



# FINAL PLANNED UNIT DEVELOPMENT SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.**

- | Applicant<br>Use         | STAFF<br>USE             |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Date of pre-application meeting: _____<br><b>Note:</b> Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A short description/ narrative addressing how each site specific and standard condition of approval has been complied with. Documentation showing compliance with any conditions of approval that can be complied with prior to submittal of the final plat application shall be provided with this application or the application shall be deemed incomplete and will not be processed.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Deed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | If the signatory on this application is not the owner of the property, an <b>original</b> notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) 8 ½" x 11" vicinity map at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.   |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) 8 ½" x 11" colored vicinity map depicting proposed site and surrounding area within ¼ mile.  |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of the approved preliminary development plan (one full-scale copy <b>arranged in complete plan sets folded according to department standards – folding instruction available at <a href="#">PZ-Plan-Folding-Instructions-PDF</a></b> , and one (1) 8 ½" x 11" reduction).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Seven (7) 24" x 36" copies <b>arranged in complete plan sets folded according to department standards – folding instruction available at <a href="#">PZ-Plan-Folding-Instructions-PDF</a></b> , and one (1) 8 ½" x 11" copy of the final development plan at a scale of a no less than (1" equals 100') showing at least the following:<br><br><input type="checkbox"/> Dimensions and bearings of the property lines. |

- Area in acres.
- Topography and existing features of the development site, including major wooded areas, structures, streets, easements, utility lines and land uses.
- All other information included on the preliminary development plan including the location and size of lots, location and proposed density of dwelling units, nonresidential building intensity and land use considered suitable for adjacent properties.

**\*Additional plans will be required once the hearing has been scheduled.**

- One (1) set of 24" x 36" Pathways and Trails plan showing the following:
  - Pathway locations, type, and width.
  - Sidewalk locations, type, and width.
  - Location of existing easements for irrigation companies.
  - Indicate location of canal routes and specify which ones will be covered and which will stay open
- One (1) copy of any canal company license agreements.
- One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space
- A schedule for the development of units to be constructed in progression and a description of the design principles for buildings and streetscapes.
- Tabulation of the number of acres on the proposed project for various uses.
- The number of housing units proposed by type.
- Estimated residential population by type of housing.
- Estimated nonresidential population.
- Anticipated timing for construction and standards for height, open space, building density, parking areas, population density and public improvements proposed for each unit of the development whenever the applicant proposed an exception from the standard zoning districts or other ordinances governing development.
- Engineering feasibility studies and plans showing, as necessary, water, sewer, drainage, electricity, telephone and natural gas installations, waste disposal facilities, street improvements and nature and extent of earth work required for site preparation and development.
- A site plan, showing buildings, various functional use areas, circulation, and their relationship.
- Preliminary building plans, including proposed floor plans and exterior elevations.
- Landscaping plans.
- Deed restrictions, protective covenants and other legal statements or devices to be used to control the use, development and maintenance of the land, and the improvements thereon, including those areas which are to be commonly owned and maintained.

- A completed [Fiscal Impact Worksheet](#) if seeking to change the density/intensity of the existing or previously approved uses on the site.
- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
- APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.
- Any additional information to aid in understanding the project.

**ACKNOWLEDGEMENT**

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature