



## **Preliminary Plat, Site Development Plan, and PUD Checklist**

Development: \_\_\_\_\_

*This checklist shall be completed, and included with the submittal documents. If the submittal does not contain a completed checklist, it shall be deemed incomplete. All below listed items shall be included in the submittal documents and plans, as well as any further information required by the City of Columbia to evaluate compliance and to perform a full and complete review. See Zoning Ordinance Article 8 and Subdivision Regulations.*

### **General**

- Name of development
- Contact info for the owner and licensed design professional(s) preparing plan: name, address, email, phone
- Plan sealed by a Design Professional licensed in the State of Tennessee.
- North Arrow, legend, and site vicinity map
- Graphic Scale: between 1 in. = 10 ft. and 1 in. =100 ft.
- Survey stamped by a State of Tennessee Licensed Professional Land Surveyor, with all project boundaries including bearings and angles to the nearest hundredth, utilities, and existing streets and rights-of-way.
- Note referencing Tennessee State Plane Coordinate System, NAD 83 Datum
- All property boundaries, existing easements, and encumbrances
- Parcel identification, owner, and deed and plat references of adjoining properties
- Proposed phasing and timetable for all phases of development
- Traffic Impact Study, as required.
- The substance of all existing and proposed covenants, easements, or other restrictions.

### **Lots and Land-Use**

- The size of total property to be developed in square feet and acres
- Lot numbers of all proposed lots, with dimensions, locations, and square footage
- A tabulation of the land area to be devoted to various uses and activities and overall densities.
- Typical lot layout depicting proposed setbacks, yards, and easements, where applicable

### **Structures**

- Location and approximate dimensions of all existing and proposed structures.
- Location of all earth retaining structures, with approximate top and bottom of wall elevations.
- Existing and intended use of all buildings and structures on site, including the number of dwelling units and density, where applicable
- Location, type, and size of proposed signs
- Approximate height, bulk, and the utilization of structures including activities and the number of living units.



### **Grading, Drainage, and Storm**

- Existing conditions and contours at vertical intervals of not more than two (2) feet
- General proposed contours at vertical intervals of not more than two (2) feet
- FEMA Special Flood Hazard Area (SFHA), 100-year Floodplain (F-P), and Floodway (F-W) boundaries with elevations and the exact location of the nearest benchmark. Indicate the Flood Insurance Rate Map (FIRM) panel number, its effective date, and flood insurance zones
- Location and dimension of aquatic buffer zones
- General layout of the proposed storm drainage system including surface and subsurface drainage systems, areas for detention, and water quality devices.
- Identification of all critical lots

### **Streets, Parking, and Pedestrian Elements**

- Proposed street and alley rights-of-way, typical sections, widths, classification, names, and proposed ownership and maintenance responsibility
- Proposed connections to existing and proposed streets (including classification) located outside the development
- Proposed improvements as identified in the Traffic Impact Study, as required
- Existing and proposed sidewalks, trails, and other pedestrian elements
- Existing and proposed on-street and off-street parking and loading areas
- Summary of all provided and required parking

### **Landscaping, Open Space, and Amenities**

- Natural features on site including, but not limited to, wetlands, streams, ponds, springs, sinkholes, wells, rock outcroppings, excessive slopes, and forested areas
- Landscaped areas and buffers with details on proposed plantings, existing vegetation, and other features.
- The location and size of all common open space, parkland dedications, and dedications and reservations of land for public uses.
- Any amenity features and structures for private or public benefit.
- Location, dimension, and materials of fences and walls
- Tree Canopy retention

### **Utilities**

- General layout and location of existing and proposed utilities and utility features including, but not limited to potable water, fire hydrants, sanitary sewer, storm sewer, and power and communication facilities.
- Acknowledgement from water, sewer, and power utility providers that the proposed development may be adequately served with existing infrastructure, or if improvements are required to adequately serve the development, a general statement of the improvements.



**PUD Specific Items**

- Legal Description of Property
- Owner's Affidavit
- List of all variances requested
- The nature of the landholder's interest in the land proposed to be developed and a written statement of concurrence from all parties having a beneficial interest in the affected property.
- Location and approximate dimensions of all existing and proposed structures including approximate height, bulk, and the utilization of structures including activities and the number of living units. Include architectural renderings of all proposed structures with materials listed.
- The substance of covenants, grants of easements or other restrictions to be imposed upon the use of the land, buildings and structures including proposed easements for public utilities on the property or documentation of off-site easements.
- Exterior lighting

*If the application is deemed incomplete by the Zoning Administrator, a written request shall be made within ten days after the original submittal, for further information. In such case the application shall be held in abeyance until deemed complete for final review. No plan shall be formally presented for Planning Commission action until such plan is found complete, compliant with City standards, and ready for review.*

**Checklist Completed By:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date