department.**
- 3. A legal notice referring to the proposed Application for Land Use Change (Use by Review) will be published in a local newspaper and a copy of the legal notice will be mailed to all property owners within 500 feet of the exterior boundaries of the property in question.
- 4. If the application is not filled out completely, it cannot be processed. All requested information must be submitted as requested by the Otero County Public Works Department Office.
- 5. The application and all requested information must be filed with and accepted as satisfactory by the Otero County Land Use Department Office not later than the 23<sup>rd</sup> day of the month to be placed on the next month's Planning Commission agenda.