

## **PUD GENERAL PLAN & NARRATIVE CHECKLIST**

Whenever a PUD is proposed the PUD developer or authorized agents thereof shall schedule a Pre-Application Meeting with the Department of Community Development Director at least fourteen business days prior to the deadline for submittal. The intent of the meeting is to discuss the scope and intent of the overall concept. No fee shall be charged for the Pre-Application meeting and no formal application shall be required; however, sufficient information must be provided including but not limited to a sketch plan that illustrates existing site conditions and conditions of its surroundings and the proposed PUD layout and potential development.

This checklist is designed to aid both the Applicant and the City in the processing of a Planned Unit Development (PUD) zoning application, General Plan and PUD Standards. Information relative to PUD application can be found in Article 30 of the Land Use & Development Ordinance.

### **All plans and application requirements shall be submitted to Community Development**

- All applicable fees as determined by the City.
- Completed Zoning or Pre-zoning Application with an original signature from the Applicant and Owner
- One copy of the recorded ownership interests including liens, encumbrances, easements, agreements regarding use, and title certification in the form of current title policy, title opinion, or title report (no older than 45 days from date of submission)
- Written statement describing the character and intended use of the PUD and setting forth the reasons why the PUD would be in the public interest and consistent with the City's stated purposes of a PUD
- Written narrative specifically calling out all zoning relaxations being requested through the PUD and identifying the private and public benefits of the PUD
- Adjacent property owner's list and certification. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- One copy of utility letters from electric, water, sewer, trash provider, and gas (if applicable) stating the property may be adequately served by such utility
- One current boundary/topographic survey of the property containing a complete legal description of the property, the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water
- Conceptual Site Plan shall include but not be limited to the following:
  - A vicinity map to appropriate scale and north arrow
  - Proposed uses of the land and buildings
  - A Site Data Table shall include but not be limited to:
    - Current zoning
    - Lot size in square feet and acres
    - Proposed building height in stories and feet
    - Proposed number of dwelling units
    - Proposed number of dwelling units per acre
    - Proposed impervious coverage in square feet and percentage of lot
    - Proposed yard setbacks
    - Proposed floor area ratio
    - Proposed building coverage in square feet and percentage of lot
    - Proposed landscape area in square feet and percentage of lot
    - Proposed number of parking spaces including handicap spaces
    - Proposed number of handicap parking spaces
    - Relationship of the site to existing development in the area including streets, adjacent driveways, utilities, residential and commercial developments, and physical features of the land
    - Provisions for parking vehicles and the function and location of vehicular facilities
    - Draft version of covenants, grants of easements, right-of-ways, or other restrictions imposed upon the use of the land, buildings, and structures

- Any additional data or specifications the Applicant or City may believe are pertinent to the proposed PUD
- Conceptual Site Plan Rendering
- Conceptual Landscape Plan
  - Tree Protection Plan indicating the existing trees, caliper sizes, and species may be required if tree preservation is a stated goal of the proposed PUD. This plan shall include the proposed concept plan and indicate the trees to be preserved and removed.
- Conceptual Building Elevations, Building materials and Floor Plans
- Residential Lot Layout (if applicable)
- Phasing Plan for projects being developed over a period of years
- Traffic Impact Study ***(May be required if determined necessary by staff at the mandatory PUD Pre-application Meeting)***
  - Residential
  - Retail
  - Office
  - Industrial
  - Educational
  - Lodging
  - Medical
  - Mixed use sites - when the combination of uses exceeds the thresholds above
- Plans submitted shall be full size (24x36 inch) and shall include but not be limited to:
  - Project name
  - Date of plan preparation including all revision dates
  - Appropriate scale
  - North arrow
  - Preparer's name, phone number, and fax number
  - Owner's name

If the applicant has any questions or concerns regarding PUD Review, please contact the following staff members