



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: March 27, 2025	ITEM NO.	SUBJECT: Resolution to Approve Amended Land Use Application Checklists -- REVISED
Presented by: Town Administrator/Clerk		

Background

This item includes revised checklists to the land use application checklists previously adopted in April 2024.

With the modifications adopted for the land use code, primarily, reference to the adopted Ch 17 Planned Development (PD) code on the checklists was amended to properly align with code. Additionally, disclaimer language is planned to be added to the application cover page. Where it is possible, staff would like to consolidate repetitive language (ie., drawing requirements) to reduce the size of the checklist making it more concise.

At this time, the enclosed resolution is to approve revisions to the following land use application checklists, noting that staff requests authority to amend the checklists to align with code and create more concise checklist for applicants.

Note the following:

- Application “disclaimer” language
- Annexation – AMENDED to align with current code and statutory requirements
- PD Sketch Plan – AMENDED to align with current Planned Development (PD) code regulations
- REMOVED “PUD Master Plan checklist”
- Planned Development Plan – AMENDED to align with current PD code regulations
- Final PD Plan – AMENDED to align with current PD code regulations

Recommendation

Approve the revised checklists as presented.