**Preliminary PUD Plan Checklist**

*Before submitting a Preliminary PUD Application please review the* ***Design Standards*** *to ensure compliance with the Eligibility and Minimum Requirements and Design requirements of the PUD Ordinance.* ***Incomplete applications will not be accepted.*** *PUDs are permitted in City limits only.*

* *A Preliminary Concept or Schematic Plan*
* *A Written Statement*
* *A Rezoning Application*
* *Traffic Impact Study: A Traffic Impact Assessment is required when the development exceeds a 100 peak hour trips or at the request of the Street Department*

***PUD Preliminary Plan Submittal Requirements Section 5.6(4) pp 160***

**Design Team**

* The preliminary plan shall be prepared by a qualified design team of professionals with varying expertise. The team should include at least two (2) of the following professionals: A registered land surveyor, or civil engineer and one of the following: architect, landscape architect, or urban planner.

**Page Layout**

* The schematic plan must cover all property which is to be included in the total

proposed development and should be sufficiently detailed to allow for effective review.

* Name of the proposed development, name and address of the landowner, and name and address of the designers of the development
* North arrow and graphic scale
* Total number of acres in the proposed development
* Density and use or uses of the proposed development

and percentage designated for various uses by square footage.

* Parking table per ordinance
* Total acres of common open space and percentage of gross land area

**Concept Layout**

* Location, and existing zoning of the proposed site (this can be shown as an inset)
* Existing topographic character of the land and existing natural features
* Public uses, including schools, parks, playgrounds, and other open spaces
* The physical characteristics, type of development, and land use of the surrounding area
* Property lines and names of adjacent owners.
* Adjacent streets and proposed points of access
* Proposed street layout, and pedestrian circulation
* The approximate location of buildings, parking, and common open spaces
* Landscape buffers and screening
* Setback distance of structures from property lines
* Location and description of any existing utilities or easements
* Stormwater features including detention areas and drainage easements
* Expected development phasing plan if applicable

**Other**

* Traffic Impact Assessment (over 100 peak hour trips per day) or at the digression of the Street Department.
* Building elevations for all structures three stories or 35’ and greater
* Renderings, example photos, and other illustrative drawings to represent the intent of the PUD

***The Written Statement Section 5.6(4)A-V.***

* An explanation of the character of the PUD and the manner in which it has been planned to the best use of the regulations and PUD intent.
* Alignment of the proposed PUD with the Comprehensive, Land Use Planning Area, and other Plans as applicable.
* How the PUD is a benefit to the community and enhances the surrounding land uses.
* Statement of present ownership.
* Expected development schedule.
* Statement of responsibility for maintenance and ownership of common spaces.