To ensure compliance with the regulations laid out in the Town of Berthoud Code, a Neighborhood Master Plan is required for all residential and/or mixed-use re-zonings or subdivisions over 10 acres in size. Any new zoning amendments shall require a new Neighborhood Master Plan approval. Major proposed changes to any approved preliminary plat, will require a new Neighborhood Master Plan approval. The Neighborhood Master will consist of the following required elements…

- Completed development application form and MOU, along with any fees required
- Zoning Map Amendment and/or Preliminary Development Plan
- Title commitment (dated no more than thirty days from the date of the application submittal)
- Vicinity map
- Acreage of property; acreage in each zoning district; acreage in parks; acreage in open space
- USGS topographic contours
- Location and approximate acreage of proposed land uses
- Existing easements and rights-of-way on or adjacent to the property
- Existing streets on or adjacent to the property
- Proposed street system depicting the location and layout of all arterial and collector roads within the development (local streets and alleys do not need to be depicted)
- Table providing the following information for each proposed land use area: total acreage; proposed density; proposed number of dwelling units
- Compliance with lot area size and lot diversity, as identified in Section 30-2-116 of the Town’s Code
- Location and acreage of proposed parks; trails; regional trail connections; playgrounds; schools; open space; and other public uses
- Compliance with open space elements laid out in the Town Code
- A preliminary traffic impact study which evaluates proposed access points, the existing street system, and any need for any road improvements created by the proposed development

- Floodplain boundary with a note regarding the source of information (if one is not located on the property, it must be stated)

- Geologic hazard areas

- Zoning on adjoining properties

- A preliminary utility plan depicting the existing capacity of the surrounding utility system and the future capacity of the utility system for both the proposal and any potential adjoining future development

- Proposed connections to the existing utility system

- The location of any proposed or required lift stations

- Description of how the development is connected to/integrated with surrounding area, how it responds to site features/constraints, and how it is consistent with the Code

- General description of plan for drainage and storm water management

- Water supply information including: the estimate of the number of water taps needed; the amount of raw water that will be provided to the Town; and the source of the water

- Statement indicating whether any commercial mineral deposits are located on the site

- Description of how the proposed development complies with Town Comprehensive Plan