



Outline Development Plan (ODP)

Applicant Guide

Town of Bennett
207 Muegge Way
Bennett, CO 80102
townofbennett.colorado.gov

(January 2021)

Outline Development Plan (ODP) Submittal Requirements

(Town of Bennett | Revised January 2021)

The following elements constitute an acceptable Outline Development Plan. 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.: _____
X		Land Use Application Form (must be signed by Property Owner)
X		Application Fees (see below)
X		Cost Agreement
X		Funds Deposit Agreement
X		Letter of Intent (describing the intent of the proposed project)
X		Title Commitment (current within 30 days of application)
APPLICATION FEES		
X		1. Engineering: <5 acres \$2,500; 5-25 acres \$3,000; >25 acres \$3,600
		2. Attorney: <5 acres \$3,000; 5-25 acres \$3,000; >25 acres \$3,500
		3. Traffic Engineer: <5 acres \$2,500; 5-25 acres \$2,500; >25 acres \$2,500
		4. Other: e.g. Water Engineer Review, Special Utility Review, Landscape Architect Review: \$215
		Subtotal
X		5. Town Administration/Planning: 20% of total amount
X		(Additional fees may be required, depending on the number of resubmittals or changes by applicant.)
X		Total
X		Recording fees will also be required when the final documents are recorded with Adams or Arapahoe County. (See below)
OUTLINE DEVELOPMENT PLAN DOCUMENT – GENERAL REQUIREMENTS		
X		All sheets shall be prepared in 18" X 24" format if in Adams County or 24" X 36" format if in Arapahoe County , with the long dimension horizontal. All lettering shall be by mechanical means in a San Serif style, all capitalized and shall be a minimum size of one-tenth of an inch (1/10"), 10pt or equivalent.
X		Margin requirements: a minimum two-inch margin on the left side and minimum one-half inch margins at the top, bottom and right sides of the document.
X		An information block shall be located in the lower right-hand corner or along the right-hand margin of the sheet and shall include the date of preparation and revisions, including a north arrow; the scale used, including a graphic scale; sheet title, and preparer's name, address and phone number.
COVER SHEET		
X		Title Block at the top center of the plan shall contain the following information: <div style="text-align: center;"> (INSERT NAME OF) OUTLINE DEVELOPMENT PLAN TOWN OF BENNETT (INSERT ADAMS or ARAPAHOE) COUNTY STATE OF COLORADO SHEET 1 of ____ </div> <p style="text-align: center;">This title block shall be continued on each subsequent sheet of the document.</p>
X		Vicinity Map with scale and north arrow (scale of 1 in. = 2000 ft. preferred) showing the property location relative to existing or proposed streets within one-half mile, and the existing Town limits.

X	Contact Information including name, address and phone number for the following: Owner(s), Developer (if different than the owner), consultants involved in preparation of the FDP.
X	Legal Description of the property in either lot and block (if currently platted) or metes and bounds form.
X	Project Concept describing the goals, objectives and intent of the Outline Development Plan (ODP).
X	Land Use Summary Table including the use area designations, gross acreage, percent of total acreage, gross residential density, maximum number of dwelling units, and maximum nonresidential square footage or FAR (Floor Area Ratio).
X	Sheet Index , if more than one sheet, indicating title of each sheet included in the plan set.
X	Signature Blocks: Owner's Certificate, with Notary; Town Board Approval Certificate; Clerk and Recorders Certificate; Others as May Be Required; (See Signature Block Guide attached).
ODP PLAN SHEET(S)	
X	Scaling of site plan in engineering format.
X	North arrow.
X	Perimeter boundary of the site, including dimensions, property corners, etc. Also include legal bearings and distances of all property lines.
X	Location of any existing structures and improvements, with a note if they are to remain or be removed.
X	Location of all easements with Adams or Arapahoe County reception numbers.
X	Generalized use areas for each type of land use, labeled and including acreage, residential density and maximum number of dwelling units, and/or non-residential square footage and Floor Area Ratio (FAR) limitations.
X	Proposed locations of all open space areas, public land dedication areas (including parks and schools), and major trail corridors, including a description of planned amenities for proposed open space areas and/or public lands.
X	Proposed locations of all major streets, including street names and right-of-way widths, and any proposed new or expanded interchange improvements.
X	Summary land use table to include acreage and density breakdown by major land use classifications, including public and private open space and rights-of-way.
X	The location of and impact on significant natural features and environmental components such as trees, wetlands, wildlife, streams, floodplains and historical and archeological sites.
X	A general statement of the expected schedule of development and any proposed phasing.
X	Permitted Uses: All principal, conditional, and accessory uses within each land use category within the PD, i.e., single-family, multi-family, commercial, industrial, etc., listed specifically; along with the following statements: "Any use not permitted in a use area either specifically or by interpretation by the Zoning Administrator, is hereby specifically prohibited from that use area. Uses that are similar to, but not specifically listed as, a permitted use may be approved by the Zoning Administrator.
X	Standards for principal and accessory uses within each land use category, to include but not be limited to: <ul style="list-style-type: none"> • Minimum lot area • Maximum lot coverage • Minimum building setbacks • Maximum floor area ratio (total floor area to total lot area) • Maximum building height • Parking requirements for principal, accessory, and conditional uses. • Any additional relevant information which the Town may deem necessary
DESIGN INTENT AND GUIDELINES	
X	Description of design intent and list of guidelines that differ from the Town of Bennett Development Design Guidelines.
SIGN PROGRAM (Optional)	
X	If the applicant proposes signage that would not otherwise conform to the Town's sign regulations in Chapter 16, Article 3 of the Bennett Municipal Code, provide a description of a proposed plan, indicating type, size, material, color, and location of all signs.

