

# PUD Plan Checklist

form date: March 21, 2024 draft

**Notes:**

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For items listed below, see code section 17.72.110 for more information.
- On this checklist, check off the items included in the application or shown on the drawing(s).

SUBMITTAL REQUIREMENTS	
	One paper copy of submittals
	Digital copy of all submittals
	Land Use application form, completed & signed
	This checklist, with items checked
	30-day requirement signed waiver
	Application fee
	Cost reimbursement agreement
	Title commitment
	Mineral rights
	Project narrative
	PUD plan drawing (see drawing requirements below)
	Soils report and map
	Preliminary grading and drainage plan and report
	Traffic impact analysis
	Water resources report
	Master utility plan
	Sewage or septic evidence
	Maintenance and access agreement
	Preliminary landscape plan
	Draft covenants & design guidelines, if applicable

DRAWING REQUIREMENTS	
	Title of project
	North arrow
	Written & graphic scale
	Adequate scale, sufficient to clearly show the information
	Date of preparation
	Person or firm preparing the plan

DRAWING REQUIREMENTS (continued)	
	Land use legend
	Vicinity map
	Name/address/phone for:
	- Owner(s)
	- Applicant (if not owner)
	- Designer(s)
	- Engineer(s)
	- Surveyor(s)
	Legal description
	Land use legend
	Project statistics table: area, acreage, uses, zoning, height, site coverages, density, parking
	Phasing schedule, if phased
	Type of residents expected
	Ownership configuration
	Abutting subdivisions or owners
	Layout of lots, blocks and streets
	Proposed parks, trails, open space, and recreation
	Design parameters
	Landforms and topographic character
	Contours extend 100' beyond property lines
	2' contour interval, 10' if slope is 30% or greater
	Natural features
	Provisions to protect or incorporate natural features
	Areas sloping 15% or greater
	Watercourses & floodplain
	Flood certification, if any
	100-year floodplain
	General drainage scheme

<b>DRAWING REQUIREMENTS (continued)</b>	
	Existing streets, within and adjacent to site
	Traffic circulation and access plans showing ROW or access easement, and pavement widths
	Parking: surface & enclosed
	Footprint of structures and buildings to remain
	Such other additional information BOT may require

<b>REVIEW PROCESS</b>	
<p><b>The following is a general description of the steps involved in processing your application with an estimate of the time required.</b></p> <p><b>NOTE: PC means Planning Commission, BOT means Board of Trustees.</b></p>	
Step 1: Pre-application conference	This meeting is required.
Step 2: Application submittal	<i>The Town Office reviews the application for completeness.</i>
Step 3. Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	The Town Office shall notify all appropriate property owners within 300-feet from the boundary of the subject properties.

Step 9: PC public hearing and recommendation	<b>PC will have 1-week</b> to review all the information. <b>On 3<sup>rd</sup> Wednesday</b> of the month, PC holds a hearing and makes a recommendation. <b>APPLICANT MUST BE PRESENT.</b>
Step 10: Applicant addresses PC conditions	
Step 11: Final Staff review and report to BOT	
Step 12: BOT public hearing – BOT may continue hearing	<b>By the second Thursday of the month</b> , BOT holds a hearing and makes a decision. <b>APPLICANT MUST BE PRESENT.</b>
	Final approval is for no more than 1 year after application accepted as complete
Appeal, if needed	Appeals can be filed 15 days after BOT decision

<b>SUIMMARY OF THE CRITERIA FOR APPROVAL</b>	
a.	The proposed rezoning promotes the health, safety or welfare of the inhabitants of the Town.
b.	The proposed zoning is consistent with the goals of the Comprehensive Plan.
c.	There has been a material change in the character of the neighborhood or in the Town, so that the proposed zoning would be in the public interest and consistent with the change.
d.	The proposal, as evidenced by the Site Plan, is compatible with surrounding uses or in the case of redevelopment that the proposal is an improvement to the area (section 17.12.070).
e.	The proposal enhances significant natural characteristics of the site by preservation or incorporating the features into the development's open space plan if applicable.

Application received date: \_\_\_\_\_

Accepted as complete date: \_\_\_\_\_

PC hearing date: \_\_\_\_\_

BOT hearing date: \_\_\_\_\_