

**14.20.04 "PD" – Planned Development District**  
***(delete 14.20.03 (d) and replace with this section)***

(a) Planned Development (PD) District

**(1) General Description.** It is the intent of this section to encourage development with superior living environments brought about through unified development, and to provide for the application of design ingenuity in such developments, while protecting existing and future surrounding areas in achieving the goals of the Comprehensive Plan for development of the City. The PD provisions herein established, are intended to provide for greater flexibility in the design of buildings, yards, courts, circulation and open space than would otherwise be possible through the strict application of other district regulations, and to produce:

- (a) A maximum choice in the type of environment and living units available to the public;
- (b) Open space and recreation areas (active and passive);
- (c) A pattern of development which preserves natural features, prevents soil erosion, and protects water quality;
- (d) A creative approach to the use of land and related physical development;
- (e) An efficient use of land resulting in smaller networks of utilities and streets, and thereby lowering costs; and
- (f) An environment of stable character.

The PD regulations are designed to provide for small- and large-scale developments incorporating a single type or a variety of residential, commercial, and related uses which are planned and developed as a unit. Such development may consist of individual lots or it may have common building sites. Private or public common land and open space should be an essential and major element of the plan which is related to and affects the long-term value of the homes and other development. A planned unit shall be a separate entity with a distinct character.

**(2) Standards of Development.**

(a) **Ownership Control.** The land in a planned unit development district shall be owned, leased, or otherwise controlled by a person, firm, group of individuals, partnership, corporation, or trust, provided assurances are given through the procedures contained herein that the project can be successfully completed.

(b) **Minimum District Area.** The minimum area for a PD district shall be three (3) acres. In calculating the minimum area for a PD district, the measurements shall include the area of all dedicated streets entirely within the boundary of the proposed PD, and one-half of the area of all boundary or perimeter streets.

(c) **Uses Permitted.** In order to increase creativity and flexibility in the development of areas suitable for a planned unit development, there are no specifically prescribed uses which are permitted within the boundaries of a planned development. The developer shall be responsible for preparation of a list of permitted uses within the specific planned development requested. The development list shall take into account the nature and purpose of the PD area, and such uses and locations shall be appropriate with the surrounding development.

At the time of the pre-application plan and conference, the applicant shall generally describe the nature and types of land uses to be located within the boundaries of the PD district. At the time of zoning application and consideration of the preliminary plat, a specific written list of uses to be permitted by right shall be submitted for review by the planning commission. Following approval by the planning commission and city council, the list of specific uses permitted by right shall serve as the control list in issuance of building permits and certificates of occupancy.

In addition to the above permitted uses that are established by right, certain other uses may be prescribed by the developer in accordance with the restrictions included herein and said uses are designated as conditional uses. These uses more intensely dominate the area in which they are located than do other uses which might be permitted in the PD district and, as such, they require special considerations and restrictions. If the developer and /or planning commission agree that certain conditional uses should be included within the PD district, the applicant shall precisely indicate the specific use, its location, area to be included, maximum building square footage, and such other information as required by the planning commission to properly and comprehensively evaluate the nature and impact of such conditional uses. When such conditional uses are approved at the time of rezoning, they shall not be subsequently changed to any other use until and unless they are changed to another use that is permitted by right, or the new proposed use if not permitted by right in a PD district, is resubmitted for rezoning approval.

(d) **Parking and Off-Street Loading.** All uses established with a planned development district shall comply with the off-street parking and loading requirements as established in this Ordinance. However, the requirements for individual structures or lots may be met through either provision of adequate parking on the lot on which such structure is so located, or upon adjacent property which is under the control of a property owners association, to which said lot is an automatic participant. In no case, however, shall the cumulative requirements of all parking and off-street loading requirements be less than if said uses were individually established and located in any other zoning district within the city.

(e) **Perimeter Requirements.** In order to assure compatibility with surrounding development, the developer shall submit specific information as to the setbacks, building height, coverage factors and other elements necessary for all perimeter lots that are adjacent to the boundary of the PD district or adjacent to any boundary or perimeter street right-of-way.

