



PUD MINOR AMENDMENT CHECKLIST

An application for PUD MINOR AMENDMENT shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

PROJECT NAME:

| APPLICATION REQUIREMENTS | Applicant | Staff | N/a |
|---|--------------------------|--------------------------|-------------------------------------|
| Development Review Application form. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Application fee (\$1,000) <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of legal ownership in the form of a current title policy. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Project narrative or Letter of Interest including: <ul style="list-style-type: none"> • statement of purpose/intent • analysis of conformance with Comprehensive Plan • description of how the application meets the PUD Minor Amendment review and approval criteria of Section 18.03.470 C of this title <i>Comments: (LJK 6/7: ensure each criteria is addressed)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A site plan prepared in accordance with the following criteria: <i>Comments: (LJK 6/7: the Town only requests the cover sheet with a cloud around proposed changes; everything marked N/A should already be within the existing PUD)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A vicinity map indicating the location and street address (if applicable) of the property. <i>Comments: should already be on cover sheet</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The location of property lines and any existing or proposed easements and rights-of way. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| The location of existing and proposed streets, including names, widths, location of centerlines and acceleration/deceleration lanes. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| The location of existing and proposed buildings, utilities and other improvements on the property. A building envelope may be shown for proposed buildings. Show building setbacks from property lines. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| The direction of traffic flows and locations of entries and exits of parking lots. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| The location and number of parking spaces for off-street parking and loading areas. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| The location of service and refuse collection areas. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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| The location of all signs indicating the type, size and height of each sign-- in accordance with Section 18.06.230 of this title <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| The area and location of open space and recreation areas. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| A final lighting plan, including the location and type of exterior outdoor lighting, with photometrics and cut sheets. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| The location of existing and proposed fences, landscaping features and other methods of visual screening. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| The location of any significant environmental conditions or hazards; e.g., a 100-year floodplain. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Site data: total area; lot coverage by structures and paving; gross floor area; number of residential units and density. <i>Comments: should already be on cover sheet</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PUD Minor Amendment Signature Blocks <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Plan detail sheets (street cross-sections, trash enclosures, fence/retaining wall elevations, etc.) <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| A chart or charts describing proposed land uses, percent of total acreage for each use, gross residential density, maximum number of dwelling units, and maximum nonresidential square footage or FAR (floor area ratio), as applicable. Include specifications for minimum lot area, minimum setbacks, maximum building height, maximum lot coverage and any other proposed bulk and area standards. Include areas devoted to open space and/or public land dedication and streets. <i>Comments: should already be on cover sheet</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A list of any proposed modifications to any of the development standards within Chapter 5 of this title. <i>Comments: LK: should already be on cover sheet</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A list of any proposed use definitions that are in addition to those found in Chapter 7 of this title. <i>Comments: LK: should already be on cover sheet</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Design Guidelines that include: Intent Statement, General Design Concept, Authority and Objectives, Architectural Design Guidelines, Exterior Finishes and Materials, Landscape Guidelines, and Signage Criteria <i>Comments: LK: should already be on cover sheet</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Building elevation drawings, to include all four sides, and specify all color, and materials, and identify functions of all exterior architectural features, including exterior wall mounted lighting. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Floor plans with use areas and square footage (for non-residential or multi-family uses or buildings). <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Commitment letter or "will serve" letter from all utilities. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| A drainage study and/or plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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| <i>Comments:</i> | | | |
| A grading plan with existing and proposed topography. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| A utility plan and/or technical studies. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Landscape and irrigation plans prepared by a licensed landscape architect in accordance with the Town's Landscape Guidelines. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| A wildfire mitigation plan. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| A traffic control plan and final traffic impact analysis or updated traffic letter signed by a Traffic Engineer. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| A geotechnical report. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| A Public Improvements Agreement (PIA). <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| A survey prepared by a licensed professional land surveyor if the property is unplatted. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submit documents electronically via OneDrive, Dropbox, etc. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

APPLICANT INFORMATION

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|--------------|----------------|--|
| Date: | Completed by: | |
| Phone Number | Email Address: | |
| Notes: | | |

TO BE COMPLETED BY STAFF

| | | |
|----------------------|------------------------------------|---|
| Date: | Reviewed by: | |
| Completeness Review: | Complete: <input type="checkbox"/> | Incomplete: <input type="checkbox"/> Conditional Complete: <input type="checkbox"/> |
| Notes: | | |