



## PRELIMINARY DEVELOPMENT PLAN (PDP) APPLICATION CHECKLIST

A Preliminary Development Plan (PDP) is a study session review with the Planning Commission that allows applicants to receive project feedback prior to a formal submittal. A Preliminary Development Plan review is required for:

- All proposed Planned Development District (PD) rezones that include a residential component
- All Final Development Plan projects.

Though not required, a PDP review is strongly encouraged for larger projects.

### **In addition to the General Application Checklist requirements, the following items are required for a PDP application submittal:**

#### **PLANS. Development plans shall include:**

##### **BASIC CONTENT.**

- Include the date of preparation and each revision date.
- Fully dimensioned and drawn to scale on the same size sheets, with a consistent scale (as noted) throughout all plan sheets.
- Submitted in collated sets, stapled and folded to 8-1/2" x 11".
- Numbered in proper sequence.

##### **TITLE SHEET.** Including project name, location, assessor's parcel numbers, any prior development approvals, and table of contents listing all the plan sheets with content, page numbers, and date prepared.

##### **SITE PLAN.** Drawn to an engineer's scale, large enough to show all information clearly, but not smaller than 1" = 100', with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:

- Vicinity map showing north arrow, the location and boundary of the project, major cross streets and the existing street pattern in the vicinity.
- Names and addresses of the applicant and all property owners of record, and the civil engineer or surveyor including their registration and license number.
- Table with the following information:
  - General Plan and Zoning designations.
  - Size of property including gross & net lot area (square feet and acres).
  - Parking requirements including tabulation of the number of parking spaces required and proposed based on building area, by type (standard, compact and accessible), and required and proposed parking ratios.
- Existing and proposed property lines with dimensions, bearings, radii and arc lengths, easements, and net & gross lot area for existing and proposed parcels.
- Location and dimensions of all existing and proposed structures extending 50 feet beyond the property. If adjacent to a street, show the entire width of street to the next property line, including driveways.

- Location and purpose of all easements (i.e. water, sewer, access, etc.).
  - Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curb, gutters, sidewalks, driveways, and edge of right-of-way including any proposed or required right-of-way dedication.
  - Location and dimensions of existing and proposed parking spaces, back-up, loading areas, and circulation patterns.
  - If any parcel is within a FEMA defined 100-year floodplain or floodway:
    - Flood zone boundaries and floodwater surface elevation. If the property proposed to be developed is within or adjacent to the 100-year flood zone (Zone A) or the National Flood Insurance Program, Flood Insurance Rate Map, the extent of Zone A shall be clearly drawn on the site plan and the 100-year flood water surface elevation shall be shown. The map shall show the appropriate location of the Floodway Boundary as shown on the latest edition of the "Flood Boundary and Floodway Map" published by the Federal Emergency Management Agency.
- **PRELIMINARY GRADING AND DRAINAGE PLAN.** Drawn to the same scale as that used for the Site Plan with the project footprint "grey lined" behind the information required below:
- Existing topography and proposed grading at 2-foot contour intervals for slopes up to 10% and contour intervals of 5 feet for slopes over 10%, and at such intervals that the contour lines will not be spread more than 130 feet (ground distance) apart.
  - Average slope of property, and percentage of slope for all finished slopes, driveways, roadways and trails or pathways.
  - Contours shall extend 50 feet onto all adjacent properties showing existing improvements.
  - Preliminary drainage information showing direction of proposed drainage, including appropriate street grade and existing and proposed storm drain locations, location of catch basins and off-site connections with details of swales and drainage structures.
- **ELEVATIONS.**
- Three-dimensional rendering of the project.
  - Conceptual building elevations depicting the proposed architectural character and style. For residential projects, conceptual streetscape elevations need to be provided for each product type proposed.
- **LANDSCAPE PLAN.** Conceptual landscape plan depicting the proposed landscaping for common areas, front yards, street setbacks, parks, recreation areas, etc.