



# COMMUNITY DEVELOPMENT APPLICATION CHECK LIST

---

## PRELIMINARY PLANNED UNIT DEVELOPMENT

---

This checklist is designed to aid both the Applicant and the City in the processing of the Preliminary Planned Unit Development (PUD) application.

- One check for \$1500.00 and other applicable fees as determined by the City
- One completed application with an original signature from the Applicant and the Owner
- One copy of the recorded ownership interests including liens, encumbrances, and title certification in the form of current title policy, title opinion, or title report. Warranty deeds will no longer be accepted for proof of ownership.
- Written statement by the landowner or any other entity having a cognizable interest in the land, describing the character and intended use of the PUD and setting forth the reasons why the PUD would be in the public interest and consistent with the City's stated purposes of a PUD
- Stamped envelopes addressed to property owners within 300 feet of the subject site. All notifications are required to be obtained and certified by the Baldwin County Revenue Department. Please contact the Community Development Department for parcel search requirements.
- One copy of utility letters from electric, water, sewer, phone, trash provider, and gas (if applicable) stating the property may be adequately served by such utility
- FAA Form 7460-1 shall be submitted to the Airport Manager for all proposed structures exceeding 50' in height within 5 miles of the Jack Edwards Airport
- One current boundary survey of the property containing a complete legal description of the property and the size of the property in acres and square feet
- One current topographic survey of the property indicating the contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water
- Concept Plan shall include but not be limited to the follow:
  - A vicinity map to appropriate scale and north arrow
  - Proposed uses of the land and buildings
  - A Site Data Table shall include but not be limited to:
    - Current zoning
    - Size of property in square feet and acres
    - Proposed yard setbacks
    - Proposed building height
    - Proposed number of building stories
    - Proposed number of dwelling units
    - Proposed number of dwelling units per acre
    - Proposed gross floor area in square feet and percentage of lot
    - Proposed building coverage in square feet and percentage of lot
  - Relationship of the site to existing development in the area including streets, adjacent driveways, median breaks, utilities, residential and commercial developments, and physical features of the land including significant ecological features
  - Current zoning districts for all parcels adjacent to the property
  - Location and dimensions of all structures to be erected, altered, or moved and structures already on the property

- Provisions for parking vehicles and the function and location of vehicular and pedestrian system facilities
- Substance of covenants, grants of easements, right-of-ways, or other restrictions imposed upon the use of the land, buildings, and structures
- Location and size of any common space, commonly owned facilities, and form of organization which will own and maintain any common open space and such facilities
- Provisions for the allocation of open space and its development or non-development character and function
- Any additional data or specifications the Applicant or City may believe are pertinent to the proposed PUD
- Phasing Plan for projects being developed over a period of years
- Tree Protection Plan indicating the existing trees, caliper sizes, and species. This plan shall include the proposed concept plan and indicate the trees to be preserved and removed.
- Traffic Impact Study when any one of the following development densities are exceeded:
  - Residential – 150 dwelling units
  - Retail – 25,000 square feet (gross)
  - Office – 60,000 square feet (gross)
  - Industrial – 90,000 square feet (gross)
  - Educational – 30,000 square feet (gross) or 250 students
  - Lodging – 150 rooms
  - Medical – 25,000 square feet (gross)
  - Mixed use sites - when the combination of uses exceeds the thresholds above
- Plans submitted shall include but not be limited to:
  - Project name
  - Date of plan preparation including all revision dates
  - Appropriate scale
  - North arrow
  - Preparer's name, phone number, and fax number
  - Owner's name
- Five full size, folded copies of all required plans