



# PRELIMINARY PUD PLAN SUBMITTAL CHECKLIST

Municipal Code 16-53

PO Box 351  
50 S Beech Street  
Hudson, CO 80642

Phone: 303-536-9311  
Fax: 303-536-4753  
info@hudsoncolorado.org

Project Name: \_\_\_\_\_

## Pre-Application Conference

REVIEW PROCESS
1. Submit concept plan to staff for review, including any questions the application may have for staff. Please keep in mind staff will provide answers as applicable and will direct otherwise to the probably source of information.
2. A meeting with the applicant and staff will be set to a specific date. Meeting types include in-person (1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Wednesdays of the month) and conference call.
3. Within one (1) week after the meeting occurs, staff will provide the applicant with summary notes from the meeting.

APP. INITIALS	STAFF INITIALS	DATE	SUBMITTAL REQUIREMENT
			Concept Plan including land use proposal in square feet (nonresidential) or density (residential).

## Sketch Plan

REVIEW PROCESS
1. Complete application received with completed submittal checklist.
2. The application shall be recommended to the Planning Commission at one of their regularly scheduled meetings, who will make a final determination based on the follow criteria for review: (H.M.C. 16-53(e)(2)): Objectives of Sec. 16-53, the Town Comprehensive Plan and the impact of the proposed development on existing of future facilities and upon neighboring properties.

APP. INITIALS	STAFF INITIALS	DATE	SUBMITTAL REQUIREMENT
			Sketch Plan per H.M.C. 16-53(e)(1) with narrative justifying compliance to criteria for review (above).

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**PD District Plan (submitted along with Preliminary Subdivision Plat per H.M.C. Sec. 16-90)**

REVIEW PROCESS
1. Complete application received with completed submittal checklist.
2. Referral sent to reviewers. Review comments may warrant additional referral reviews to ensure code compliance.
3. Applicant responds to all referral comments and makes necessary modifications to the application.
4. Public notification begins, applicants may be requested to place a sign on the property.
5. The application shall be recommended by the Planning Commission to the Town Council, who will make a final determination.
6. Upon approval, Ordinances will be filed by the Town with Weld County Clerk and Recorder.

APP. INITIALS	STAFF INITIALS	DATE	SUBMITTAL REQUIREMENT
			Same as Sketch Plan above, including any additional materials or information required by the Planning Commission or Town Council.

**Comments:** \_\_\_\_\_

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