



# Applicant's Checklist – Planned Unit Dvlpmt.

P2.6

*The following checklist is the minimum that is required for a preliminary application. All Planned Unit Developments must comply with all requirements within the PUD Ordinance CCC.18.30 and RCW 58.17. All applications will require the appropriate fees upon submittal.*

Applicant Check	Preliminary Application Materials	Staff Check
<input type="radio"/>	Complete Master Application including developer and property owner if different.	<input type="radio"/>
<input type="radio"/>	Letter of Authorization – written permission from the property owner if property owner is not the applicant.	<input type="radio"/>
<input type="radio"/>	Property Packet: <ul style="list-style-type: none"> <li>• Copy of current deed, legal description of the property including section, township, range, subdivision, parcel and tax lot numbers, and number of acres.</li> <li>• Copies of restrictions, easements covenants and/or agreements, which are existing.</li> <li>• All the adjacent property in which the property owner has an interest.</li> <li>• Planning Clearance Standard Parcel Report.</li> <li>• Assessor's Tax Map, Air photo, existing Zoning and/or Comprehensive Plan maps.</li> </ul>	<input type="radio"/>
<input type="radio"/>	List of property addresses and owners within 300 feet of the proposed subdivision site. If the owner of the proposed PUD site owns other real property contiguous to the project site, the list shall include the names and addresses of real property owners located within 300 feet of the contiguous ownership of the applicant.	<input type="radio"/>

Applicant Check	Preliminary Plat Map	Staff Check
<input type="radio"/>	1 copy – 18 by 24 inches (min) and shall be drawn to a scale no smaller than 200 feet to one inch.	<input type="radio"/>
<input type="radio"/>	20 copies or a reproducible size 8"x11" or 11"x17" max.	<input type="radio"/>
<input type="radio"/>	Name of proposed PUD on face of plat.	<input type="radio"/>
<input type="radio"/>	Property owners name on plat.	<input type="radio"/>
<input type="radio"/>	Name and address of surveyor and/or engineer.	<input type="radio"/>
<input type="radio"/>	Date, scale and north arrow.	<input type="radio"/>
<input type="radio"/>	A vicinity map clearly identifying the location of the proposed PUD site.	<input type="radio"/>
<input type="radio"/>	Dimensions of the proposed PUD site, each proposed lot, and the number assigned to each lot and block.	<input type="radio"/>
<input type="radio"/>	A master plan of the site if the proposed PUD is to be developed in phases.	<input type="radio"/>
<input type="radio"/>	Show physical features of site: <ol style="list-style-type: none"> <li>1. Location, width and names of all public and private roads and pedestrian ways within or abutting the proposed subdivision tract extending at least 100 feet.</li> <li>2. Location, names, widths and auditor's file number of any existing easements.</li> <li>3. Existing and proposed rights-of-way for public services or utilities and within 100 feet.</li> </ol>	<input type="radio"/>
<input type="radio"/>	Show natural features of site: <ol style="list-style-type: none"> <li>1. Topographic contours at intervals of two feet for slopes up to five percent and five feet for slopes over five percent extended 100 feet beyond the boundaries of the proposed PUD.</li> <li>2. Hydrology, surface drainage, streams or water bodies, and wetlands.</li> </ol>	<input type="radio"/>

- 3. Critical areas as known.
- 4. Existing deciduous and evergreen trees.
- Proposed features: ○
- 1. Location, dimensions and area of all proposed recreational and common open space, indicating proposed uses.
- 2. Number, location, and design of off-street parking areas showing points of ingress and egress.
- 3. Location of proposed building envelopes.
- 4. Location of stormwater detention facilities, if applicable.
- 5. Location of septic primary and secondary drainfields if applicable.
- 6. The existing and proposed rights-of-way for public services or utilities within the subdivision, and within 100 feet thereof, and location of the nearest public road, if there is not a public road within 100 feet.

Applicant Check	Written Narrative	Staff Check
○	Name of proposed PUD, number of lots, number and types of dwellings and other structures.	○
○	Proposed methods of providing potable water and sewage disposal and the names of the purveyor(s).	○
○	Soils and geology description.	○
○	A written statement explaining the intent and purposes of the proposed PUD, including: ○	○
	1. An explanation and specification of any nonresidential uses proposed within the project.	
	2. The method proposed to insure the permanent retention and maintenance of common open space land.	
	3. Timing for the construction and installation of improvements, buildings, other structures, and landscaping.	
	4. Recreational facilities and equipment to be installed.	
	5. The reasons why a PUD would be (1) in the public interest, (2) would be consistent with the goals and policies of the Comprehensive Plan, (3) conform to existing zoning and other regulations, and (4) why you believe the project application should be approved.	

Applicant Check	Supporting Documents & Studies	Staff Check
○	Environmental checklist – SEPA.	○
○	Preliminary drainage plans.	○
○	Additional Studies as required – i.e. traffic reports, geotechnical, critical areas assessments, etc.	○
○	Elevation and perspective drawings of proposed structures, and such other schematic sections, and sketches, drawn to scale, needed to convey the architectural character of the proposed PUD.	○
○	Copies of restrictions, covenants and agreements, if any, proposed for the PUD. Such restrictions, if required by the county, must be recorded either prior to or simultaneously with the recording or the final plat.	○
○	If applicable, a shadow pattern plan of the proposed PUD shall be required if the developer applies for a density bonus based on the solar energy conservation guidelines. The shadow pattern plan shall illustrate the shadow effects of proposed structures and vegetation within and adjacent to the proposed PUD on January 21st between the hours of 10:00 a.m. to 2:00 p.m.	○
○	Copies of related permit applications or approvals – i.e. NPDES or HPA.	○