While no specific setback requirements are herein established, the planning commission shall consider the nature, extent and character of the adjacent development and shall take into consideration the types of area regulations applicable to adjacent properties.

(f) Residential Density Standards. The maximum number of dwelling units permitted within a PD district is dependent upon both the type and number of each type of residential units intended to be included in the PD district. Densities within certain areas of the PD may be beyond the overall limits through a transfer of density. However, overall project densities shall not be exceeded in accordance with the following schedule:

- (1) Eight (8) dwelling units per net residential acre for single-family attached and detached houses and duplexes.
- (2) Fifteen (15) dwelling units per net residential acre for triplexes, fourplexes, and row or terrace housing.
- (3) Eighteen (18) dwelling units per net residential acre for two story, and twenty-seven (27) units per net residential acre for three story apartments.
- (4) Forty (40) dwelling units per net residential acre for high-rise (four stories or more) apartments.

For purposes of calculating densities, net residential acres are defined as gross acres of the PD site minus all public rights-of-ways, and less the area of all parcels or lots devoted to commercial, industrial, or institutional uses not of a residential nature. Common open space that is owned and maintained by a property owners association shall be included in calculating the net residential acres available for all dwelling units that automatically belong to such an association. Where more than one property owners' association is to be created, then each common open space can only be attributed to the lot or dwellings which have automatic membership for that specific common open area.

#### **14.20.04.1 Purpose**

The purpose of the PD Planned Development District is to:

- (A) Allow for flexibility in the zoning requirements where the result will be a higher quality development;
- (B) Provide for and locate suitable recreational facilities, open space, and other common facilities, while preserving the existing landscape to the greatest extent possible;
- (C) Encourage sound planning principles in the arrangement of buildings, the preservation of open space, the utilization of topography and other site features;
- (D) Obtain creative and coordinated designs and allow procedures supplemental to those applicable in other use districts to establish under which development plans particularly designed to meet the objectives of this section; and

(E) Allow for creative development that conforms to the goals and objectives set for in the City of Jonesboro Comprehensive Plan.

**14.20.04.2 PUDs and Planned Districts Approved Prior to the Effective Date of this Resolution**

Any Plan Unit Developments (PUDs) or Limited Use overlay districts (LUP) approved prior to the effective date of this Resolution shall continue in accordance with the approved preliminary development plan and final development plans. Modifications, amendments, and expansion of existing planned developments shall be in accordance with Section 14.20.04.10 (Planned Development District Review).

**14.20.04.3 Types of Planned Developments**

The following are the 4 types of planned developments permitted within City of Jonesboro, pending approval by the Metropolitan Area Planning Commission and the City Council:

- (A) "PD-RS" – Residential Planned Development
- (B) "PD-RM" – Multi-Family Residential Planned Development
- (C) "PD-C" – Commercial Business Planned Development
- (D) "PD-I" – Industrial Planned Development
- (E) "PD-M" – Mixed Use Planned Development

**14.20.04.4 Compliance with Plans**

All planned developments approved after the effective date of this Resolution shall comply with the City of Jonesboro Comprehensive Plan and City of Jonesboro Land Use Plan including compliance with the permitted uses, densities, intensities, and other recommendations of the plans.

**14.20.04.5 Permitted Uses**

(A) All uses in a PD District are subject to approval during the review of the preliminary development plan by the Metropolitan Area Planning Commission and the City Council pursuant to Section 14.20.04.10 (Planned Development District Review).

(B) Table 14.20a illustrates the permitted uses within each PD District.

**Table 14.20a Planned Development Use Table**

Table 14.20a Planned Development Use Table					
Use	Planned Development Districts				
	PD-R	PD-RM	PD-C	PD-I	PD-M
Uses Permitted in the RS-1, RS-2, RS-3, RS-4, RS-5, RS-6, RS-7, RS-8, RM-4, RM-6, RM-12, RM-16 Districts	P				P
Uses Permitted in the C-1, C-2, C-3 or C-4 Districts			P		P
Uses Permitted in the I-1 or I-2 District				P	P

(C) Uses not specifically listed as permitted by these districts may be permitted if the Metropolitan Area Planning Commission and/or City Council determine the uses to be of the same general character as the above permitted uses.

