



## PRELIMINARY PUD APPLICATION SUBMITTAL CHECKLIST

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Land Development Application</u> completed and signed by applicant and property-owner.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Fees</u> All applicable filing fees.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Authorized Representative Form</u> if applicant is not the property-owner.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Property Ownership Disclosure</u> . Certification of Title and Title Report including Schedules A&B
<input type="checkbox"/>	<input type="checkbox"/>	<u>Affidavit of Property Owner's List</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Public Notices</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Concurrent Subdivision Application</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Project Narrative</u> , including a description of the standards of the UDC to be modified as described within Section 21-8-304 of the UDC.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Pre-Application Conference Summary</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Written Statement</u> highlighting Approval Criteria for the Final Development Plan and proposes modification of the standards in the UDC to meet each of the following criteria (or demonstrate that the criteria are not applicable):
		<ul style="list-style-type: none"> <li>• There is an appropriate relationship to the surrounding area;</li> <li>• The internal street circulation system is designed for the type of traffic generated, safety, separation from living areas, convenience, access, and noise and exhaust control, and there is proper circulation in parking areas in terms of safety, convenience, separation and screening;</li> <li>• If residential uses are proposed, there is consideration of, and provision for, low and moderate income housing;</li> <li>• Functional open space is provided in terms of optimum preservation of natural features including trees and drainage areas, recreation, views, density relief, and convenience of function;</li> </ul>

## PRELIMINARY PUD SUBMITTAL CHECKLIST, Cont.

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• The development provides a variety of housing types, densities, facilities and open space;</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• The development provides for privacy in terms of the needs of individuals, families, and adjoining property;</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Pedestrian and bicycle traffic is facilitated in terms of safety, separation from vehicular traffic, convenience, access points of destination and attractiveness;</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Building types are appropriate in terms of density, site relationship, bulk, and massing;</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Building design creates a “sense of place” in terms of architectural design, orientation, relationship to open space, spacing among buildings, quality of materials, harmonious color palette, complimentary textures, screened storage areas, and appropriate lighting;</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Signs are complimentary to the scale, architecture, and cladding materials used on the principal buildings; and</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Landscaping of the subject property is high quality and serves functional purposes in terms of screening, defining outdoor spaces, providing shelter for pedestrians, and softening building masses. Landscape plans must identify common and botanical name and the size of the material</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Quantitative summary of existing conditions on the subject property</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Parking analysis based on proposed uses</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Drainage facilities</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Existing and proposed utilities and public services including plans and profiles of deep utilities</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Horizontal and vertical road alignments and structural cross-sections</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• If the project is to be developed in phases the approximate timeline and content of each phase.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Copies of all presentation graphics prepared for Planning Commission and Council hearings.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Additional materials deemed necessary by Staff to determine the impact of the proposed rezoning will have on the health, safety and welfare of the City.</p>

## SUBDIVISION PLAT SUBMITTAL CHECKLIST, Cont.

- | Staff                    | Applicant                |                                                                                                                                                                              |                  |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Existing contours                                                                                                                                                            |                  |
|                          |                          | a. Proposed development areas                                                                                                                                                | 5 ft. intervals  |
|                          |                          | b. Areas sloping less than 2%                                                                                                                                                | 2 ft. intervals  |
|                          |                          | c. Non-disturb areas                                                                                                                                                         | 10 ft. intervals |
| <input type="checkbox"/> | <input type="checkbox"/> | Street Names                                                                                                                                                                 |                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Block & Lot Numbering System                                                                                                                                                 |                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate area & use of each lot                                                                                                                                           |                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Facilities - Sites Reserved or Dedicated, including: public parks, schools, other public buildings or uses, common open space not reserved or dedicated to the public |                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional Information:                                                                                                                                                      |                  |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Name of proposed subdivision                                                                                                                                              |                  |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Proposed terms of reservation or dedications                                                                                                                              |                  |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Brief description of proposed covenants                                                                                                                                   |                  |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Statement demonstrating need for proposed subdivision                                                                                                                     |                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of reference material reviewed by professionals                                                                                                                    |                  |
|                          |                          | a. Statement that plans & documents reflect limitations & constraints                                                                                                        |                  |

### PROJECT INFO

**Project Name:**

**Project Location:**

**Project Summary:**