

SUBMITTAL REQUIREMENTS:  
*OVERALL DEVELOPMENT PLAN (PDP)*

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- 1) Application form, filing fee, APO fees, and sign posting fee. [Application Form.pdf](#)
- 2) **Transportation Development Review Fee – please contact Engineering at 221-6605 for information.** [TDR Fees and Application.pdf](#)
- 3) An overall development plan (30 copies) (folded) composed of one or more sheets with an outer dimension of twenty four by thirty six inches (24" x 36") shall be submitted containing the following information:
  - (a) Parcel size.
  - (b) Existing topographical character of the land at a contour appropriate with the scale of the project reference vertical elevation datum used. NGVD 29 is preferred; all water courses; flood plains; floodways; natural features; and existing vegetation (including all trees and shrubs having a diameter greater than two and one-half (2-1/2") inches by species), wetlands, natural areas and wildlife movement corridors.
  - (c) An estimate of the limits of development. (reference Section 3.4.1(N) of the Land Use Code)
  - (d) Existing zoning.
  - (e) Approximate acreage and density of each area; number, height, and type of residential units; floor area, height, and types of business, commercial, and industrial uses.
  - (f) Location and general nature of each land use.
  - (g) Total land area and approximate location and amount of open space included in the residential, business, commercial, and industrial areas.
  - (h) Approximate location of proposed and existing arterial collector and connector streets and major pedestrian and bicycle routes, including major points of access.
  - (i) Locations of all major utilities.
  - (j) Approximate location and size in acres of any public use proposed such as parks, school sites, and similar public or semi-public uses.
  - (k) Area shown on the overall development plan shall extend beyond the property lines of the proposal to include a survey of the area within at least one-hundred fifty (150') feet of the proposal, exclusive of public right-of-way, at the same scale as the proposal and include the following (except if natural areas are in the vicinity, then any natural areas within five hundred (500') feet are to be shown):
    - (i) Land uses, locations of principal structures and major existing landscape features.
    - (ii) Densities of existing or approved residential uses.
    - (iii) Traffic circulation system.
    - (iv) Natural features of the landscape.

- (v) General topographical mapping at the same scale as the overall development plan.
- (l) A vicinity map of the area surrounding the site within a distance of at least one (1) mile showing at least the following:
  - (i) Zoning districts.
  - (ii) Traffic circulation system with street names labeled.
  - (iii) Major public facilities.
  - (iv) Location of existing municipal boundary lines and, if applicable, the urban growth area boundary.
- (m) A notarized signature block of Owner's certification of acceptance of conditions and restrictions as set forth on the overall development plan (to be signed after final approval of the overall development plan).

4) The overall development plan shall be accompanied by:

- (a) The name and address of each owner of property in the Overall Development Plan area.
- (b) A list of names of all general and limited partners (if a partnership), all managers and directors (if a limited liability company) and/or officers and directors (if a corporation) involved as either applicants or owners of the planned unit development.
- (c) Three lists of names and addresses of all owners of record of real property within a least eight hundred (800') feet (see supplemental Notice Requirements of Section 2.2.6 of the Land Use Code) of the property lines of the parcel of land for which the overall development plan is proposed, exclusive of public right-of-way. Two lists shall be typed on mailing labels (33 names per sheet) the other list shall be a reproducible copy of those labels.
- (d) A statement of planning objectives (26 copies), including:
  - (i) Statement of appropriate City Plan Principles and Policies achieved by the proposed overall Development Plan.
  - (ii) Description of existing and proposed, open space, buffering, landscaping, circulation, transition areas, wetlands and natural areas.
  - (iii) Estimate of number of employees for commercial and industrial uses.
  - (iv) Description of rationale behind the assumptions and choices made by the applicant.
  - (v) Written narrative addressing each /issue raised at the neighborhood meetings(s), if a meeting was held.
  - (vi) Name of the project as well as any previous name(s) the project may have been known by.
  - (vii) A narrative description of how conflicts between land uses are being avoided or mitigated.
- (e) A copy of the applicable conceptual review letter and an explanation of how issues have been addressed.

- (f) A legal description of the site.
- (g) A statement of proposed ownership and maintenance responsibility of public and private open space areas.
- (h) A development phasing schedule including the sequence for each phase, approximate size in areas of each phase, and proposed phasing of construction of public improvements, recreation, and common open space areas.
- (i) Master utility and overall Drainage Plan (13 copies) (unfolded) for water, sewer and stormwater.
- (j) Overall Drainage report (4 copies), which complies with the appropriate City Basin Master Plans in the Storm Drainage Design Criteria and Construction Standards.
- (k) One rendered set (not folded) of the overall development plan to be submitted prior to the Planning and Zoning Board Hearing.
- (l) One 8-1/2" x 11" (Photo Mechanical Transfer) PMT for each sheet of the Overall Development Plan to be submitted prior to the Planning and Zoning Board Hearing.
- (m) Signed reproducible Mylar of the overall development plan to be submitted after Planning and Zoning Board approval.
- (n) A Transportation Impact Analysis (TIA) (6 copies) prepared in accordance with the Transportation Impact Analysis Guidelines.
- (o) Other information and data as the Director may require for full and complete consideration of the development.