

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 via the Gulf Shores Online Licensing and Permitting Portal - <https://www.gulfshoresal.gov/747/PZ-PermitsApplications> .

1. MINIMUM SUBMITTAL REQUIREMENTS

The items below are required to be submitted for an application to be accepted by the Planning Department. Incomplete application submittals will be returned to the applicant.

- One check for \$1,500.00 and other applicable fees as determined by the City. The applicant shall be responsible for public notification and advertising fees.
- 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 the 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
- Two (2) sets of Certified envelopes addressed to property owners within 750 feet of the subject site. The list of names and addressed is required to be obtained and certified by the Baldwin County Revenue Department.
- 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 PUD Master Plan shall include a site plan, open space and buffering plan, conceptual building elevations, design guidelines, street cross-sections, residential and commercial lot layouts, and a vehicular/bicycle and pedestrian connectivity plan.
- Traffic Impact Study (If applicable)

2. PUD MASTER PLAN SUBMITTAL REQUIREMENTS

- The PUD Master Plan shall include the following:

- Uses. PUDs should include a variety of land uses to support community interaction and development vitality.
 - 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. PUDs should be designed integrally to the larger community. The relationship of the PUD to existing development in the area including streets, adjacent driveways, median breaks, utilities, residential and commercial developments, and physical features of the land.
 - Center Oriented. PUDs should be designed as one or more neighborhoods and arranged around an activity center.
 - Housing Diversity. PUDs should include a range of housing choices to serve the needs and desires of different market segments.
 - 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. Neighborhood parks and/or useable open spaces shall be located within ¼ mile of every dwelling unit.
 - 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.)
 - Substance of covenants, grants of easements, right-of-ways, or other restrictions imposed upon the use of the land, buildings, and structures
 - FAA Form 7460-1 shall be submitted for all proposed structures exceeding 50' in height within 5 miles of the Jack Edwards Airport.
 - A colored rendering of the PUD Master Plan
 - A Phasing Plan for projects being developed over a period of years
 - Any additional data or specifications the Applicant or City may believe are pertinent to the proposed PUD
- ☐ Plans submitted shall include but not be limited to:
- Project name
 - Date of plan preparation including all revision dates
 - Vicinity Map
 - Appropriate scale
 - North arrow
 - Preparer's name, phone number, and fax number

If the applicant has any questions or concerns regarding this checklist, please contact Mell Davis, Administrative Assistant, 251.968.1164, mdavis@gulfshoresal.gov .