TRAFFIC IMPACT ANALYSIS	
X	A master traffic impact analysis, unless specifically waived by the Town.
PRELIMINARY DRAINAGE STUDY	
X	A drainage study shall be prepared in conformance with the Town of Bennett Design Criteria and Construction Specifications Manual or other codes and criteria set forth by the Town. The study shall describe storm drainage design for all of the land involved in the development and areas outside the development boundary that are impacted by the project. The requirements for the drainage study shall be waived or the scope reduced, as determined by the Town.
PRELIMINARY SOILS REPORT	
X	Soils Report - A soils report shall be prepared and certified by a Professional Engineer or geologist, registered in the State of Colorado, who is knowledgeable in soils identification, classification, and use.
UTILITY STUDIES AND PLANS (as determined by staff)	
X	<p>Preliminary studies and plans for all major utilities, including but not limited to:</p> <ul style="list-style-type: none"> • water • sanitary sewer • gas • telephone • electrical <p>Include written estimates of sewer and water demand, existing capacity and new facility needs and timing of construction and identification of all proposed water rights conveyances relative to identified water demand.</p>
ADDITIONAL INFORMATION AS REQUESTED	
X	Additional information as may be requested by the Town, including, but not limited to, access management plan, wildlife impact report, and data that estimates and documents how the project will affect population, employment, schools, parks, streets, utilities, public safety and other Town services.
X	<p><u>Adams County Recording Fees</u> \$13.00 for the first page and \$10.00 for each additional page per document Accept only 18" x 24" Original Mylar http://www.adcogov.org/recording</p> <p><u>Arapahoe County Recording Fees</u> \$13 for first page and \$10.00 for each additional page Accepts only 24 x 36" Original Mylar https://www.arapahoegov.com/313/Recording</p>

Outline Development Plan (ODP) Process

Purpose

The initial zoning for a PD-Planned Development District is established by an Outline Development Plan (ODP). An ODP establishes the over-all concept of the proposed Planned Development district, establishing land use subareas, typical zoning regulations and standards and basic performance measures. The ODP serves as the primary zoning document for the property and supersedes specifically identified zoning regulations in Chapter 16 of the Bennett Municipal Code. Other regulations in Chapter 16, will apply unless specifically superseded by the ODP.

Process

The Outline Development Plan process consists of the following basic steps.

Step 1 – Pre-Application

The applicant completes the Pre-Application process, in which the preliminary concept plans are 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 Board of Trustees. 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

Following the Pre-application meeting, the applicant submits a complete application package, in accordance with the ODP Submittal Requirements. (See attached.)

Step 3 – Staff Reviews Application for Completeness

Staff reviews the application package for completeness within five business days. **More than one submission may be required, depending on the responsiveness and accuracy of the applicant and his or her consulting team in preparing the resubmittal.** (The applicant will be notified by staff if a neighborhood input meeting is required. The applicant is responsible for completing this requirement, if required.)

Step 4 – Staff and Referral Agency Review and Comment

Once the application is complete, Staff will refer all documents to referral agencies, including both internal Town departments and external local and state agencies and groups. Staff and the applicable referral agencies will review the application within 21 business days. Within three business days, staff will compile all comments as send to applicant.

Step 5 – Applicant Resubmits Application Documents

The applicant shall revise and resubmit the Outline Development Plan and related documents based upon the comments. If the applicant chooses to ignore initial staff or referral agency recommendations, those discrepancies will be identified in the staff reports to the Planning and Zoning Commission, as well as the Town Board of Trustees. More than one resubmittal may be required depending on the responsiveness of the applicant and his or her consulting team.

Step 6 – Planning and Zoning Commission Hearing

Once the staff determines the application is revised correctly, the application will be scheduled for a public hearing with the Planning and Zoning Commission. Staff will assist the applicant in completing the required

public notification requirements. The Commission will review the application, related reports, staff and applicant presentations and other public testimony. The Commission makes a recommendation to the Board of Trustees. Such recommendation may be for approval as submitted, approval with conditions or denial. The Commission meets on the third Monday of the month.

Step 7 – Town Board of Trustees Public Hearing

Following the Planning and Zoning Commission, staff will schedule a public hearing with the Town Board of Trustees. Staff will assist the applicant in completing the required public notification requirements. The Board will review the application, related reports, staff and applicant presentations and other public testimony. The Board of Trustees may approve the application as submitted, approve with conditions or deny the application. The Board meets on the second and fourth Tuesday of every month.

Step 8 – Applicant Submits Outline Development Plan Document

If approved, the applicant shall submit the Outline Development Plan document electronically, which shall incorporate any changes or conditions required by the Board of Trustees. Staff will review document for completeness within 5 business days.

Step 9 – Submission of Mylars for Recording

Once all required revisions have been made, the applicant shall convert the ODP sheets to Mylar, attain the required applicant signatures and submit to staff along with the recording fees. Staff will obtain the required Town signatures and record the Outline Development Plan. An electronic copy of the recorded document will be sent to the applicant.

Other Permits as Required

The project will be subject to additional entitlements or permits, as required.