

The following checklist of requirements is provided to guide submittal preparation. This will be used by the city to insure the completeness of the application. If any of the following information is missing, inaccurate, or incomplete, the case will not be scheduled for a Planning and Zoning Commission meeting unless the requirements are waived by the Development Services Director.

Date _____ Printed Preparer's Name _____

Preparer's Signature _____

Check Off	Requirement	Straight	Planned Development
	APPLICATION SUBMITTAL		
	Predevelopment meeting held	•	•
	Fee	•	•
	Application	•	•
	Checklist	•	•
	Letter of Intent to describe the project proposed	•	•
	Legal Description (Metes and Bounds with Closure Run if unplatted)	•	•
	Two (2) rolled 24" x 36" copies for projects over 5 acres: <ul style="list-style-type: none"> • Plat • Concept Plan • As applicable: <ul style="list-style-type: none"> ○ Grading Plan ○ Drainage Plan ○ Utility Plan ○ Landscape Plan ○ Irrigation Plan 	Varies	•
	PDFs of all required documents	•	•
	PLANNED DEVELOPMENT CONCEPT PLAN FEATURES		
	North Arrow		•
	Scale (graphic and written) appropriate for the level of detail.		•
	Vicinity map, labeled "NTS," oriented and showing at least two nearby major thoroughfares.		•
	Legend		•
	Project name.		•

Check Off	Requirement	Straight	Planned Development
	Adjacent Properties withing 200': <ul style="list-style-type: none"> • Platted - ownership, lot and block, subdivision name, filing volume and page. • Unplatted - ownership, tract, deed reference. 		•
	Preparer name and address.		•
	Legal description (metes and bounds).		•
	Surveyor's Certificate.		•
	Title Block (near bottom right): <ol style="list-style-type: none"> 1. Lot and block numbers 2. Subdivision name (phase if applicable) 3. Number of lots and acreage 4. Survey name and abstract number 5. Location by City, County, State. (ETJ if applicable) 6. Date of preparation and date of latest revision. 7. Assigned Case Number 		•
	Show FEMA 100-year flood plain zone with elevation.		•
	Show topography.		•
	Show location and dimensions of all existing and requested boundary lines, lot lines, and City limit lines or ETJ (if any). <ul style="list-style-type: none"> • internal boundary lines shall be heavy. • external lines shall be dashed. 		•
	Show location of existing rights-of-way and easements with filing information withing 200'.		•
	Table use by acreage and gross %; lots by phase and type; density; color legend.		•
	Show location of all streets, parking, service areas.		•
	Label areas to be dedicated to the city.		•
	Label areas commonly owned.		
	Show layout, lot number, setback lines, and dimensions of proposed lots and blocks. If the side lines are not parallel, the approximate distance between them at the building line and at the narrowest point should be given.		•
	Show the location and approximate size of sites for schools, churches, parks, commercial retail, industrial, office, multifamily, educational, medical, and other special land uses.		•