Application checklist

**PUD: NEw or change**

**A. Your submittal must include the following:**

1. A letter requesting City Council initiation, describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
2. One (1) PDF copy of the PUD sketch
3. Other information deemed necessary by the Director of Development Services for the review of the proposed project.

**B. Your PUD Sketch shall include at least the following:**

1. Legal description including total area of the property.
2. Date, compass point, legend of symbols and scale (written and graphic).
3. Vicinity map that accurately represents the area including recent developments.
4. Address(es), if assigned.
5. Individual parcels within the PUD area labeled

1. Notation of existing Comprehensive Plan land use designation.
2. Notation of existing Zoning District or if Planned Unit Development (PUD) name and underlying zoning and requested proposed zoning.
3. Existing and proposed intended land uses and densities.
4. Existing and proposed major road network.
5. Identification of areas dedicated for schools, parks, etc.

**C. Other information required for a PUD submittal:**

1. Current and proposed Comp Plan Land Use
2. Development details such as: uses, densities, bulk standards, (what’s different that current code)
3. Environmentally sensitive areas, tree cover, slopes etc.
4. Intent of the PUD
5. Information on surrounding property. (LU, Zoning, existing development)
6. How development is being served by utilities, transportation network
7. Intended development character (Place Type)
8. Other considerations pertinent to the proposed use may be requested for illustration or statistical purposes.