

PUD Check List				Planners Initials:	
				Project name:	
Category		No.		Date:	
		Provided		Applicant/Agent	
				Requirements	
				Comments	
A. Property Identification					
A. Property Identification (Information needed as part of Application)	1	Yes	N/A	All maps, written materials and exhibits dated and referenced individually on all pages	
	2	Yes	N/A	Property real-estate number (Indicate if application includes land being added to or deleted from an existing PUD)	
	3	Yes	N/A	Development number (will be issued by the Concurrency Management office upon request by applicant prior to filing)	
	4	Yes	N/A	Address (If not established CRC, CCAS, or INF number assigned by Concurrency management office)	
	5	Yes	N/A	Vicinity Map - shows general location 8 1/2 X 11 format	
	6	Yes	N/A	Current Land Use Category of site and surrounding property <i>See Note 1</i>	
	7	Yes	N/A	Current Zoning District of site and surrounding property (If previous PUD, provide Ordinance Number) <i>See Note 1</i>	
	8	Yes	N/A	Legal Description, including total area for all parcels (Legal that is easily identifiable, will be used in advertisement)	
	9	Yes	N/A	Aerial Photo (10 Acres threshold)	

Category	No.	Provided	Requirements	Comments
A. (continued)	10	Yes N/A	24 X 36 inch site plan (or larger if necessary for all information) 2 copies for files	
	11	Yes N/A	8 1/2 X 11 inch maps and site plans of all information for duplication & distribution (items 6, 7, 10)	
Note 1 Land use Map and Zoning Maps Available at Planning and Development Department				
B. The existing site characteristics (As defined in 656.341 c)	B. The existing site characteristics			
	12	Yes N/A	Property identification on USGS Maps and Reference or Topographic information provided 8 1/2 X 11 maps See Note 2	
	13	Yes N/A	Property identification on Soil Conservation Maps and Reference or soil information provided 8 1/2 X 11 maps See Note 2	
Note 2 USGS maps and Soil Conservation information available at Planning and Development Department				
C. Development				
C. Development (Shown on site plan maps, and Drawings(s) as defined in 656.341 c)	14	Yes N/A	Total gross acreage _____ Acres 100%	
	15	Yes N/A	Amount of each different land use by acreage _____ Acres _____ %	
	16	Yes N/A	Total number and type of dwelling units by each type of same _____ d. u. _____ %	
	17	Yes N/A	Total amount of active recreation and/or open space _____ Acres _____ %	

Category	No.	Provided	Requirements	Comments
C. Continued	18	Yes N/A	Total amount of _____ Acres _____ % passive open space (ponds, conservation, jurisdictional land)	
	19	Yes N/A	Amount of public and private right-of way _____ Acres _____ %	
	20	Yes N/A	Maximum coverage of buildings and structures at ground level _____ Sq. Ft. _____ %	
	21	Yes N/A	North arrow & Bar Scale on all drawings	
D. The existing and proposed conditions				
D. The existing and proposed conditions	22	Yes N/A	Vehicular circulation system Points of ingress, egress, paving widths, Right - of - Ways or reference to private roads or access (entryway, links offsite)	
	23	Yes N/A	Pedestrian circulation system (sidewalks, paths, etc.)	
	24	Yes N/A	Existing and proposed Right - of - Ways, driveways, and median openings (if any) within six hundred sixty feet of the proposed development	
	25	Yes N/A	Traffic studies and/or other studies and reports, as may be required by the Department.(100 units or multi-phase development threshold for residential)	

Category	No.	Provided	Requirements	
E. Wild Life Survey				
E. Wild Life Surve	26	Yes N/A	Protected species if 50 or more acres <i>See Note 3</i>	
	Note 3 Criteria Available at Planning and Development Department			
F. Signs				
F. Signs	27	Yes N/A	Type, size and location Pole/monument signs <i>See Note 4</i>	
	28	Yes N/A	Type, size and location Wall signs <i>See Note 4</i>	
	29	Yes N/A	Type, size and location of other signs including subdivision entry sign information <i>See Note 4</i>	
Note 4 See zoning code for maximum square footage and type of signs				

G. Landscaping				
G. Lands caping	30	Yes N/A	Description of requirements <i>See Note 5</i>	
	Note 5 Compliance with code or deviation from code			
H. Development Standards for all Development				
H. Development Standards for all Development	31	Yes N/A	Minimum lot area and Minimum lot width <i>See Note 6</i>	
	32	Yes N/A	Maximum lot percent coverage <i>See Note 6</i>	
	33	Yes N/A	Maximum building height <i>See Note 6</i>	
	34	Yes N/A	Minimum setbacks front, side, and rear yard <i>See Note 6</i>	
	35	Yes N/A	Minimum parking provided show calculations for requirements <i>See Note 6</i>	

Category	No.	Provided	Requirements	Comments
H. Continued	36	Yes N/A	Description of permitted uses and structures, accessory uses uses by exception and limitations	
	Note 6 Compliance with code or deviation from code			
I. Letters				
I. Letters	37	Yes N/A	Authorization (owner of record of property)	
	38	Yes N/A	Binding Letter (Typical attached)	
J. Other				
J. Other	39	Yes N/A	Provide electronic copy of written description. May be submitted in Microsoft word, WordPerfect, or another word processing program or as an ASCII file	

Pud Criteria for Review by Planning and Development Department

Note: The following criteria will be used by staff in evaluation and consideration of the written description of permitted uses and structures, accessory uses, uses by exception and limitations

