

PLANNED DEVELOPMENT ZONING REQUEST CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

INSTRUCTIONS:

- Use the attached list to verify the completeness of the Planned Development zoning request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Signed and complete checklist.
- Attach the completed checklist with the annexation request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

A Planned Development application shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner
- A Letter of Intent (LOI) describing the project.
- A current tax certificate or statement showing there are no delinquent taxes
- Payment of all review fees (see schedule of fees)
- A short description (exclusive of Exhibit B) of the purpose of the Planned Development application and proposed use(s)
- .dwg, .doc and .pdf files of all plat/plans and exhibits
- The legal description (metes and bounds) of the area within the Planned Development request shall be submitted as "Exhibit A", sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks
- Traffic Impact Analysis, if applicable

The following checklists is not intended to be a definitive list of all information. **Items listed in bold and marked with an " * " are required information. Submittals shall be rejected if denoted items are not included.**

- A zoning exhibit titled as Exhibit A containing the following information:

- **Title block located in the lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, tract number, acreage, and preparation date***
- Names, addresses, and phone numbers of owner, applicant, and surveyor
- **The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks***
- North arrow, scale, and location/vicinity map
- Property boundary and dimensions
- Adjacent property within 200 feet – subdivision name or owner's name and recording information, land use, future land use plan designation, and zoning
- Existing and requested zoning boundary lines
- Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
- Location of existing rights-of-way and easements with filing information within 200 feet of subject property
- Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
- Distances to nearest cross streets
- Topography at five (5) foot contours or less (as requested by Town staff)
- Existing and proposed FEMA 100-year floodplain areas, or a note that no 100-year floodplain exists on the property
- Standard language and/or notations, as follows:
 - 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 at time of Final Plat."
- A zoning exhibit titled as Exhibit B – Statement of Intent and Purpose listing the intent and purpose of the Planning Development
- A zoning exhibit titled as Exhibit C – Planned Development Standards listing the proposed Planned Development standards. 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 comparable label the corresponding tracts on the zoning exhibit (Exhibit A)
 - **Provide an electronic Word document for tracking changes (See Development Standards Template Exhibit C)***
- A zoning exhibit titled as Exhibit D containing the following information:
 - **Location map, north arrow, scale and title block (located in the lower right corner and titled Exhibit D) containing the acreage, space for the Town project number (provided at the time of case submittal), and preparation date***
 - Names, addresses, and phone numbers of owner, applicant, and surveyor
 - Legend, if abbreviations or symbols are used
 - **A site data summary table ***

- Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- Topography at five (5) foot contours or less
- Natural features including tree masses, drainage ways, and creeks
- Existing and proposed FEMA 100-year floodplain with elevation. Included finished floor elevations of all lots adjacent to the floodplain. If the site does not contain a floodplain, note that “No 100-year floodplain exists on the site”
- Proposed reclamation of flood plain area(s), if applicable, with acreage
- Subdivision name, zoning, future land use plan designation, recording information and land use description of property adjacent to the subject property
- Assignment of use to specific areas within the plan
- Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is encouraged, but is not required
- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- Distances (measured edge to edge) between existing and proposed driveways and streets
- Existing and proposed easements (utility, drainage, visibility and maintenance, etc.)
- Existing and proposed fire hydrants
- Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains, and facility sites
- Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases
- Additional information as requested by the Town to clarify the proposed development and compliance with minimum development requirements (i.e. Traffic Impact Analysis)
- Standard language and/or notations, as follows:
 - If concept plan 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 at time of Final Plat.”
- A zoning exhibit titled as Exhibit E – Development Schedule describing the proposed development schedule for the Planned Development
- A zoning exhibit titled as Exhibit F – Elevations containing the following information:
 - **Title block (located in the lower right corner) containing the proposed subdivision name with block and lot number, space for the Town project number (provided at the time of case submittal), and preparation date***
 - **Scale (appropriate for level of detail)***
 - Legend, if abbreviations or symbols are used
 - Name, address, and phone number of owner, applicant, and surveyor

- Elevations of all four sides labeled North, East, South, and West, or elevations adequately depicting the general architectural character of the building*
- If all four sides are provided, approximate materials calculations table showing the percentage of materials used for each elevation*
- A zoning exhibit titled as Exhibit G – Landscape Plans containing the following information:
 - The location of proposed plant materials – location, species, spacing (if applicable), size (at time of planting and at maturity)

Ensure that Zoning Sign(s) are installed on the subject property by the required date. Refer to the Development Schedule and Zoning Sign documents included herein for more information. Failure to submit verification of the sign installation by the required deadline, may result in a delay upon scheduling the P&Z meeting.

Preparer's Signature _____