PUD-AREA PLAN APPLCATION CHECKLIST

The applicant shall submit the application and accompanying material. If the information does not appear on or accompany the application, the proposal may not be scheduled for the Commission meeting requested.

THE APPLICATION SHALL BE ACCOMPANIED BY TWENTY (20) COPIES OF THE PROPOSED PLAN DRAWN AT APPROPRIATE SCALE SHOWING AT A MINIMUM, THE FOLLOWING:

1. The plan shall be of a scale of between 1:20 and 1:200 and of such accuracy that the commission can readily interpret the plan. It shall include more than one drawing where required for clarity.

2. The plan shall be designed and prepared by a qualified land planner, registered professional architect, engineer, or land surveyor. It shall also include the name and address of the property owner(s), developer(s), and/or designer(s).

3. The property shall be identified by lot lines and location, including dimensions, angles, and size, correlated with the legal description of the property**.**

4. It shall show the scale, north point, boundary dimensions, and date.

5. Show natural features such as wood lots, streams, rivers, lakes, drains, topography (at least five foot contour intervals, when terrain is irregular or drainage critical, contour levels shall be two foot) and similar features. All existing data shall directly relate to USGS data.

6. Site location map, showing the PUD in relation to the surrounding area. Show existing man-made features such as buildings, structures, easements, high tension towers, existing utilities such as water and sewer lines, etc., excavations, bridges, culverts and drains. Show the size of all existing sanitary sewer, storm sewer, and water facilities.

7. Identify adjacent properties within one hundred yards and their existing uses. Show names of adjacent subdivisions; layouts of streets (with names);, rights-of-way widths;, connections with adjoining streets;, and wdths and locations, alleys, easements, and public sidewalk adjacent to or connecting with the tract.

8. Show the location of proposed structures, proposed finished floor, and grade line elevations.

9. Show the existing/proposed streets, ROW widths, driveways, sidewalks, and other vehicular and pedestrian circulation features within and adjacent to the site.

10. Show existing and proposed 100 year flood plain boundaries (where applicable) and include a note stating whether the site is within or outside the 100 year flood plain. This note shall reference the applicable FIRM map panel number and date. Where the flood plain is proposed to be altered, the application must contain approval from FEMA for the alteration.

11. Delineate wetlands subject to the United States Corps of Engineers (COE) regulations. Appropriate documentation of coordination with the COE shall be provided.

12. Indicate lots that are more susceptible to street movement. Typically, those lots at the end of tangent sections, lots across from "T" intersections, and lots on the outside of radii are susceptible to street movement regardless of whether they are uphill or downhill from these areas.

13. Indicate how storm water detention requirements will be addressed.

14. Show the location and size of all existing utilities (public and private) serving the site, as well as the location, size, and layout of all proposed utilities to serve the property. The developer will ensure that the staging of the subdivision will include adequate provisions for all utilities and streets for adjacent undeveloped properties.

15. Provide landscape plan in conformance with the requirements of Section 10.400.0400 of the Zoning Code.

16. Conformance with the Comprehensive Plan.

17. Any other information deemed necessary by the Planning Commission.

18. Name of proposed PUD project, which shall be an original and duplicate of any previously recorded project. Project and street names shall not duplicate any project or street names within Pine County unless said street is an existing street that runs through the PUD project.

19. The zoning status and existing land use of the PUD and all adjacent properties (regardless or political subdivision) shall be identified on the plan. If the project contains more than one Planned District category, the zoning district boundary lines shall be clearly indicated.

20. Boundary lines of school, fire, and water districts, municipal limits shall be identified on the Plan where applicable.

21. The general plan layout of the entire PUD showing proposed land uses, streets, parking areas, open space areas, and sidewalks with significant dimensions indicated where appropriate to clarify the plan.

22. Lot layout, dimensions, setback requirements.

23. All planned use areas shall be clearly labeled as to the proposed use.

24. All parcels of land to be dedicated or reserved for public use or for use in common by the property owners in the Planned District shall be indicated on the plan dedication or reservation.

25. The substance of covenants, grants of easements, or other restrictions proposed to be imposed upon the use of land, buildings, and structures, including proposed easements or grants for public utilities.

26. Proposed stages of development.

27. Lighting location and cutsheets on the lighting proposed. Indicate height of poles.

28. Total gross area of the PUD Area Plan in acres.

29. Breakdown of the total gross land area by land use type, such as townhouses, single family, retail, open space, church, school, etc.

30. Colored elevations of all sides of structures to be built within the subdivision are to be provided as a part of submittal. In cases of custom built home, plot plans for "typical" structures must be provided.

31. A preliminary copy of Trust Indentures/Covenants, Deed Restrictions must be provided.

32. Statement explaining why the PUD is being requested and deviations from the current ordinance.

33. Any additional information deemed necessary by the City to adequately illustrate the proposed development.

34. Legal description.

35. Record plats are to be submitted to Pine County.

36. Residential data shall include:
    a. Estimated total residential units.
    b. Average square feet of residential land per each type of residential unit (lot average).
    c. Lot average including amenity area.
    d. Square footage of ten smallest lots.
    e. Total parking by land-use type and parking ratio per dwelling unit.
    f. Note and show transition buffers and method(s) of screening on the plan where required.

37. Commercial and industrial data shall include: Estimated total building square footage by land use area:
    a. Percent building coverage by land-use type for business and industrial PUDs.
    b. Breakdown of non-residential land by type of use.
    c. Total parking by land-use type and parking ratio per floor area.
    d. Note and show transition buffers and methods of screening on the plan, where required.

Note: All plans, architectural drawings, renderings or other materials or visual aids either submitted to the Planning Commission or presented at their meeting shall become the property of the City and part of the permanent record of any approval.

FOR QUESTIONS, CONTACT THE CITY ZONING OFFICIAL AT (320) 629-2575.