**14.20.04.6 Design Standards**

(A) Design standards for area, lot coverage, density, yard requirements, parking, landscaping, and screening for a proposed PD District shall be established in the PD Preliminary development plan by the Metropolitan Area Planning Commission and City Council.

(B) Exceptions and variations from the standards provided by the base zoning districts of this Resolution (e.g., RS-1, RS-2, C-1, etc.) may, and should be granted by the Metropolitan Area Planning Commission and the City Council when it is determined that due to certain design elements, natural features, and public amenities, the exceptions are warranted.

(C) Standards for public infrastructure improvements shall be governed by the applicable regulations of the agency with jurisdiction that is charged with the responsibility for review and approval.

**14.20.04.7 Common Open Space**

There shall be reserved, within the tract to be developed, a minimum percentage of land area of the entire tract for use as common open space. The Metropolitan Area Planning Commission and City Council may require additional common open space as warranted by the individual development plan. This minimum percentage of land shall be as follows:

<b>Table 14.20b Planned Development Common Open Space Requirements</b>	
<b>PD District</b>	<b>Common Open Space Requirement</b>
<b>PD-R/RM</b>	20% common open space for planned developments with all residential dwelling units.
<b>PD-C</b>	15% common open space for all planned developments
<b>PD-I</b>	15% common open space for all planned developments
<b>PD-M</b>	20% common open space for all planned developments

(A) Required common open space shall not consist of isolated or fragmented pieces of land that will serve no useful purpose or which will present maintenance difficulties if maintenance is required.

(B) Required common open space may include pedestrian walkways, parkland, open areas, bridle paths, drainage ways and detention basins, swimming pools, clubhouses, tennis courts, golf courses, parking areas for any of the above, and other lands of essentially open or undisturbed or improved character, exclusive of off-street parking areas and street right-of-ways.

(C) Ownership of Common Open Space

(1) Ownership of common open space in a PD-R and PD-RM shall be transferred by the developer to a legally established homeowners association, or if accepted, to the City Council, or other public or quasi-public agency.

(2) Common open space that includes a clubhouse, golf course or other recreational facilities may remain in private ownership, subject to size and special conditions applied by the Metropolitan Area Planning Commission and City Council.

(3) Common open space in a PD-C, PD-I, or PD-M may also be dedicated to the City of Jonesboro or other public or quasi-public agency pursuant to the above requirements or remain in private ownership, provided that a public easement, as determined necessary by the Metropolitan Area Planning Commission and City Council, is granted and officially recorded on the plat.

#### **14.20.04.8 Planned Developments Require a District Change**

(A) Section 14.20.04.10 (Planned Development District Review) establishes the development review procedure for a planned development district which will result in a zoning map amendment. Therefore, in addition to all of the specific review procedures and provisions of Section 14.44.05, all proposed PD Districts are also subject to the approval criteria set forth in Section 14.44.05, Section 5 (Text and Map Amendments).

(B) The preliminary development plan shall be submitted at the time a zoning map amendment is requested from the original zoning district to the new planned development district.

#### **14.20.04.9 Planned Development (PD) Initiation**

(A) Planned developments may be initiated by the property owner or an agent of the property owner.

(B) In cases where there are multiple property owners involved in the planned development, the application shall include a "consent to rezone" letter from all property owners. Additionally, there shall be a single contact or agent for the property owners who will be responsible for contact with the City.

#### **14.20.04.10 Review Procedure**

##### **(A) Step 1 – Pre-application Conference**

(1) The applicant shall meet with the City of Jonesboro Planning Department to discuss the initial concepts of the planned development and general compliance with applicable provisions of this Resolution prior to the submission of the application.

