

## AREA PLAN REVIEW CHECKLIST

Each applicant is required to submit certain materials with their PUD application. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance and City of Dexter General Code of Ordinances for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. **Failure to submit a complete application can result in delay or denial of the area/site plan.**

Area/Site plans shall always include an overall site plan for the entire development. Sheet size shall be at least 24" x 36". Site plans shall be drawn to a scale of not less than 1" =20' for property less than three (3) acres, or to scale of not less than 1"=100' for property of three (3) or more acres. Sixteen (16) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner must be submitted, along with one (1) set of 11"x 17" plans, including floor plans and color renderings of the building elevation, if applicable. I

To assist in the processing of applications, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site, including, but not limited to gross floor area; hours of operations; number of units; number of employees on largest shift; number of company vehicles; etc.

### A. Information Required for Area Plan

1. An area plan for a PUD consisting of eighty (80) acres or less shall contain the following information, at the time of application:

Submitted	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	1. Location, address and legal description of the site, dimensions and area of the site.
<input type="checkbox"/>	<input type="checkbox"/>	2. General topography and site soil information.
<input type="checkbox"/>	<input type="checkbox"/>	3. Name, address and phone number of the property owner and applicant.
<input type="checkbox"/>	<input type="checkbox"/>	4. Title block, scale, north arrow, and date of plan.
<input type="checkbox"/>	<input type="checkbox"/>	5. Location and exterior dimensions of proposed building/structures; outline; floor area distances between building/structures; height in feet and stories; finished floor elevations; and number and type of dwelling units (where applicable).
<input type="checkbox"/>	<input type="checkbox"/>	6. Location and general alignment of all proposed streets and drives; right-of-way where applicable; surface area; width dimensions; location and typical details of curbs; turning lanes, with details (where applicable); location and width of all entries and exits; and curve-radii.

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| <input type="checkbox"/> | <input type="checkbox"/> | 7.  | Proposed parking – location and lot dimensions; space and aisle dimensions; angles of spaces; surface type; total number of spaces, including handicapped spaces; and proposed dumpster location.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8.  | Location and size of open areas and recreation areas, if applicable.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9.  | Existing zoning classification of property; delineation of required yards and proposed district regulations; dwelling unit schedule; density of development; lot area per dwelling unit for residential projects; lot coverage (percent); and location and size of required buffers (if applicable). |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | Area of intended filling and/or cutting; outline of existing buildings/structures and drives; existing natural (wooded areas, potential wetlands, etc.); and man-made features to be retained or removed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Location, width and surface of proposed sidewalks and pedestrian ways.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Existing buildings, structures and other improvements, including drives, utility poles and towers; easements; pipeline excavations; ditches (with elevations and drainage directions; bridges and culverts; and a clear indication of all improvements to remain and to be removed.                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. | Adjacent land uses and zoning; and location of adjacent buildings, drives and streets.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. | Location and area of development phases; building program for each phase; and projected schedule of development by phase.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. | Location and width of all existing and proposed easements on the site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. | General location and size of proposed water, sanitary sewer and storm drainage systems; location of overhead wires and poles; and location of fire hydrants.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. | Adjacent property owned or controlled by the applicant and/or owner of the subject property.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. | Existing topographic elevations at two (2) foot contour intervals. Indicate the direction of drainage flow.  |

Submitted    Not Applicable

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| <input type="checkbox"/> | <input type="checkbox"/> | 19. | Location and elevations of existing water courses and water bodies, including county drains and surface drainage ways, floodplains and wetlands.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. | Proposed storm management plan, including design of sewers, outlets and retention or detention ponds. Sufficient data regarding site runoff estimates and off-site drainage patterns shall be provided to permit runoff estimates, and off-site drainage patterns shall be provided to permit review of feasibility of storm water detention and/or retention as well as the impact on local surface and groundwater. |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. | Location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. | Description and location of any existing or proposed outdoor storage facility (aboveground or below ground).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. | Description and location of on-site wastewater treatment and disposal systems.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. | Location of existing and proposed drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial purposes.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. | Size, location and description of any proposed interior or exterior areas of structures for storing, using, loading, and/or unloading of hazardous substances, hazardous waste and/or polluting materials.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. | Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of the clean-up or closure.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. | Inventory of hazardous substances to be stored, used, or generated on-site –presented in a format acceptable to the local fire marshal.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. | Completion of the state and county environmental permits checklist (available at the City Offices).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. | Density of use for each type of proposed use on the site, including a parallel site plan for residential development as described in Section 19.03A.2 of the Zoning Ordinance.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. | General description of the organization to be utilized to own and maintain common open space and facilities.  |

Submitted    Not Applicable

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|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 31. | General description of covenants or other restrictions; easements for public utilities; by-laws and article of incorporation for homeowners' cooperative or condominium association.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. | Description of the petitioner's intentions regarding selling or leasing of land and dwelling units.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. | Description of all proposed uses by reference to existing zoning classifications under the City Zoning Ordinance, i.e. residential uses by density and housing type. Office and commercial land uses, open space and recreational facilities, and other land uses. |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. | General landscape concept showing tree masses to be preserved or added, buffer areas, and similar features.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. | Delineation of areas to be platted under the Subdivision Control Act.  |
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2. An area plan for a PUD consisting of eighty (80) acres or more shall contain the information required in items 29-35 above, as well as the following information:

Submitted    Not Applicable

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|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Location and description of site, including dimensions and area.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | General topography and soil information.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Scale, north arrow and date of plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Location, type and land area of each proposed land use; dwelling unit density (dwelling units per acre); type of dwelling units.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Location, use and size of open areas and recreation areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | General location, surface width, and right-of-way width of proposed public streets; general location and surface width of major private streets/drives. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | General location of proposed parking areas and approximate number of spaces to be provided in each area.  |

Submitted    Not Applicable

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| <input type="checkbox"/> | <input type="checkbox"/> | 8.  | General delineation of existing natural features to be preserved or removed; location of existing structures, streets and drives; location and purpose of existing easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9.  | Adjacent land uses  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | Location and area of each development phase; summary of land use information as required in Section 19.08.B.2(d) of the Zoning Ordinance.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | General description of proposed water, sanitary sewer and storm drainage systems.   |

In reviewing an **area plan**, the applicant should be aware that the Planning Commission shall consider additional criteria when making their decision, and should ensure that the application addresses and/or meets the following requirements:

1. The proposed PUD shall conform to the adopted Master Plan or any part thereof, or represents a land use policy, which, in the Planning Commission's opinion, is a logical and acceptable change to the adopted Master Plan.
2. The proposed PUD shall conform to the intent and all regulations and standards of a PUD district.
3. The proposed PUD shall be adequately served by public utilities, facilities and services such as: highways, streets, police and fire protection, drainage courses, water and sanitary sewer facilities, refuse disposal; or that the persons or agencies responsible for the proposed development shall be able to properly provide such facilities and services.
4. Common open space, other common properties and facilities, individual properties, and all other elements of a PUD are so planned that they will achieve a unified open space and recreation area system, with open space-and all other elements in appropriate locations, suitably related to each other, the site and surrounding lands.
5. The petitioner shall have made provision to assure that public and common areas will be or have been irrevocably committed for that purpose. Provisions shall have been made to provide for financing of improvements shown on the plan for open space and other common areas, and that proper maintenance of such improvements is assured.
6. Traffic to, from, and within the site will not be hazardous or inconvenient to the project or to the neighborhood. In applying this standard the Planning Commission shall consider, among other things, convenient routes for pedestrian traffic; relationship of the proposed project to main thoroughfares and street intersections; and the general character and intensity of the existing and potential development of the neighborhood.
7. The mix of housing unit types and densities, and the mix of residential and nonresidential uses shall be acceptable in terms of convenience, privacy, compatibility, and similar measures.

8. The Planning Commission shall determine, where applicable, that noise, odor, light, or other external effects which are connected with the proposed use, will not adversely affect adjacent and neighboring lands and uses.
9. The proposed development shall create a minimum disturbance to natural features and landforms.
10. Streets shall follow topography, be properly spaced, and be located and aligned in accordance with the intended function of each street. The property shall have adequate access to public streets. The plans shall provide for logical extensions of public streets and shall provide suitable street connections to adjacent parcels, where applicable.
11. Pedestrian circulation shall be provided within the site, and shall interconnect all use areas, where applicable. The pedestrian system shall provide for a logical extension of pedestrian ways outside the site and to the edges of the PUD, where applicable.

