



Planned Development Concept Plan Submittal Checklist

	APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT →	INITIALS
a)	Article 13.5, Planned Development, describes the process and submittal requirements for planned developments. Below is a general outline of the process and the requirements for a Concept Plan. Plans and plats must be drawn in a legible manner, at a standard engineering scale suitable to the size of the lot being developed or subdivided. All plans must be submitted in paper and digital forms, as listed on the application.	
b)	A Concept Plan is required before submittal of a formal Planned Development application to the Planning Commission.	
c)	A pre-application meeting with City staff is required.	
d)	A Neighborhood Meeting is recommended, but not required.	
e)	Provide Spring Hill Bike and Greenway Plan into Development.	
	For a PD Concept request, the following items shall be provided:	
	The following information must be submitted to the Planning Department for review unless waived by the Planning Commission, Planning Director and/or the Board of Mayor and Aldermen.	
1	A map (or maps) in general form containing the proposed land uses, the natural features of the development site, the character and approximate location of all roadways and access drives proposed, the location of all adjacent public streets, public utilities, and schematic drawings showing the size, character, and disposition of buildings on the site	
2	A written statement containing a general explanation of the planned development, including a statement of the present ownership of all the land within said development and the expected schedule of construction	
3	A summary of the comments heard at the neighborhood meeting, if applicable	
4	Demonstrate compliance with Ordinance 25-29	

Applicant Name/Project: _____



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