

PUD MASTER PLAN CHECKLIST

PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of the a Planned Unit Development (PUD) Master Plan application. Information relative to PUD Master Plan can be found in Article 15 of the Zoning Ordinance.

All plans and application requirements shall be submitted in a PDF format via email.

- One check for \$1,500.00 and other applicable fees as determined by the City
- Completed General Application with an original signature from the Applicant and Owner
- One copy of the recorded ownership interests including liens, encumbrances, and title certification in the form of current title policy, title opinion, or title report (no older than 45 days from date of submission).
- Written statement describing the character and intended use of the PUD and setting forth the reasons why the PUD would be in the public interest and consistent with the City's stated purposes of a PUD and how the PUD is of exceptional design and represents an improvement above and beyond the development standards zoning and development regulations.
- Written narrative specifically calling out all zoning relaxations being requested through the PUD and identifying the private and public benefits of the PUD
- Certified envelopes addressed to property owners within 750 feet of the subject site. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- One copy of utility letters from electric, water, sewer, trash provider, and gas (if applicable) stating the property may be adequately served by such utility
- FAA Form 7460-1 shall be submitted to the Airport Manager for all proposed structures exceeding 50' in height within 5 miles of the Jack Edwards Airport
- One current boundary/topographic survey of the property containing a complete legal description of the property, the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water
- A Conceptual Master Plan shall include but not be limited to the following:
 - A vicinity map to appropriate scale and north arrow
 - Intensity and density. Proposed use of the land, number of units, dwelling units per acre, types and size of buildings, design guidelines, residential lot layouts and dimensions, etc.
 - Integration into the surrounding community. Relationship of the site to existing development in the area including streets, adjacent driveways, median breaks, utilities, residential and commercial developments, and physical features of the land. PUDs shall be well integrated into the surrounding community
 - Open Space and buffering plan showing areas to be saved or dedicated as open space, site buffers, and proposed amenities within the open space areas

- Connectivity Plan. PUDs shall be designed to accommodate vehicles, pedestrians and bicyclists and include internal and external connections to a variety of destinations (neighborhoods, business areas, parks and open spaces, etc.)
- Provisions for parking vehicles and the function and location of vehicular facilities
- Substance of covenants, grants of easements, right-of-ways, or other restrictions imposed upon the use of the land, buildings, and structures
- Any additional data or specifications the Applicant or City may believe are pertinent to the proposed PUD
- ☐ Phasing Plan for projects being developed over a period of years
- ☐ Traffic Impact Study when any one of the following development densities are exceeded:
 - Residential – 150 dwelling units
 - Retail – 25,000 square feet (gross)
 - Office – 60,000 square feet (gross)
 - Industrial – 90,000 square feet (gross)
 - Educational – 30,000 square feet (gross) or 250 students
 - Lodging – 150 rooms
 - Medical – 25,000 square feet (gross)
 - Mixed use sites - when the combination of uses exceeds the thresholds above
- ☐ Plans submitted shall include but not be limited to:
 - Project name
 - Date of plan preparation including all revision dates
 - Appropriate scale
 - North arrow
 - Preparer’s name, phone number, and fax number
 - Owner’s name

If the applicant has any questions or concerns regarding PUD Review, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
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