

## Checklist for Final PUD Application

### FINAL PUD APPLICATION

The following documents must be submitted to consider the Final PUD application complete. Due to the complexity of the PUD process, staff requires maximum time to review applications. Therefore, incomplete applications will not be accepted or may result in delaying action on the case until the following month.

- Complete ONLINE Application and fee
- Proof of ownership
- If proof owned by corporation, a certificate of formation is required with proof of authority to sign.
- Upload Map(s) indicating the following (Please provide the following copies for each map submitted: (1) 8 1/2 x 11 reduced copy, (4) reduced 18 x 24, (2) full size 24 x 36):
  - 1) A tract map:
    - showing proposed street lines, lot lines, easements and dedications
  - 2) A land use plan:
    - designating uses for each site, detailed land use regulations, site development regulations, and performance standards applicable to each use or site
  - 3) A circulation plan:
    - indicating all existing and proposed vehicular, pedestrian, equestrian or other circulation or transportation facilities
    - showing the location and general design of all parking and loading facilities
  - 4) A public services and facilities plan:
    - designating specific requirements for land dedications
    - installation of improvements by the developer
    - the payment of development fees and other provisions necessary to implement the public service and facility extension policies of the city
  - 5) Preliminary architectural plans and building elevations for all uses:
    - indicating building height and bulk
    - general architectural design and appearance
    - arrangement of principal open spaces and uses
  - 6) A fully dimensioned site development and landscaping plan:
    - a. showing existing and proposed building locations
    - b. site improvements
    - c. principal landscape and design features
    - d. common open space
    - e. all significant visual features
- Written statement indicating the following (2 copies):

- Proposal for the maintenance and preservation of any common open space
- Signature Page



**SIGNATURE PAGE**

**I hereby certify that the information included in this application is true to the best of my knowledge.**

Applicant's Signature	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

Present Owner(s) Signature	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

Buyer(s) Signature, if under contract	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

List names of all partners, board members, and officers of companies involved in this case, in order for the Plan Commission to determine conflicts of interest they might have in individual cases. Failure to do so may result in delaying action on the case until the following month: \_\_\_\_\_

**Please print, sign, and attach to your online application in Energov.**