

PLANNED DEVELOPMENT AMENDMENT CHECKLIST

PHYSICAL SUBMISSION

- Planned Development Amendment Zone Change Application
- List of property owners within 500', formatted as mailing labels, prepared by a title company or other entity willing to certify names
- Mailing label radius map
- Color and materials board (20"x30" maximum size, each color and material must be labeled with the manufacture's number(s), colors and materials must also be numbered and called out on an elevation picture)

DIGITAL SUBMISSION

Submitted through the Citizenserve portal

- A project area map
- A legal description and surveyed site plan in DWG (AutoCad) format prepared by a licensed surveyor
- Plan(s) including but not limited to:
 - Colored site development plan
 - Signage location plan
 - Landscape plan showing the general location of lawn area and trees and the location and amount of land area reserved for landscaping
 - Topography at contour intervals of two feet (2')
 - A phasing plan, if the development is proposed to be developed in phases
 - Refuse storage areas screened so that materials stored within these areas is not visible from access streets, freeways and adjacent properties.
 - A general lighting plan indicating location and luminosity of lights to be installed (photometric plan)
 - Safe and convenient turning space for cars, sewer vehicles, refuse collection vehicles, firefighting equipment, etc., at the end of private drives and dead-end streets
 - Demonstration that all utilities are underground and transformer equipment is screened from streets and from adjacent properties
- Sign elevations (height and square footages)
- Building height and elevations: the type, character, and proposed height of all buildings
- A detailed narrative (written text) of the proposed development of the entire property including but not limited to:
 - A detailed list of proposed uses
 - The proposed density in terms of dwelling units per gross acre of land and proposed floor area of non-residential uses per acre
 - Description of the proposed use of land, including percentages of land devoted to various types of land use, such as building coverage, parking area, landscaped area, etc.
 - The location and boundaries of any proposed school site, church, park or other common or open spaces
 - A phasing plan if the development is proposed to be developed in phases

**Payment may be made on the portal or in person, please see payment information below.
Payment of filing fee*\$500 + \$50.00 per ac for 1-100 ac and \$25 per ac 101-500 and \$10.00 per ac 501+No fee for acreage zoned to Open Space over 10 acres Re-noticing fee at cost if applicable**