



Case No. \_\_\_\_\_

**SPANISH FORT PLANNING COMMISSION  
PLANNED UNIT DEVELOPMENT (PUD) APPLICATION**

<b>Name of PUD</b> _____		
<b>Tax Parcel Number(s)</b> _____		<b>PUD Location</b> _____
<b>Total Acreage</b> _____	<b>Number of Lots (Units)</b> _____	<b>Average Lot Size</b> _____
<b>Current Zoning of Property</b> _____	<b>Water Source</b> _____	<b>Sewer Source</b> _____
<b>Name of Applicant or Owner</b> _____		<b>Mailing Address</b> _____ Street Address _____ City _____ State _____ Zip Code _____
<b>Phone Number</b> _____		<b>Email Address</b> _____
<b>Name of Engineer/Agent, if other than Applicant</b> _____		<b>Mailing Address</b> _____ Street Address _____ City _____ State _____ Zip Code _____
<b>Phone Number</b> _____		<b>Email Address</b> _____

**Application Fee**

\$350.00 Base Fee + ( \_\_\_\_\_ Lots × \$25.00 ) + ( \_\_\_\_\_ Certified Letters × \$10.00 )

**Amount Paid:** \_\_\_\_\_

The application fee must be submitted along with the application by the submission deadline (2<sup>nd</sup> Tuesday of each month). Postage fees are due within three (3) days of the initial informal work session. Postage fees are \$10.00 per Certified Return Receipt letter to each property owner within 300 feet of the subject property. No application will be included on the Planning Commission meeting agenda unless ALL required completed application elements and fees, including the PUD Approval Checklist, are received by the deadline. **NO EXCEPTIONS.**

I (WE), THE UNDERSIGNED APPLICANT (OWNER), UNDERSTAND THAT PAYMENT OF APPLICATION FEES DOES NOT ENTITLE ME (US) TO APPROVAL OF THIS APPLICATION AND THAT NO REFUND OF THE APPLICATION FEE WILL BE MADE. I HAVE REQUESTED AND RECEIVED A COPY OF THE APPLICABLE SECTIONS OF THE ZONING ORDINANCE AND SUBDIVISION REGULATIONS AND UNDERSTAND THAT I MUST BE PRESENT ON THE DATE OF THE SCHEDULED PUBLIC HEARING.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Case No. \_\_\_\_\_

**SPANISH FORT PLANNING COMMISSION  
PLANNED UNIT DEVELOPMENT (PUD) APPROVAL CHECKLIST**

Name of PUD: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Tax Parcel No(s): \_\_\_\_\_

All applicable requirements in the Spanish Fort Subdivision Regulations, Article IV, Section G, including but not limited to the following, shall be submitted no later than the **second Tuesday of the month**:

1. \_\_\_\_\_ Completed application form, including this checklist
2. \_\_\_\_\_ All applicable fees are paid (see fee schedule)
3. \_\_\_\_\_ Digital copy of legal description of the property in Microsoft Word format on **CD or Thumb Drive**
4. \_\_\_\_\_ Title Policy, Opinion or Report to verify ownership
5. \_\_\_\_\_ Names and addresses of all property owners within 300 feet of subject property in Microsoft Excel format
6. \_\_\_\_\_ Master Plan which includes the following requirements:
  - a. \_\_\_\_\_ Date, north arrow and graphic scales
  - b. \_\_\_\_\_ Vicinity map annotated as not to scale (NTS)
  - c. \_\_\_\_\_ Proposed name of master plan
  - d. \_\_\_\_\_ Name, address and contact information of the owner(s)
  - e. \_\_\_\_\_ Name, address and contact information of the surveyor and design engineer
  - f. \_\_\_\_\_ Names of owners and zoning of adjacent properties
  - g. \_\_\_\_\_ Site data table indicating the following:
    - i. \_\_\_\_\_ Total acreage of the property
    - ii. \_\_\_\_\_ Linear feet of roadway
    - iii. \_\_\_\_\_ Minimum Lot Size
    - iv. \_\_\_\_\_ Net density per acre
    - v. \_\_\_\_\_ Total number of lots
    - vi. \_\_\_\_\_ Average Lot Size
    - vii. \_\_\_\_\_ Total Area of Common Space
    - viii. \_\_\_\_\_ Total Area of Park Space
  - h. \_\_\_\_\_ Scaled plans reflecting lot coverage and lot sizes
  - i. \_\_\_\_\_ Location and dimensions of existing streets adjacent to the subject property.
  - j. \_\_\_\_\_ Location, type, size and width of public and private right-of-ways and alleys
  - k. \_\_\_\_\_ Street connections and sidewalk/pedestrian plan

- l. \_\_\_\_\_ Plans for roadway or traffic flow improvements
  - m. \_\_\_\_\_ Traffic impact study
  - n. \_\_\_\_\_ Any required and/or proposed minimum setbacks and buffers
  - o. \_\_\_\_\_ Common Space and Park Space identified with a brief description of the intended use and total size
  - p. \_\_\_\_\_ Topographical contours at 1-foot intervals within 50 feet of the subject property
  - q. \_\_\_\_\_ Location of existing water courses, jurisdictional wetlands, railroads, major transmission lines, drainage structures and public utility easements on proposed master plan and adjacent land
  - r. \_\_\_\_\_ Location and boundaries of any and all FIRM flood zones
  - s. \_\_\_\_\_ Generalized utility plan indicating location and description of proposed utility and drainage easements
  - t. \_\_\_\_\_ Special landscaping proposals, if any
  - u. \_\_\_\_\_ Adherence to Tree Protection requirements as required by City ordinance or zoning regulations
  - v. \_\_\_\_\_ Plans, drawings, and calculations reflecting generalized stormwater volume and quality management
  - w. \_\_\_\_\_ Data, information, or submittals required by the applicable zoning regulations, if in a zoned area
- 7. \_\_\_\_\_ Three (3) printed copies of master plan no larger than 30" x 40"
  - 8. \_\_\_\_\_ One (1) copy of all plans, reports, and other required documentation
  - 9. \_\_\_\_\_ One (1) copy of all plans, reports, and other required documentation in Portable Document Format (PDF) on **CD or Thumb Drive**