

TOWN OF HUDSON SITE PLAN APPLICATION



PROJECT NAME: _____ **DATE:** _____

OWNER CERTIFICATION:

I certify that I am the lawful owner of the land included in this application, and that I consent to this application.

Owner: _____ **Date:** _____

I certify that the information submitted with this application and correct to the best of my knowledge. I understand that the application will be processed only after submittal of a complete application, including all required documents and fees.

Applicant: _____ **Date:** _____

REFER TO THE TOWN OF HUDSON LAND DEVELOPMENT CODE, ARTICLE 5.

APPLICATION CHECKLIST (check as completed) (Town to fill in all items noted with **):

| Applicant | | Town |
|-----------|--|------|
| | Zoning District _____ | |
| | One copy of Application package submitted for review. Date: _____ | |
| | Applicant notified of adequacy of Application package, and of the number of copies of Application materials to be submitted. Date: _____ | |

SUBMITTAL REQUIREMENTS:

| | | |
|--|---|--|
| | Completed <i>Development Application</i> form, if not submitted earlier. | |
| | Signed transmittal letter from applicant, describing contents of application submittal. | |
| | Application Fee: \$ _____ ** Staff initials: _____ | |
| | Review Fee Deposit: \$ _____ ** Staff initials: _____ | |
| | Evidence of current ownership, acceptable to the Town Attorney, such as a copy of deed or an updated title policy or commitment, current within thirty (30) days. | |
| | Copy of executed covenants, if any. | |
| | For PUDs. Copy of approved development guide and plan. | |
| | Site Plan narrative. (See Land Development Code §16-77(c)(3) for details) | |
| | Check for plat and SIA Weld County recording fee in the amount of \$ _____. (Check with Town for exact amount.) | |

DEVELOPMENT REPORTS AND DOCUMENTS (refer to Land Development Code §16-77(b) for more details for specifications)

| Applicant | | Town |
|-----------|---|------|
| | <p>1. Engineering and architectural plans</p> <ul style="list-style-type: none"> • Site Plan see Municipal Code §16-77(c)(1) for format: 2 full-size mylars; 2 full-size paper copies; and 1 set of 11" x 17" reductions of plan sheets • Final drainage plan and report (See Land Development Code §16-77(c)(5) for details): 2 full copies and 1 set of 11" x 17" reductions of plan sheets • Landscape plan (See Land Development Code §16-77(c)(6) for details): 2 full copies and 1 set of 11" x 17" reductions of plan sheets • Building elevations: 2 full copies and 1 set of 11" x 17" reductions of plan sheets • Colored building elevations (if required) • Color and materials boards • Drawing detail of screening for rooftop mechanical structures • Architectural rendering (if required) (See Land Development Code §16-77(c)(7) for details.) • Construction drawings for all required public improvements: <ul style="list-style-type: none"> _____ _____ _____ _____ _____ • Additional documents or fees as required (list) **: <ul style="list-style-type: none"> _____ _____ _____ _____ _____ _____ | |

REVIEW PROCESS:

| Applicant | | Town |
|-----------|---|------|
| | Complete Site Plan application received by Town. Date received: _____ | |
| | Engineering plans forwarded to Town Engineer: Date sent: _____ | |
| | Refer plan to Fire Department for comment. Date sent: _____ | |
| | Refer application to County for comment (see IGA) (at least 21 days before Planning Commission meeting). Date sent: _____ | |
| | Review comments returned to applicant. Date sent: _____ | |
| | Planning Commission meeting date set. ** Meeting date: _____ | |
| | Applicant notified of date and time of Planning Commission meeting. Date: _____ | |
| | Applicant posts property (not less than 15 days before Planning Commission meeting.) (See Land Development Code, §16-102(d)(1) for details) | |
| | Planning Commission public meeting. Date of meeting : _____ Action: _____ | |
| | Planning Commission decision and required revisions sent to applicant. Date sent: _____ | |
| | Town Engineer approval of all engineering plans. Date: _____ | |
| | Board of Trustees meeting date set. Meeting date: _____ | |
| | Applicant notified of date and time of Board of Trustees meeting. Date: _____ | |
| | Board of Trustees public meeting and action on Site Plan. Meeting date: _____ Action: _____ | |
| | Applicant advised of Council action on Site Plan. Date: _____ | |
| | Town signatures obtained on approved Site Plan. | |
| | Site Plan recorded. Date: _____ Recording information: _____ | |

NOTE: Building permit applications must conform to approved Site Plan. No Certificates of Occupancy will be issued until landscaping, drainage, fire protection, traffic, and other approved site plan features have been completed and approved by the Town.

COMMENTS:

| | | | |
|-----------------------------|-------------|------------------|---------------|
| FOR OFFICE USE ONLY: | | | |
| Date Received: _____ | Fees: _____ | Rec'd. by: _____ | Case #: _____ |