



PRELIMINARY PUD APPLICATION SUBMITTAL CHECKLIST

- Land Development Application completed and signed by applicant and property-owner
- Fees - All applicable filing fees
- Executed Agreement to Pay form
- Authorized Representative Form if applicant is not the property-owner.
- Property Ownership Disclosure. The disclosure of ownership must be dated within two (2) months of the application submittal.
- Certification of Title and Title Report including Schedules A&B
- Affidavit of Property Owner's List
- Public Notices
- Concurrent Subdivision Application
- Project Narrative, including a response to the mandatory review criteria §7.16.060(e)(4)
- Utility Approval and Verification Form
- Pre-Application Conference Summary
- Written Statement highlighting conformity with the Eligibility Requirements outlined in §7.16.060, including:
 - Consistency with the Comprehensive Plan
 - Consistent with PUD Intent §7.16.060(a)
 - Compatibility with Existing Land Uses
 - Public Benefit
 - Preservation of Site Features
 - Sufficient Land Area for Proposed Uses
- PUD Master Plan & Guide, including the following at a minimum:
 - Quantitative summary of existing conditions on the subject property
 - List of allowed uses within the PUD by right, a list of uses allowed only with a special review use permit, and a list of temporary uses
 - Parking analysis based on proposed uses
 - Density of uses proposed
 - Location of public and private open space
 - Location of existing and proposed buildings on the site
 - Road, Street, and pedestrian networks proposed
 - Drainage facilities
 - Existing or proposed utilities and public services
 - If development is phased, a description of the phase components and timing
 - A Statement that the development on the site will meet applicable standards of the underlying zoning district and the Development Code, or a statement to which modifications to the Development Code are proposed and the justification for such modifications
 - Statement specifying the public benefits(s)
- Additional materials deemed necessary by Staff to determine the impact of the proposed rezoning will have on the health, safety and welfare of the Town

**Rezoning Applications may be initiated by the Town Council or a property owner and may not be initiated by any other person.*