Planned Development Design Guidelines
Application Checklist

- ❑ The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.

- ❑ One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the naming convention:
    1. Owner Authorization Letter [PDDG-OA.PDF]
    2. Completed Application Checklist [PDDG-CKLST.PDF]
    3. Narrative [PDDG-NARR.PDF]
    4. Design Guidelines [PDDG-DG.PDF]

- ❑ Two (2) copies of a Project Narrative providing a general, but thorough, description of what is being proposed on the property.

- ❑ Two (2) copies of a Design Guidelines document (8½" x 11" or 11" x 17" in size) that sets forth the proposed design guidelines for the development of the property containing the following criteria, which shall include:
    1. Site Development Standards where consistency is needed to assure architectural harmony, which includes but is not limited to:
        a. Exterior accent lighting (public parking areas, walkways, entrances, etc.);
        b. Site fixtures;
        c. Hardscape;
        d. Screen walls;
        e. Refuse collection areas;
        f. Outdoor furniture;
    2. Architectural Design Standards, which includes but is not limited to:
        a. Building form and design;
        b. Approved materials;
        c. Prohibited materials;
        d. Colors;
    3. Landscape Standards, which includes but is not limited to:
        a. Plant selection guide;
        b. General landscaping guidelines;
        c. Entrance landscaping;
        d. Perimeter landscaping;
        e. Parking lot landscaping;
        f. Landscaping materials;
    4. Any other standards where consistency is desired within the planned development.

- ❑ Application Fees: $1,500