



# PUD Concept Plan Review Checklist

**APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED**  
 For a complete list of required guidelines, refer to Section 1105 of the City Code

Applicant Check-in		City Check-in
	<p><b>Electronic file(s) and printed copy of the following:</b></p> <ol style="list-style-type: none"> <li>1. General information including:           <ol style="list-style-type: none"> <li>a. The landowner's name and address and his/her interest in the subject property.</li> <li>b. The applicant's name and address if different from the landowner.</li> <li>c. The names and addresses of all professional consultants who have contributed to the development of the PUD plan being submitted, including attorney, land planner, engineer and surveyor.</li> <li>d. Evidence that the applicant has sufficient control over the subject property to effectuate the proposed PUD, including a statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property and including an up-to-date certified abstract of title or registered property report, and such other evidences as the City Attorney may require to show the status of title or control of the subject property.</li> </ol> </li> <li>2. Present status, including:           <ol style="list-style-type: none"> <li>a. The address and legal description of the subject property.</li> <li>b. The existing zoning classification and present use of the subject property and all lands within one thousand (1,000) feet of the subject property.</li> <li>c. A map depicting the existing development of the subject property and all land within one thousand (1,000) feet thereof and indicating the location of existing streets, property lines, easements, water mains and storm and sanitary sewers, with invert elevations on and within one hundred (100) feet of the subject property.</li> </ol> </li> <li>3. A written statement generally describing the proposed PUD and the market which it is intended to serve and its demand showing its relationship to the Comprehensive Plan and how the proposed PUD is to be designed, arranged and operated in order to permit the development and use of neighboring property in accordance with the applicable regulations of the City.</li> <li>4. Site conditions:           <ol style="list-style-type: none"> <li>a. Graphic reproductions of the existing site conditions at a scale of one hundred (100) feet. All of the graphics should be the same scale as the final plan to allow easy cross reference. The use of overlays is recommended for clear reference.</li> <li>b. Contours shown at minimum two (2) foot intervals.</li> <li>c. Location, type and extent of tree cover.</li> <li>d. Slope analysis.</li> <li>e. Location and extent of water bodies, wetlands and streams and floodplains within three hundred (300) feet of the subject property.</li> <li>f. Significant rock outcroppings.</li> <li>g. Existing drainage patterns.</li> <li>h. Vistas and significant views.</li> <li>i. Soil conditions as they affect development.</li> </ol> </li> <li>5. Schematic drawing of the proposed development concept including but not limited to the general location of major circulation elements, fire lanes, public and common open space, residential and other land uses.</li> </ol>	

	<p>6. Information regarding the number of buildings, square footage, and residential units:</p> <ul style="list-style-type: none"> <li>a. Area devoted to use by building type and occupancy.</li> <li>b. General layout of the site including structure types, height, square footage, orientation, use type, design features, and similar items to assist in ascertaining the general development intended.</li> <li>c. Location of streets, vehicular, and pedestrian access points.</li> <li>d. Area devoted to, and number of, off-street parking and loading spaces and related access.</li> <li>e. General site landscape plan.</li> </ul> <p>7. Schedule of development. When the PUD is to be constructed in stages during a period of time extending beyond a single construction season, a schedule for the development of such stages or units shall be submitted stating the approximate beginning and completion date for each such stage or unit and the proportion of the total PUD public or common open space and dwelling units to be provided or constructed during each such stage, and the overall chronology of development to be followed from stage to stage.</p> <p>8. Utilities. Schematic utilities plans indicating placement of water, sanitary, and storm mains/lines and facilities. Schematic lighting.</p>	
	<b>Permit application fee:</b> \$500.00	
	<b>Completed application form</b>	
	<b>Other</b> (if applicable)	

ALL PLANNING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED REVIEW COSTS. LEGAL, ENGINEERING, AND ASSOCIATED REVIEW COSTS ARE THE RESPONSIBILITY OF THE APPLICANT