



ZONING SUBMISSIONS

Planned Development – Conceptual PD

P&Z and City Council Approval

Submission Requirements:

- ✓ Completed application form signed by the owner of the property
- ✓ Filing fee
- ✓ Transmittal Letter

The following sets of prints will be required throughout the review process:

- ✓ Mandatory Pre-Application
 - One (1) 24”x36” set of prints of all exhibits submitted for Staff’s pre-review
- ✓ Filing Deadline
 - Seven (7) 24”x36” prints of all exhibits (FOLDED IN SETS)
 - Four (4) 24” x 36” prints of Tree Survey/Mitigation Plan
 - One (1) 24”x36” print of the Preliminary Utility Plan, if required
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ DRC Meeting
 - Two (2) REVISED 24”x36” sets of prints, addressing DRC comments for discussion at DRC meeting with the applicant. One set will be submitted to DRC Staff; the other set is to record any additional revisions discussed at the meeting.
- ✓ For Planning & Zoning Commission Packets
 - Twelve (12) 24”x36” prints of all exhibits (FOLDED IN SETS)
 - Do not resubmit Utility Plans, unless requested.
 - One (1) 8½”x11” paper copy of all exhibits
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ For City Council
 - Two (2) 24”x36” prints of all required exhibits (FOLDED INTO SETS)
 - One (1) 8½”x11” paper copies of all the required exhibits
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred

ALL STAFF PRESENTATIONS ARE VIA POWER POINT. COLOR DRAWINGS ARE RECOMMENDED. APPLICANT'S POWER POINT PRESENTATIONS (IF DESIRED) MUST BE SUBMITTED TO STAFF NO LATER THAN NOON, THE DAY OF THE PUBLIC HEARING.

Conceptual Plan Checklist:

The plan shall show the intent for the use of the land within the proposed planned development in a graphic manner and as maybe required supported by written documentation of proposals and standards for development.

Applicant/Staff

- Written statement and exhibits demonstrating compliance with the Coppel 2030 *Comprehensive Master Plan*.
- Title block located in lower right corner with subdivision name, block and lot numbers; survey name and abstract number; number of acres; date of preparation, city, county and state.
- Legend for symbols and abbreviations.
- Name, address, phone and email addresses for owner, applicant, architect, landscape architect, engineer, surveyor as appropriate.
- Location/vicinity map.
- North arrow and scale (generally a minimum of 1" = 50'). The north arrow should be up or to the right.
- Adjacent properties – land use, zoning, subdivision name, owner name of unplatted property and recording information.
- Location of existing streets and alleys.
- Property boundary with dimensions and bearings.
- Legal (metes and bounds) description of the property (also as a word document).
- Location of existing water courses, railroads and other drainage and transportation features.
- FEMA 100-year floodplain area (if applicable).
- A Conceptual Plan for residential land use shall show general use, thoroughfares, street alignments and preliminary lot arrangements.
- A Conceptual Plan for residential development which does not propose platted lots and for all non-residential uses shall illustrate the type and nature of the proposed development including but not limited to:
 - land uses
 - building sites
 - access
 - density
 - building height
 - fire lanes
 - screening
 - parking areas and ratios
 - landscaped areas
 - tree count if needed for mitigation
 - other pertinent development data
- Other information as considered essential by staff, the Planning & Zoning Commission or City Council.

Once the concept plan has been approved by the Planning & Zoning Commission and the City Council, a Detail Site Plan may be approved in the manner specified in the *Zoning Ordinance* prior to the issuance of a building permit, as follows:

“Changes of detail which do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, building height or coverage of the site or which do not decrease the off-street parking ratio or reduce the yards provided at the boundary of the site or does not significantly alter the landscape plans as indicated on the approved conceptual plan maybe authorized by the Planning Director of designee.”

NOTE: This checklist is only a supplement to the *Zoning Ordinance* and Subdivision Regulations. It is the applicant’s responsibility to review and comply with the requirements of the *Zoning Ordinance* and Subdivision Regulations.