Planned Unit Development (PUD) - Conceptual Plan Submittal Review Checklist

PUD Name: __________________________________________________________ Date Received: __________________________

PUD Location or Primary Address: ______________________________________________

Project Property Owner *: ______________________ Required Filing Fee**: ________________________________

*If more than one property owner of record for the proposed project area, then provide additional signature consent to this proposed rezoning project with Rezoning Application Form.
**The required filing fee amount maybe requested at the pre-application meeting or later by calling 283-4182 for the total fee amount.

(Please verify that all items listed below have been included as part of this submittal by placing a check mark in the space provided for each item. Please note that incomplete submittals will not be processed further for review until...)

__Title centered at the top of each sheet or within Title Block:

Conceptual Plan

Planning Unit Development (Project Name) __________________________________________

in the City of Des Moines,

County of Polk, State of Iowa

Sheet(s) ______ of ______

Amendments to “Conceptual Plans” must include in the title (First Amendment,
Second Amendment, etc.) and a summary statement in the text above the signature approval block
of what date each amendment and any previous amendments were approved and their respective
City Council roll call number or “administrative” as well as what the amendment entailed.

Sheet 1: Text

1. Vicinity Map at 1:2000 scale with graphic scale and north arrow.

2. Verification of that proposed PUD tract not less than 2 acres in area, exclusive of streets and alleys including a Legal Description of the
PUD Boundary prepared by Licensed Land Surveyor or Engineer including a statement of total PUD area in Acres.

3. Zoning of adjacent property within 250’ with boundaries of proposed PUD.

4. Status of proposed project property indicating the “Des Moines 2020 Community Character Plan” future land use map designation.

5. Narrative of general development concept.

6. Proposed timing and phasing of development (List lots per phase area and draw boundaries and number phase areas on Site Plan Sheet 2)

7. Detailed Description of all permitted land uses in including any existing uses to remain.

8. Detailed text describing all bulk standards, architectural design standards, and landscaping/open space requirements enforceable under the PUD.

9. Description of conservation, mitigation, and construction protection measures to be implemented for environmentally significant features.

10. Statement (or attached letter) providing the following: Required pre-application meeting date(s) with Community Development Department and
other relevant City Departments as well as details of neighborhood meetings including dates, meeting locations, starting time and length of
meeting, statement that conceptual plans (site map and proposed building views) were presented and individuals conducting the meeting.

11. Statement and Certification (or attached letter) by qualified design professional, either an Engineer, a Landscape Architect, or an Architect licensed
in the State of Iowa, that all required storm-water management through any variety of acceptable methods including conservation practices and
on-site detention, that all necessary surface water drainage erosion control and that all sanitary sewer necessary can all be achieved under the
proposed concept to properly serve the proposed development.

Sheet 2 :Plan Map

1. The boundary line of the proposed PUD district and existing structures labeled with current use that are within 150’ on surrounding properties;

2. Topography showing features of the subject property providing existing contours at 2-foot intervals, including major existing natural features;

3. Proposed building footprints with setback dimensions to show that minimum bulk standards established in the text of Sheet 1 are met.

4. Parking areas, access drives, and other impervious surfaces for all proposed buildings and uses.

5. Streets abutting and within 150’ of the project parcel and within the proposed development;

6. Conceptual landscaping, planting and open space plan for the entire PUD showing the general location and general type (over-story, ornamental,
evergreen, shrub) of proposed landscaping, walks, special paving, fences, walls and other screenings;

7. Location of existing and proposed signs label with size and reference number to elevation figure depicting design and material. (Sheet 4 for non-
residential requirements)

8. Dimensions of required peripheral yard setbacks as required by the bulk standards on Sheet 1.

9. Label all common land areas, proposed detention basins, recreation areas, parks, school sites and any other amenities. Indicate in the narrative on
Sheet 1 all long term maintenance responsibility of these areas and describe whether any area is to be dedicated to a governmental entity.

Provide written acknowledgement of such dedication if entity is not the City;

10. Existing public utility and other easements within 150’ of proposed PUD, any proposed easements within PUD area, including access points,
overhead utilities and general location of public and private sanitary and storm sewer lines.

11. Location of environmentally significant features and of conservation and protection measures to be implemented such as easements for the
following:

   a. Drainage-ways
   b. Wetlands
   c. Endangered species
   d. Ponds
   e. Floodplains (FEMA and FHAD)
   f. Sources of noise and hazardous substances (when present)
   g. Timber (locate all trees over 6” diameter, identify all other unique/dense vegetation
   h. Sensitive slopes and soils.

12. General locations of proposed parcel boundaries (avoid serial numbering parcels unless necessary for reference of standards because they will likely
be different for phrasing or development plan), total size in acres or square feet of each parcel, location of proposed uses, residential type
number of units of each type, total number of units and density per acres

13. External circulation : vehicular, bicycle, and pedestrian access to the project property parcel.

14. Internal circulation : layout including Streets (avoid labeling with names unless extension of existing), dimension of paved widths, location of
separate pedestrian or bikeways and all proposed pavement widths.

15. Legend of all symbols used in the graphical depiction of features.


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Sheet 3 : Proposed Conceptual Building Exterior Designs
1. Architectural elevations showing number of stories, general exterior design and building materials (including colors), dimensions of all proposed buildings and accessory structures for the PUD certified by an Architect licensed in the State of Iowa.
2. Elevations depicting dimensions and general exterior design and construction materials for all proposed residential signage, constructed walls, and fencing.

Sheet 4 : Non-Residential Proposed Signage Plan
1. Elevations of proposed non-residential structures (including dimensions, placement on building/s) showing wall signage and type of sign for all sides of all proposed buildings types.
2. Project signage elevations showing size, dimensions and showing use of proposed building materials colors (brick, stone, textured block, etc.) incorporated within the design of the project sign.
3. Non-project free-standing pole or monument sign elevations showing size, dimensions and showing use of proposed building materials colors (brick, stone, textured block, etc.) incorporated within the design of the free-standing pole or monument signs.
4. General note stating the zoning district standards used for all other miscellaneous (window signs, private directional signs, signs on canopies, directional signs, service sign and building) signs types and other special sign limitations.

The submittal will require the completed Rezoning Application Form if property is being rezoned in conjunction with the Conceptual Plan approval or amendment. Otherwise amendments.
10 sets folded (24” x 36” folded down to 8 ½” x 12” size) copies of Sheet 1 (Text), Sheet 2 (Plan Map) and Sheet 3 (Proposed Building Exterior Designs) for residential PUD submittals.

Two (2) folded (24” x 36” folded down to 8 ½” x 12” size) copies of Sheet 4 (Non-Residential Proposed Signage Plan).

One (1) folded (down to 8 ½” x 11”) copy of an 11” x 17” reduction of Sheets 1-4.

Fees (including applicable rezoning fee, Conceptual Plan amendment fee, comprehensive plan amendment fee, and notification costs)

(Note: Maximum Sheet submittal size no larger than 24 inches by 36 inches)

As applicant for this project, I hereby ensure that all of above requirements have been included with this submittal. I fully understand that if any of the items listed on this checklist have been excluded the documents will NOT be distributed for City review. In addition, I understand that the fee paid to submit this application is non-refundable.

Subject Property Owner Signature : __________________________________________ Date : __________________________________________

Subject Property Owner Name (Please Print) : __________________________________________ Phone : __________________________ (Area Code) (Phone Number)

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