



FDP - Minor Amendment Applicant Guide

Town of Bennett
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townofbennett.colorado.gov

(January 2021)

Town of Bennett FDP- Minor Amendment Plan Process

Purpose

This guide contains the basic procedures and requirements for all FDP Minor Amendments. These can include minor architectural changes including; the color, exterior appearance, lot coverage, screening of outdoor storage areas, signage, location of buildings (or divisional walls if required for engineering reasons but may not increase or decrease the dimensions of any building or structure by more than 25% or permit an accessory structure whose size is greater than 10% of the area of the principal building or structure. Minor Amendments may also include some Landscaping and Site features, including; change in plant material (including quantity or size), minor planting location alterations, locations of internal sidewalks or parking space location (for engineering reasons or other unforeseen circumstances not foreseen when the FDP was approved) however may not increase landscaping by more than 25% or decrease landscaping or sidewalks by more than 10%.

Process

The FDP Minor Amendment process consists of the following basic steps. Once the FDP Minor Amendment application is submitted and found to be complete it will be either approved or denied by the Zoning Administrator.

Step 1 – Pre-Application

The applicant completes the Pre-Application process, in which the proposed application is reviewed by the Town's Development Review Committee (DRC). The DRC will make recommendations to the applicant on how the formal application might be structured to enhance chances the project will ultimately be approved by the Town Zoning Administrator. The DRC will highlight issues of particular concern and refer the applicant to the applicable Town standards and regulations.

Step 2 – Applicant Submits Formal Application

Applicant submits to the Town the complete application package.

Step 3 – Staff Reviews Application for Completeness- 5 Days

Town Staff reviews the application for Completeness.

Step 4 – Referral Agencies

The applicant may be required to submit referral packets for referral agencies.

Step 5 – Zoning Administrator and Referral Agencies Review

The ZA and the applicable referral agencies will review the application within 15 business days. The Zoning Administrator will compile comments and return them to the applicant for review and revision with 3 business days.

Step 6 – Resubmittal (if required)

The applicant will revise and resubmit to the Zoning Administrator any needed revisions or changes per the Zoning Administrator's or Referral comments.

Step 7- Resubmittal Review

Staff and the Zoning Administrator will review the re-submitted application.

Step 8- Approval or Denial

The application for FDP Minor Amendment is either approved or denied by the Zoning Administrator.

Step 9 – Recording- 10 Days

If the Zoning Administrator approves the FDP Minor Amendment, the application shall be finalized and the final documents recorded within 10 business days.

FDP Minor Amendment Submittal Requirements

(Town of Bennett | Revised January 4, 2021)

The following elements constitute an acceptable application for FDP Minor Amendment. An application is not considered submitted until all items are included in the application. (Note that depending on the size, scale and complexity of a proposal, some of the requirements below may be waived by Town Staff.)

APPLICATION DOCUMENTS		
Required if Checked	Submitted by Applicant	Project Name: _____
		Case No.: _____
		Land Use Application Form (must be signed by Property Owner)
		Application Fees (see below)
		Cost Agreement
		Funds Deposit Agreement
		Title Commitment (current within 30 days of application)
APPLICATION FEES		
		1. Engineering: \$900
		2. Attorney: \$750
		3. Traffic Engineer: \$800
		4. Other: e.g. Water Engineer Review, Special Utility Review, Landscape Arch. Review: \$215
		Subtotal
		5. Administrative Fee: 20% of Project Total
		Total
		(Additional fees may be required, depending on the number of resubmittals or changes by applicant, or if a Subdivision Agreement, Development Agreement or Construction Document Review is required.)
		Recording fees will also be required when the final documents are recorded with Adams or Arapahoe County. (See below)
FDP MINOR AMENDMENT APPLICATION SHALL INCLUDE:		
		1. Letter of Intent. The applicant shall provide a letter of intent addressed to the Zoning Administrator to serve as a cover letter to the formal application, introducing the applicant(s) to the Zoning Administrator, requesting a Minor Amendment of the FDP and describing the request.
		2. Land Use Application.
		3. Agreement for Payment of Development Review Expenses Incurred by the Town. The application shall be accompanied by signed standard Cost Agreement and Funds Deposit Agreement for the payment of development review expenses incurred by the Town.
		4. Written Consent. This must include signatures by all of the owners of all of the properties that would be affected by the proposed FDP Minor Amendment or their duly authorized agents.
		5. Site Plan Drawing. 18" X 24" if in Adams County or 24" x 36" if in Arapahoe County, scaled site plan drawing showing the existing and proposed FDP Minor Amendment, dimensions and bearings of the properties to be affected by the adjustment; the locations, dimensions and setbacks for all existing and proposed improvements, structures, easements and utilities; and the current zoning of the properties.

	<p>7. Title Commitment. The applicant shall submit proof of ownership in the form of a current title commitment, issued by a title insurance company licensed by the State of Colorado, whose effective date shall be less than (30) thirty days prior to the date of submittal of the application. Ownership must match the ownership listed in the application. If the legal description of the area subject to the Minor Amendment as shown on the Site Plan. If the applicant is not the owner, there shall be provided in addition to the title commitment naming the owner as the insured, a notarized affidavit by the owner stating the applicant is authorized by the owner to make application for FDP Minor Amendment. The applicant is to provide a word processing file of the legal description contained in the title commitment.</p>
	<p>8. Property Tax Statement. A copy of the prior year's property tax statement for all properties affected by the FDP Minor Amendment.</p>
	<p>10. Technical Studies as determined by the Town Engineer.</p> <ul style="list-style-type: none"> a) Traffic Impact analysis b) Drainage Study c) Other
	<p>11. Other Information Requested by the Zoning Administrator. Any other information required by the Zoning Administrator necessary for the review of the FDP Minor Amendment.</p>

