

Planned Development District (PDD) Checklist

Process Overview – Both Methods

1. Pre-Application Meeting
 - a. Discuss your project with staff prior to submitting an application. Staff can help identify opportunities and constraints on the proposed project, as well as provide more information on the process and code requirements.
2. Complete Submittal Package, which includes: Application, Supplemental Forms, and Checklist Items
 - a. Incomplete submittals will not be accepted
3. Staff review, with comments issued as needed
4. Notification of property owners within 200 feet and in newspaper
5. Planning and Zoning (P&Z) Commission public hearing, review, and recommendation to City Council
6. City Council public hearing, review, and action
7. City Council ordinance adoption (if approved)
8. Signed by Mayor

General Information

The Ordinance establishing the Planned Development District shall not be approved until the Conceptual and/or Detailed Site Plan is approved.

1. The Detailed Site Plan may be approved in sections. When a Detailed Site Plan is approved in sections, then separate approvals by the Planning and Zoning Commission and City Council for the initial and subsequent sections will be required.
2. A Detailed Site Plan shall be submitted for approval within one (1) year from the approval of the Conceptual Plan for some portion of the Concept Plan. If a partial Site Plan is not submitted within one (1) year, the Concept Plan is subject to review by the Planning and Zoning Commission and City Council. If some portion of the entire project is not started within two (2) years, the Planning and Zoning Commission and City Council may review the original Concept Plan to ensure its continued validity. If the City determines the concept is not valid, a new Concept Plan must be approved prior to issuing a building permit for any portion of the PD District.
3. Although a public hearing may not be required for the Detailed Site Plan, approval by the Planning and Zoning Commission and City Council is still required.

Submittal Package Checklist Items

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed Application
<input type="checkbox"/>	<input type="checkbox"/>	Letter explaining request for a PDD, statement and intent of the PDD, and whether the Conceptual Plan or Detailed Site Plan method will be used <input type="checkbox"/> Conceptual Plan <input type="checkbox"/> Detailed Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	A signed, sealed and dated letter from a registered engineer certifying that they have personally reviewed the topography and completed a field investigation of the existing and proposed flow patterns for stormwater runoff from the subject development to the main stem of all creeks that may impact the project, and build-out conditions allowable by zoning, restrictive covenant or plat note, that the stormwater flows from the subject development will not cause any additional adverse flooding impacts for storms of magnitude up through the one-hundred (100) year event.



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<input type="checkbox"/>	<input type="checkbox"/>	Tax map highlighting the subject property
<input type="checkbox"/>	<input type="checkbox"/>	Metes and bounds description of all property subject to zoning change
<input type="checkbox"/>	<input type="checkbox"/>	Concept Map showing base zoning district designations and PDD overlay districts
<input type="checkbox"/>	<input type="checkbox"/>	Draft copy of Planned Development District
<input type="checkbox"/>	<input type="checkbox"/>	Digital submittal – see requirements below. Applications will not be accepted if not provided in the format specified in the requirements section.
<input type="checkbox"/>	<input type="checkbox"/>	Planned Development filing fee

ALL Planned Development District Required Details

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Development requirements related to uses, density, lot area, lot width, lot depth, yard depths and widths, building height, building elevations, coverage, floor area ratio, parking, access, screening, landscaping, accessory buildings, signs, lighting, project phasing or scheduling, and management associations
<input type="checkbox"/>	<input type="checkbox"/>	Detailed statement of deviations from the base districts
<input type="checkbox"/>	<input type="checkbox"/>	Provisions for public space in the form of parks, trails, and other public amenities
<input type="checkbox"/>	<input type="checkbox"/>	A specific list of required of modifications in each district or districts and general statement citing the reason for the PD request
<input type="checkbox"/>	<input type="checkbox"/>	Comprehensive drainage plan showing assumptions, methods, and standards used

Conceptual Plan Method Required Details

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Depict the intent of land uses
<input type="checkbox"/>	<input type="checkbox"/>	Written documentation of proposals and standards for development
		Residential Conceptual Plan:
<input type="checkbox"/>	<input type="checkbox"/>	Types of uses, thoroughfares and preliminary lot arrangements
<input type="checkbox"/>	<input type="checkbox"/>	For residential development (such as multi-family) which does not propose individual platted lots, the conceptual plan shall set forth the size, type and location of buildings and building sites, access, density, building height, fire lanes, screening, parking areas, landscaped areas, project scheduling, and other pertinent development data
		Nonresidential Conceptual Plan
<input type="checkbox"/>	<input type="checkbox"/>	Types of use(s), topography and boundary of PD area, physical features of the site, existing streets, alleys and easements, location of future public facilities, building height and location, parking ratios, project scheduling and other information to adequately describe the proposed development

Planned Development District (PDD) Checklist

Detailed Site Plan Method Required Details

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	A conceptual plan depicting types of uses, topography, boundary, physical features, existing streets, alleys, easements, location of future public facilities, building height and location, parking ratios, project scheduling and other information to adequately describe the proposed development
<input type="checkbox"/>	<input type="checkbox"/>	A site inventory analysis including a scale drawing showing major existing vegetation, natural water courses, creeks or bodies of water and an analysis of planned changes in such natural features as a result of the development. This shall include a delineation of any flood prone areas
<input type="checkbox"/>	<input type="checkbox"/>	A scale drawing showing any proposed public or private streets and alleys; building sites or lots; and areas reserved as parks, parkways, playgrounds, utility easements, school sites, street widening and street changes; the points of ingress and egress from existing streets; general location and description of existing and proposed utility services, including size of water and sewer mains; the location and width for all curb cuts and the land area of all abutting sites and the zoning classification thereof on an accurate survey of the tract with a topographical contour interval of not more than five feet (5').
<input type="checkbox"/>	<input type="checkbox"/>	A site plan for proposed building complexes showing the location of separate buildings and the minimum distance between buildings, and between building and property lines, street lines, and alley lines, the arrangement and provision of off-street parking.
<input type="checkbox"/>	<input type="checkbox"/>	A landscape plan showing turf areas, screening walls, ornamental planting, wooded areas and trees to be planted
<input type="checkbox"/>	<input type="checkbox"/>	Architectural drawings (elevations, etc.) showing elevations and signage style to be used throughout the development in all districts except single-family and two-family, unless required by the Planning and Zoning Commission or City Council if deemed appropriate
<input type="checkbox"/>	<input type="checkbox"/>	Supplemental data describing standards, regulations or other data pertinent to the development of the Planned Development District as appropriate to adequately explain or understand the request and which is to be included in the text of the amending Ordinance

Digital Submittal

Digital submittals shall be provided on a **labeled** CD/DVD or flash drive, or via email in the format specified below in addition to the hard copy submittal. The CD/DVD or flash drive will not be returned to the applicant.

PDF 1 – Application

- Title should be Application-Project Name
- Combine application and all submittal package checklist items except the draft PDD

PDF 2 – Planned Development District draft

- Title should be Draft PDD-Project Name

GIS shapefile or AutoCAD Files - Spatially referenced using NAD_1983_StatePlane_Texas_Central_FIPS_4203_Feet

- PDD Boundary
- Anticipated sections or phases for development