



**APPLICATION ADDENDUM**  
**PLANNED DEVELOPMENT APPLICATION CHECKLIST**

**INSTRUCTIONS**

Please ensure the site plan package includes all required information and applicable supplemental materials are uploaded **DIGITALLY** with the completed application.

**1. GENERAL INFORMATION**

PROJECT NAME
ADDRESS/LOCATION
TAX PARCEL NUMBER(S)
TYPE OF PLANNED DEVELOPMENT APPLICATION: <input type="checkbox"/> Concept <input type="checkbox"/> Preliminary <input type="checkbox"/> Final

**2. PROPOSED LAND USE INFORMATION**

RESIDENTIAL PLANNED DEVELOPMENT	
TOTAL NUMBER OF UNITS:	
<b>Single-Family</b>	
Detached	Cluster
Zero Lot Line	Semi-Detached
Attached	
<b>Multi-Family</b>	
Triplex	Townhome
Apartment	Condominium
Other	

NON-RESIDENTIAL PLANNED DEVELOPMENT	
TOTAL FLOOR AREA:	
Commercial	Institutional*
Industrial	Mixed Use
Office	Other
*Institutional (Please describe proposed use)	

**3. PHASING PLAN** *(If applicable, briefly explain phasing plan and timelines)*

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#### **4. PLANNED DEVELOPMENT PLAN CONTENTS**

The following minimum information, as applicable, must be provided in the planned development package.

- ☐ General Requirements *(Applicable to Concept, Preliminary, and Final Planned Developments)*
  - ☐ Accurate Survey of Boundary & Existing Conditions
  - ☐ Title of Project
  - ☐ Scale (1" = 60' or larger)
  - ☐ North Arrow
  - ☐ Vicinity Map
  - ☐ Date Drawn & Date of All Revisions
  - ☐ Total Site Acreage (Upland & Submerged Acreage)
  - ☐ Proposed Phasing Plan, *if applicable*
- ☐ Conceptual Development Plan Contents [[LDC Section 80.00\(B\)](#)]
  - ☐ Master Plan, showing the locations and acreage of all uses.
  - ☐ Circulation Plan, showing locations/types of all access points and major internal streets
  - ☐ Gross Residential Density (overall and for each dwelling unit type)
  - ☐ Nonresidential Floor Area (overall and for each use type)
  - ☐ Aerial Photograph (1"= 200' or Larger)
- ☐ Preliminary Development Plan Contents [[LDC Section 81.00\(D\)](#)]
  - ☐ Site Data Table
  - ☐ Existing/Proposed Contours (5' Intervals)
  - ☐ Number of Dwelling Units & Gross Density by area or phase
  - ☐ Dimensions & Location of all Proposed Lot Lines
  - ☐ Designation of all Proposed Setbacks
  - ☐ Designation and/or Calculation of all Proposed Buffers & Open Space
  - ☐ Dimensions & Locations of all Structures
  - ☐ Preliminary Drainage Solution
  - ☐ Designation of all Building Heights
  - ☐ Floor Area & Floor Area Ratio of all Nonresidential Uses
  - ☐ Preliminary Landscaping Details
  - ☐ Vehicular Circulation, Parking, & Loading
  - ☐ Pedestrian Circulation
  - ☐ Preliminary Utility Plan & Engineering
  - ☐ Floodplain Designation & Requirements
  - ☐ Preliminary Architectural Renderings & Styles
  - ☐ Concurrency Impact Statement
  - ☐ Designation of all Recreation Facilities
  - ☐ Phasing Plan including start/completion dates for each phase
  - ☐ Description of Maintenance Measures for all Common Area Facilities
  - ☐ Tree Survey w/overlay of proposed development indicating size, type, and location of trees to remain/be removed, along with Arborist's Report
- ☐ Final Development Plan Contents [[LDC Section 82.00\(D\)](#)]
  - ☐ Site Data Table
  - ☐ Existing/Proposed Contours (1' Intervals)



- ☐ All Required Drainage & Utility Construction Drawings
- ☐ Tree Survey w/overlay of proposed development indicating size, type, location of trees to remain/be removed, along with Arborist's Report
- ☐ Open Space Calculations
- ☐ Buildings, major structures, and outside display areas, including their general use, gross floor areas, floor area ratio for nonresidential buildings, number of floors, height, and where applicable, the number, size, type and gross density of all dwelling units, or lodging units. First floor elevations of all structures within the 100-year floodplain and subject to applicable floodplain regulations.
- ☐ Streets, travelways, pedestrian walkways, and bikeways, including their type, name, width, street center lines, construction, and whether they are to be public or private, showing the boundaries of all rights-of-way or easements. The location, type, and dimension of all driveways.
- ☐ Parking and loading areas, including their size, widths of aisles and stalls, construction, and a specific schedule comparing the number of parking and loading spaces provide, their basis of calculation, and the minimum required.
- ☐ Yards, limited to the location and dimensions of all yards and/or buffers provided to satisfy any yard requirements, and the distance between buildings where such minimums are required.
- ☐ Open space, recreation, and public areas, including the location, type, and area of all open spaces, parks, recreational areas, school sites and similar areas or facilities on the property, including the percent of open space provided.
- ☐ Landscape plan, including dimensions, and the location, spacing, type, size, method of irrigation, and maintenance, and description of all proposed plant materials; the results and basis of calculation of all required landscaping; the proposed limits of clearing and tree protection plan.
- ☐ Screening, fences or walls, including location, type, height, width, and the location, type, size, method or irrigation, and maintenance, and description of all associated landscaping.
- ☐ Plans for signs, if any, including the location, type, height, area, and proposed lighting.
- ☐ Pedestrian/bike path and recreation facilities
- ☐ Subdivision Plat indicating:
  - ☐ The dimensions and square footage area for all lots.
  - ☐ Designation of all required minimum yards (setbacks) including zero lot lines.
  - ☐ Designation of all building envelopes.
  - ☐ Designation of all required distances between structures, where applicable.
- ☐ Architectural Renderings

**5. WAIVER REQUESTS [[LDC SECTION 83.00](#)]**

In connection with the approval of a preliminary or final development plan, the Board of Commissioners may waive or modify any design requirement (including dimensional regulations) of the Land Development Code.

- ☐ There are no waivers requested for this project.



☐ The following waiver(s) are requested:

☐ Include a narrative describing how the requested waivers meet the review criteria contained in [LDC section 83.00](#).

**6. SUPPLEMENTAL MATERIALS**

The following supplemental materials, if applicable to the project, must be submitted with the Final Development Plan package and completed application.

- ☐ Stormwater Management Plan Layout, Geotechnical Report, Drainage Narrative and Calculations, demonstrating compliance with [LDC Section 141.00](#)
- ☐ Maintenance of Common Facilities (HOA/POA Documents),
- ☐ Application for [Certificate of Concurrency](#) – Match Facilities Impact Table on plans
- ☐ [Public Art Form](#)
- ☐ Traffic Impact Study/Transportation Management Plan, *if required by [LDC Section 122.11](#)*
- ☐ Hurricane Shelter Space Impact Study, *if required by [LDC Section 122.12](#)*
- ☐ Wildlife and Wildlife Habitat Survey, *if required by [LDC Section 144.00](#)*
- ☐ Cultural Resources Assessment Survey, *if required by staff*
- ☐ Phase I Environmental Site Assessment, *if required by staff*