



City of Sunset Hills - Planning & Zoning Department

Commercial, Office and/or Industrial Planned Development Submittal Checklist

The items in the checklist below must be submitted prior to the submittal deadline for Planning & Zoning consideration. Missing items by the submission deadline will delay the process until the following month.

Development Name: _____ Date: _____

Development Address(s): _____

Area of Tract: _____ Number of Proposed Buildings: _____

Current Zone: _____ Proposed Zone: _____

Developer Name: _____ Engineering Firm: _____

Attention: _____ Attention: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Property Interest of Applicant: () Owner () Contract Purchaser () Other _____

Petitioner Input		Staff Notes
Item	Included (X)	
Pre-filing conference(s) with the City Administrator or his/her designee, the alderman from the Ward the Planned Development is to be located and any other City staff or official so designated.		
Introduce the project to the Board of Aldermen during the public meeting		
Neighborhood meeting to discuss the proposed planned development and its impact on area residents		
The names and addresses of the owner of the subject property, the applicant, and all persons having an ownership or beneficial interest in the subject property and proposed planned development.		
A statement from the owner of the subject property, if not the applicant, approving of the filing of the application by the particular applicant.		
A survey of, and legal description and street address for the subject property.		
A narrative describing the proposed planned development's overall character, uses, operations, intent, and impact.		
A zoning analysis and narrative identifying conformity with zoning standards, any site development allowances being requested, and the rationale for why each requested site development allowance is necessary and desirable.		
A statement indicating compliance of the proposed planned development with relevant City plans, including but not limited to the Comprehensive Plan and other relevant plans and planning policies of the City; and evidence of the proposed project's compliance in specific detail with each of the "Standards for Review" for planned developments.		
A scaled site plan showing the existing contiguous land uses, natural topographic features, zoning districts, public thoroughfares, transportation, and utilities.		

Applicant concurrence

This information is correct and accurate:

Printed

Signed

Date



Petitioner Input		Staff Notes
Item	Included (X)	
A scaled site plan of the proposed planned development showing lot area, the required yards and setbacks, contour lines, common space, and the location, floor area ratio, lot area coverage and heights of buildings and structures, number of parking spaces and loading areas.		
Schematic drawings illustrating the design and character of the building elevations, types of construction, and floor plans of all proposed buildings and structures. The drawings shall also include a schedule showing the number, type, and floor area of all uses or combinations of uses, and the floor area of the entire development.		
A landscaping plan showing the location, size, character and composition of vegetation and other material.		
The substance of covenants, easements, and other restrictions existing and any to be imposed on the use of land, including common open space, and buildings or structures.		
A schedule of development showing the approximate date for beginning and completion of each stage of construction of the planned development.		
A professional traffic study performed by a firm chosen by the City showing the proposed traffic circulation pattern within and in the vicinity of the area of the planned development, including the location and description of public improvements to be installed, any streets and access easements, and any impact on current conditions. The traffic study must determine that the proposed traffic will maintain at least a “d” level of service.		
A professional economic analysis acceptable to the City, including the following: i. The financial capability of the applicant to complete the proposed planned development; ii. Evidence of the project's economic viability; and An analysis summarizing the economic impact the proposed planned development will have upon the City.		
Copies of all environmental impact studies as required by law.		
iii. An analysis setting forth the anticipated demand on all City services		
A plan showing off-site utility improvements required to service the planned development, and a report showing the cost allocations and funding sources for those improvements.		
A stormwater management plan, to include stormwater calculations and site drainage plan for the planned developed.		
A written summary of residents' comments, pertaining to the proposed application, from any meeting held pursuant to subsection 7.4.3 above.		
Where a proposed Planned Development includes a request for subdivision the requirements of Section 5.2.3 (Improvement Plans) must be met and shall be submitted as a part of the Planned Development application.		
Where a proposed Planned Development includes a request for subdivision with improvements, the requirements of Section 5.2.5 (Improvements installed or guaranteed) must be met.		