



SUPPLEMENTAL MATERIALS CHECKLIST PLANNED UNIT DEVELOPMENT

The purpose of a planned unit development permit is to allow the approval of small infill development projects involving five or fewer residential units, where proposals include protection of historic resources or other sensitive resources. A planned unit development is appropriate when superior design and resource preservation can be best achieved if the development standards contained in the zoning district regulations are not strictly enforced. Planned unit development applications must five or fewer residential units and projects affecting historic resources and where, because of small size of the site, a P district is not appropriate.

The following materials are required for all planned unit development applications:

(1) **Planned Unit Development Statement**

The Planned Unit Development statement must set forth:

- The base zoning district (e.g., R-1-6) to which the project will compare itself
- A listing of desired zoning exceptions or modifications to the standards of the base-zoning district and to other zoning code standards established by Title 18 (Planning and Zoning) along with explanation of how the exceptions and modifications will encourage a desirable living environment and how the design and amenities (within the project or community) will be warranted. Some examples include dedication of open space, preservation of natural features or historic resources, or unique development or design features not commonly found in this type of development.

Please submit nine (9) hard copies and (1) electronic PDF copy of all required materials, unless otherwise stated above. For instructions on PDF submittals, please refer to the Universal Application.

This Supplemental Materials Checklist is part of your application. This Checklist shall be signed and submitted with all the required application materials as described above and on the Universal Planning Application. An application is considered to be incomplete if any of the items on this Checklist have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

I understand that my project review may be delayed if required materials are missing from the submittal package.

Project Applicant Signature

Date