



# PUD Development 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. Written narrative describing and defining the proposed Planned Unit Development including all proposed uses, the intensity (e.g. density or square footage) of each use proposed, proposed project build-out or phasing, and how the proposed development complies with the goals and policies of the Comprehensive Plan.</li> <li>2. Scalable electronic files and ten (10) sets of preliminary plans, drawn to a scale of not less than one (1) inch equals one hundred (100) feet (or scale requested by the Zoning Administrator) containing at least the following information:               <ol style="list-style-type: none"> <li>a. Proposed name of the development (which shall not duplicate nor be similar in pronunciation to the name of any plat theretofore recorded in Scott County).</li> <li>b. Location map.</li> <li>c. Legal description of all property to be developed.</li> <li>d. A map of the subject property and surrounding area (determined by the City to be relevant for comprehensive planning, environmental assessment, or zoning review purposes) illustrating:                   <ol style="list-style-type: none"> <li>i. Existing comprehensive plan designations, zoning classifications, and land uses.</li> <li>ii. Proposed comprehensive plan designations, zoning classifications, and land uses.</li> <li>iii. Boundary lines, property dimensions, significant topographical or physical features.</li> <li>iv. The location, use, size, and setbacks of structures and other land uses on the subject property and adjacent properties.</li> <li>v. Existing easements, utility mains, and urban facilities including parks and streets.</li> </ol> </li> <li>e. A map illustrating proposed comprehensive plan land use designation and proposed zoning classifications.</li> <li>f. A proposed site plan for the property depicting:                   <ol style="list-style-type: none"> <li>i. Required and proposed setbacks for each lot and other areas of the development.</li> <li>ii. The location, size, use and arrangement of all proposed structures including structure height, dimensions, total square feet, floor area, floor plan, and use.</li> <li>iii. Illustrations depicting the scale, bulk, building opening, building offset, roof type, roof pitch, exterior building material, color palette, and architectural character for all sides of all proposed structures.</li> <li>iv. The location, size, use, and arrangement of any existing structure proposed to remain including structure height, dimensions, total square feet, floor area, floor plan, and use.</li> <li>v. Location, dimensions of all driveways, entrances, curb cuts, parking stalls, loading spaces and access aisles, and all other circulation elements including bike and pedestrian; and the total site coverage of all elements.</li> </ol> </li> </ol> </li> </ol>	

	<ul style="list-style-type: none"> <li>vi. Location and boundaries of all areas of trees and identification of the location of trees with diameters of fifteen inches or greater.</li> <li>vii. Location, designation, and total area of all proposed common space.</li> <li>viii. Location, designation, and total area proposed to be conveyed or dedicated for public parks or open space. If park land dedication is not contemplated, a narrative regarding fee in lieu of park land dedication.</li> <li>ix. Detailed landscaping plan.</li> <li>x. Lighting details and a photometric plan.</li> </ul> <ul style="list-style-type: none"> <li>g. Grading plan illustrating changes to existing topography and natural site vegetation including the proposed lowest building opening elevation for each structure or lot pad.</li> <li>h. Stormwater and soil erosion control plan clearly illustrating erosion control measures to be used during construction and as permanent measures.</li> <li>i. Detailed utility plan.</li> <li>j. Sign plan (may be submitted at a later time and approved under an independent sign permit).</li> <li>k. Any other information that may have been required by the Planning Commission and City Council in conjunction with the approval of the general concept plan and/or information normally required within the underlying zoning classification relating to site plan.</li> </ul> <ul style="list-style-type: none"> <li>3. For residential developments, a tabulation indicating the number of residential dwelling units and expected population.</li> <li>4. For mixed use and/or pure commercial/industrial developments, a tabulation indicating the gross square footage, if any, of commercial and industrial floor space by type of activity (e.g., clinic, retail, office, service, wholesale, manufacturing, assembly, production, shared, etc).</li> <li>5. If platting is required, a preliminary plat prepared in accordance with the subdivision regulations.</li> <li>6. A statement summarizing all changes which have been made in any document, plan data or information previously submitted, together with revised copies of any such document, plan or data.</li> <li>7. Proposed conditions, covenants, and restrictions and other documents relating to the operation and maintenance of the development including open areas and facilities.</li> <li>8. Such other information as the Planning Commission, Zoning Administrator or Council shall find necessary to a full consideration of the entire proposed PUD or any stage thereof.</li> <li>9. Proof of ownership of property or signature of property owner on the application.</li> </ul>	
	<b>Permit application fee:</b> \$1,000.00 plus \$150/lot	
	<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