K. Criteria for Review

Category	No.	Included Not sufficient	Criteria	Comments
K. Criteria for Review	1	Sufficient Not sufficient	Consistency with the comprehensive plan . Applicant should include but not be limited to providing information including Policy, Goals, and Objectives, from Comprehensive Plan including FLUM's.	
	2	Sufficient Not sufficient	Consistency with the Concurrency Management System. Applicant should demonstrate consistency with the Consistency with the Concurrency Management System by providing a development number, CCAS no., VPAC no. or other appropriate documents.	
	3	Sufficient Not sufficient	Allocation of residential land use. The Planned Unit Development district shall not exceed the projected holding capacity reflected in the background data and analysis of the Comprehensive Plan with respect to residential lands.	
	4	Sufficient Not sufficient	Internal compatibility. All land uses proposed within a proposed Planned Unit Development should be compatible with other proposed uses and not have an undue adverse impact on any adjacent use. A description of the internal compatibility of the proposed Planned Unit Development shall address the following factors:	
	a.		The streetscape	

No.	Included	Criteria	Comments
b.		The existence of, absence of, and the location of, open spaces, plazas recreational areas and common areas	
c.		The use of existing and proposed landscaping	
d.		The treatment of pedestrian ways	
e.		Focal points and vistas	
f.		The use of topography, physical environment and other natural features	
g.		Traffic and pedestrian circulation pattern	
h.		The use and variety of building setback lines, separation and buffering	
i.		The use and variety of building groupings	
j.		The use and variety of building sizes and architectural styles	
k.		The use and variety of building materials	
l.		The separation and buffering of vehicular use areas and sections of vehicular use areas	
m.		The variety and design of dwelling types	
n.		The particular land uses proposed and the conditions and limitations thereon	

K. Continued

K. Continued	No.	Included	Criteria	Comments
	o.		The form of ownership proposed for various uses	
	p.		Compatible relationship between land uses in a mixed use project	
	q.		Any other factor deemed relevant to privacy, safety, preservation, protection or welfare of any use within the proposed Planned Unit Development	
	5	<p>Sufficient</p> <p>Not sufficient</p>	<p>External Compatibility . All land uses within a proposed Planned Unit Development should be compatible with existing and planned uses of properties surrounding the proposed Planned Unit Development and not have any avoidable or undue adverse impact on existing or surrounding uses. A description of the external compatibility of a proposed Planned Unit Development shall address the following factors:</p>	
	a.		Those areas of the proposed Planned Unit Development located on or near its perimeter and the conditions and limitations thereon	
	b.		The type, number and location of surrounding external uses	
	c.		Other factors deemed relevant to the privacy, safety, preservation, protection or welfare of lands surrounding the proposed Planned Unit Development which includes any existing or planned use of such land	

K. Continued	No.	Included	Criteria	Comments
	6	Sufficient Not sufficient	Intensity of development. the residential density and intensity of use of a proposed PUD should be compatible with and have no undue adverse impact upon the physical and environmental characteristics of the site and surrounding lands. The permitted residential density and intensity of use in a proposed PUD may be adjusted in consideration of the following factors:	
	a.		The locations of various proposed uses within the proposed PUD and the degree of compatibility of such uses with each other and with surrounding uses	
	b.		The amount and type of protection provided for the safety, habitability and privacy of land uses both internal and external to the proposed PUD	
	c.		The availability and location of utility services and public facilities and services	
	d.		The amount and size of open spaces, plazas, common areas and recreation areas	
	e.		The use of energy saving techniques and devices, including sun and wind orientation	
	f.		The existence and treatment of any environmental hazards to the proposed PUD property or surrounding lands	
	g.		The access to and suitability of transportation arteries within the proposed PUD and existing external transportation systems and arteries	

No.	Included	Criteria	Comments
h.		Other factors deemed relevant to the limitation of the intensity of development for the benefit of the public health, welfare and safety	
7	<p>Sufficient</p> <p>Not Sufficient</p>	<p>Usable open spaces. Usable open spaces, plazas, recreation areas provided within a proposed PUD shall be evaluated based on conformance with the policies of the Comprehensive Plan and the sufficiency of such areas to provide appropriate recreational opportunities, protect sensitive environmental areas, conserve areas of unique beauty or historical significance, provide structure to neighborhood design, and encourage compatible and cooperative relationships between adjoining land uses.</p>	
8	<p>Sufficient</p> <p>Not Sufficient</p>	<p>Impact on wetlands. Development within a proposed PUD shall be consistent with the limitations specified within the wetland categories as defined in the Comprehensive Plan: i.e. Saltwater Marshes, Riverine/Estuarine Wetlands, and all Other Wetlands</p>	
9	<p>Sufficient</p> <p>Not Sufficient</p>	<p>Listed species regulations. Development within a proposed PUD may be subject to a listed species survey as required by the Comprehensive Plan.</p>	
10	<p>Sufficient</p> <p>Not Sufficient</p>	<p>Off Street parking. Sufficient off-street parking, including loading and unloading areas for vehicles, including bicycles shall be provided.</p>	
11	<p>Sufficient</p> <p>Not Sufficient</p>	<p>Sidewalks, trails and bikeways. The design of a proposed PUD should incorporate appropriate pedestrian and bicycle access-ways so as to provide for a variety of movement opportunities.</p>	

K. Continued