

# Final 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(3) for more information.
- On this checklist, check off items that are included with the application and shown on the map.

SUBMITTAL REQUIREMENTS	
1 paper copy of all submittals	
Digital copy of all submittals	
Land Use application form	
This checklist, with submitted items and drawing information checked	
30-day waiver limit signed	
Application fee	
Cost reimbursement agreement	
Title commitment	
PUD plan drawing (see following section)	
Project narrative	
Grading and drainage plan and report	
Traffic impact analysis	
Master utility plan	
Design guidelines	
Maintenance and access agreement	
Covenants, if applicable	
Development agreement	

DRAWING REQUIREMENTS	
Title of project	
North arrow	
Written & graphic scales	
Scale: sufficient to clearly show the information	
Date of preparation	
Person preparing drawing	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
- Engineer(s)	

DRAWING REQUIREMENTS (continued)	
Legal description	
Boundaries of the project	
Project statistics table: area, acreage, uses, zoning, height, site coverages, density, parking	
Phasing and schedule	
Ownership configuration	
Design parameters	
Flood certification, if any	
Proposed parks, trails, open space, recreation	
Public land dedication	
Existing and proposed 2' contour interval, 10' if slope is 30% or greater	
Areas sloping 15% or greater	
Provisions to protect or incorporate natural features	
Erosion control & reclamation	
100-year floodplain	
Lots, blocks & street layout, on site & adjacent t	
Roads ROW, driving surface, grades, both public & private	
Pedestrian facilities, including surface type(s)	
Offstreet parking plan	
Building footprints or envelopes	
Building setbacks	
Public facilities plan	
All major improvements within 100 feet	
Common trash & recycling, except detached residential	
Landscape plan	
Signs and lighting	
Certifications: ownership, Planning Commission, Mayor, and Clerk & Recorder	

**REVIEW PROCESS**

The following is a general description of the steps involved in processing your application with an estimate of the time required.

**NOTE: PC means Planning Commission, BOT means Board of Trustees.**

Step 1: Pre-application conference	This meeting is optional.
Step 2: Application submittal	The Town Office reviews the application for completeness.
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>By 2<sup>nd</sup> Wednesday</b> of month, PC receives all information. <b>On 3<sup>rd</sup> Wednesday</b> of the month, PC holds a hearing and makes recommendation. <b>APPLICANT MUST BE PRESENT.</b>
Step 10: Applicant addresses PC conditions	
	<b>On the first Thursday following the PC recommendation, BOT</b>

Step 11: Final Staff review and report to BOT	will hold a hearing and make a decision. <b>APPLICANT MUST BE PRESENT.</b> After PC review, BOT may waive or modify density, unit sizes, height, and sign requirements
Step 12: BOT public hearing - BOT may continue hearing	<b>By the second Thursday of the month</b> , BOT will have made a decision. <b>APPLICANT MUST BE PRESENT.</b>
	Approval for 1 year, PC and BOT may extend approval
	No building permits without approved subdivision or PUD
Appeal, if needed	Appeals can be filed 15 days after BOT decision

**CRITERIA FOR APPROVAL**

a. Compatibility with surrounding area
b. Harmony with site and neighborhood
c. Effect upon the immediate area
d. Effect on future development of the area
e. Whether an exception to requirements is warranted
f. Whether surrounding land can be planned in coordination with the proposed plan
g. Conforms to the Town's comprehensive plan
h. Existing and proposed streets are adequate
i. Existing and proposed utilities are adequate
j. PUD creates a desirable and stable environment
k. PUD makes possible a creative, innovative and effective use of the property
l. Purposes of section 17.72.020 are met

Pre-application meeting date: \_\_\_\_\_

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

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

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

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

Approval expiration date: \_\_\_\_\_