



PLANNED DEVELOPMENT DISTRICT MASTER SITE PLAN CHECKLIST

The purpose of this document/checklist is to provide the applicant with the information needed to secure a Planned Development that meets the intent of the zoning district. While staff is aware that some of the details outlined in this checklist cannot be finalized at this concept phase, staff would like to ensure that the applicant is aware of expectations during this process. It is the responsibility of the applicant to acknowledge and address all items outlined in this document. This acknowledgement and understanding helps facilitate a good working relationship between the applicant, staff, and Planning Commission.

_____ Minimum size of 5 acres is indicated for the Planned Development (unless the area has been deemed to warrant special consideration to achieve the goals or intent of the Comprehensive Plan).

_____ Master Site Plan includes a vicinity map at a scale of not less than one inch to one mile.

_____ The North arrow shall be shown and be accurately correlated with the courses with indications as to whether it is true, magnetic or grid.

_____ The Master Site Plan shows the location of existing property lines, water courses or lakes, wooded areas and existing roads which are within or adjoin the property.

_____ The Master Site Plan includes the approximate boundaries of each section, land use and density.

_____ The Master Site Plan includes approximate location of proposed streets and rights-of-way with an indication of whether public or private.

_____ The Master Site Plan includes the approximate location of recreation areas, common open space and all areas proposed for dedication to public use.

_____ Common Open Space is distributed throughout the site and not aggregated in large areas that provide little or no benefit to the individual uses or the development at large.

_____ Master Site Plan includes a Table containing the Area Description and Type of Development of each section, land use and density.

_____ Master Site Plan includes a Table showing each section or area of different use containing the:

- ___ use;
- ___ approximate phasing;
- ___ maximum density & approximate number of DU's for residential areas;
- ___ square feet of floor space for commercial and industrial areas;
- ___ approximate acreage of each area;
- ___ type, size and location of signs;
- ___ location, type and size of screening and buffering; and
- ___ approximate number of off-street parking and loading spaces.

_____ Master Site Plan includes schematic plans indicating the phasing and construction of the development.

_____ Master Site Plan includes a statement satisfactory to the City regarding guarantees and assurances to be provided for the maintenance of common spaces, recreation areas, sidewalks, parking, private streets, and other privately owned but common facilities serving the projectable is included containing the Area Description and Type of Development of each section, land use and density.

_____ Master Site Plan includes a statement of planning objectives for the site.

_____ The size of the Master Site Plan and number of copies should conform to the following: Twelve paper copies that are 24" x 36" (full size), and Two paper copies that are 11" x 17" (reduced size).

_____ A digital copy of the Master Site Plan shall be submitted in .jpeg or .pdf format.

OFFICE USE ONLY

_____ Master Site Plan is **COMPLETE** and is **ACCEPTED** for Plan Review

Date Accepted: _____

_____ Master Site Plan is **NOT COMPLETE** and is **DENIED** for Plan Review for the following reasons:

1. _____
2. _____
3. _____

Designer Contacted By: _____ **Date:** _____