

Planning Department

Planned Unit Development (PUD) Checklist

☐ **Voluntary Pre-Application Meeting Per Section 2.23-6 A.**

Prior to submitting a complete application to the Planning Division, applicants are encouraged to do the following:

- ☐ Develop a PUD Concept Plan/Letter of Intent that includes the following elements:
 - ☐ a. Project description
 - ☐ b. Proposed land uses
 - ☐ c. Intensity (maximum square footage) and density (maximum or range of dwelling units) of uses proposed
 - ☐ d. General location of proposed open space
 - ☐ e. General location of existing and proposed buildings
 - ☐ f. Vehicular and other transportation connections
 - ☐ g. Existing and proposed utilities and public services (such as fire protection or law enforcement, depending on size of proposal)
- ☐ Meet with a Planning Division staff person to review PUD Concept Plan and application submittal items for the PUD Plan, as specified by the Planning Division. This meeting provides a screening process to identify and resolve potential issues before the application is submitted. Upon review, the staff person will either recommend further pre-application review with the Development Review Team or formal submittal of the Planned Unit Development application.
- ☐ Meet with the Development Review Team to solicit City input beyond the Planning Division. City Staff will schedule the Development Review Team meeting and invite all participants.

☐ **An aerial photo with property boundaries for the subject property(ies) and adjoining lands.**

☐ **Site Plan** showing related principal and accessory buildings, setback lines, parking lot layout and stall sizes, curbing, landscaping (area calculation, plan and planting schedule as available), ingress/egress, loading areas, screening/buffering, lighting, refuse/service areas, grading and utilities.

☐ **Building Elevations/Floor Plan** including elevation drawings or illustrations indicating architectural treatment of all proposed building and structures, as available. General floor plan as needed.

☐ **Standards.** The city may approve the Planned Unit Development only if it find that the development satisfies all of the following standards applicable to the proposal:

- ☐ The proposed PUD is in conformance with the Comprehensive Plan.
- ☐ The Planned Unit Development is an effective and unified treatment of the development possibilities on the project site and the PUD plan provides for the preservation or creation of unique amenities such as natural streams, stream banks, wooded cover, natural terrain, manmade landforms or landscaping and similar areas.
- ☐ The Planned Unit development is planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site. The PUD plan will not have a detrimental effect upon the neighborhood in which it is proposed to be located.
- ☐ The tract under consideration is under single ownership or control.
- ☐ The tract is at least five (5) acres in size. The tract size may be reduced if the applicant can show that a PUD of less acreage meets the standards and purposed of the Comprehensive Plan and preserved the health, safety and welfare of the citizens of the city and that all of the following conditions exist, as applicable:
 - ☐ a. The proposal better adapts itself to the physical and aesthetic setting of the site and with the surrounding land uses than could be developed using strict standards and land uses allowed within the underlying zoning district.

- ☐ b. The proposal would benefit the area surrounding the project to greater degree than development allowed within the underlying zoning district.
- ☐ c. The proposal would provide mixed land use and/or site design flexibilities while enhancing site or building aesthetics to achieve an overall, workable higher quality of development than would otherwise occur in the underlying zoning district.
- ☐ d. The proposal would ensure the concentration of open space into more workable or usable areas and would preserve the natural resources of the site more than would otherwise occur in the underlying zoning district.
- ☐ The public benefits, may include but are not limited to:
 - ☐ a. Improved site or architectural design.
 - ☐ b. Open space preservation.
 - ☐ c. Improved parks, trails, recreation facilities or other amenities.
 - ☐ d. A mix of compatible land uses which foster goals of the Comprehensive Plan.
- ☐ The Planned Unit Development will not create an excessive burden on parks, schools, streets or other facilities and utilities that serve or are proposed to serve the Planned Unit Development.
- ☐ The applicant for the Planned Unit Development must provide justification for any deviations from the primary zoning ordinance provisions and performance standards in the PUD plan.