



PLANNED DEVELOPMENT (PD) REQUEST CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

*NOTE: This checklist is not all-inclusive of all City ordinances and standards.

GENERAL

➤ **NOTE: MINIMUM NET ACREAGE FOR A PD IS FIFTEEN (15) ACRES.**

- Submit all documents specified on the Required Documents checklist.
- Submit a disk with all plans – plans will be date stamped electronically.
- Legal description (metes and bounds) of the total area, as well as any individual tracts within the PD request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The applicant will submit one (1) hard copy (8 ½ x 11) of the legal description, titled as “Exhibit A-2: Z_____”, signed & sealed by a surveyor.
- Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- The metes and bounds description and all exhibits shall be provided on a CD. (Metes and bounds in Word and exhibits in PDF format.)
- Submit a statement that shows compliance with the City’s Comprehensive Plan, Future Land Use Plan, Thoroughfare Plan, Hike & Bike Master Plan and a justification for alternate standards from zoning ordinance.
- A meeting with the Homeowners’ Association and the project Planner is required prior to scheduling the public hearing for the Planning & Zoning Commission. Schedule meeting with project Planner.
- Detailed Tree Survey.

EXHIBIT A

(Submit 9 24"x36" copies—May be waived for PD Amendments or Requests that incorporate text only)

- Title block located in lower right corner (titled “Exhibit A: for Z_____”) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date.
- Legal description (metes and bounds) of the total area within the PD request.
- Names, addresses, and phone numbers of owner, applicant, and surveyor.

- North arrow, scale, and location/vicinity map.
- Legend, if abbreviations or symbols are used.
- Property boundary and dimensions.
- Adjacent Property within 200 feet - subdivision name, owner’s name and recording information, land use, and zoning.
- Existing and requested zoning boundary lines.
- Total gross and net acreage of existing and requested zoning.
- Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
- Location of existing rights-of-way and utility easements.
- Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.
- Topography at five (5) foot contours or less.
- Existing and proposed FEMA 100-year floodplain areas, or a note that no floodplain exists on the property.

EXHIBIT B

(Submit 9 24"x36" copies and 1 electronic copy)

- Labeled “Exhibit B: Planned Development Standards”
- List of proposed standards for the PD. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the zoning exhibit (Exhibit A). Provide justification for and/or explanation of need for alternative standards.
- If exhibit contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined on final plat.”
- Submit proposed PD standards on separate 8 ½ x 11 sheets and as a MS Word file.
- Form Based Codes Standards – Provide a statement of compliance with Form Based Codes Standards or submit request for waivers.



PD REQUEST CHECKLIST

EXHIBIT C

(Submit 9 24"x36" copies—May be waived for PD Amendments or Requests that incorporate text only)

- Label "Exhibit C: Z_____"
- Use the Zoning Exhibit Check List found in the development packet for the PD plan requirements
- Residential Planned Development: In addition to items on the Zoning Exhibit Check List, provide PD boundary lines; general land use; existing and proposed streets, alleys and easements; thoroughfares; and preliminary lot arrangements
- Non-residential Planned Development: In addition to items on the Zoning Exhibit Check List, provide PD boundary lines; types of uses; topography and physical features of the site; screening; existing and proposed streets, alleys, fire lanes, and easements; location of future public facilities; proposed ingress and egress; landscaped areas; size, type, height, and location of buildings; building sites; density; and parking areas with ratios
- Mixed Use Planned Development: In addition to items on the Zoning Exhibit Check List, provide PD boundary lines; site plan with proposed building complexes showing location of separate buildings, the minimum distance between buildings and between building and property lines; street lines; and alley lines. Arrangement and provision of off-street parking, size and location for ingress and egress to all uses

ZONING SIGNS

- Sign Criteria has been read, signed and attached to submittal packet.
- Photocopy of the Drivers License of the project representative.

Preparer's Name: _____

Preparer's Signature: _____