(2) During this time, an applicant may also request a preliminary, informal meeting with the Metropolitan Area Planning Commission to discuss the initial concepts.

(3) Discussions that occur during a pre-application conference or a preliminary meeting with staff or the Metropolitan Area Planning Commission are not binding on the City and

do not constitute official assurances or representations by City of Jonesboro or its officials regarding any aspects of the plan(s) or application(s) discussed.

**(B) Step 2 – Application**

(1) After the pre-application conference with the City of Jonesboro Planning Department, the applicant may submit an application for a zoning map amendment to the City Zoning Office.

(2) The application shall include all such forms, maps, and information, as may be prescribed for that purpose by the Metropolitan Area Planning Commission to assure the fullest practicable presentation of the facts for the permanent record. A list of minimum requirements may be adopted by the City Council.

(3) Each such application shall be signed by at least one of the owners or the owner's authorized agent, of the property within the area proposed to be reclassified, attesting to the truth and correctness of all facts and information presented with the applications.

(4) Any person or persons desiring a change in the zoning classification of property shall file with the application for such change a statement giving the names and addresses of the owners of all properties lying within 200 feet of any part of the property the zoning classification of which is proposed to be changed.

(5) All applications shall be submitted with the required fees as established in the City of Jonesboro fee schedule.

(6) The applicant shall submit the preliminary development plan simultaneously with the application for a zoning map amendment.

**(C) Step 3 – Submission of the Preliminary Development Plan**

(1) The preliminary development plan submission shall be in a form and in quantities as prescribed by the Metropolitan Area Planning Commission. A list of minimum submittal requirements may be adopted by the City Council.

(2) Preliminary development plans should generally include the following:

a.) Approximate areas and arrangement of the proposed uses and the relationship of abutting land uses and zone districts;

b.) The proposed general location of vehicular circulation;

c.) The proposed treatment of existing topography, drainage ways and tree cover;

d.) The location of schools, parks, community amenities or facilities, if any;

e.) Anticipated time schedule of projected development, if the total landholding is to be developed in stages, or if construction is to extend beyond a 2-year time period;

f.) In the case of a PD-R, PD-RM District, the preliminary development plan shall also include the proposed type of unit, density level, and proposed area setbacks of each residential area, and the type, general location and approximate acreage of the common open space. All other miscellaneous and accessory uses shall also be included;

g.) In the case of a PD-C, PD-I, or PD-M, the preliminary development plan shall identify the principal and accessory types of uses that are to be included in the proposed development, including their approximate location, size, and intensity. The proposed type, general location and approximate acreage of common open space shall also be included; and

h.) Any other information required by the Metropolitan Area Planning Commission.

(1) Within 25 days after the application (Step 2) and submission of the preliminary development plan (Step 3), the Planning Administrator shall transmit a copy thereto to the Metropolitan Area Planning Commission.

(2) The Metropolitan Area Planning Commission shall recommend the approval, approval with modifications, or denial of the proposed map amendment and preliminary development plan, and shall submit such recommendation to the City Council.

(3) Such recommendation shall be considered at the public hearing held by the City Council on such proposed amendment and preliminary development plan.

**(D) Step 4 – Public Hearing with the Metropolitan Area Planning Commission**

(1) Upon the filing of an application and preliminary development plan for an PD District amendment (Steps 2 and 3), the Metropolitan Area Planning Commission shall set a date for a public hearing regarding the proposed amendment and preliminary development plan.

(2) The public hearing shall not be less than 20 or more than 40 days after the date the application (Step 2) was submitted.

(3) Notification shall be given in accordance with Arkansas State Code requirements for advertisement.

**(E) Step 5 – Recommendation by the Metropolitan Area Planning Commission**

Within 30 days after the Metropolitan Area Planning Commission's public hearing (Step 5), the Metropolitan Area Planning Commission shall recommend the approval, approval with modifications, or denial of the proposed amendment and preliminary development plan, and submit such recommendation together with such application, preliminary development plan, to the City Council.



**(F) Step 6 – Public Hearing with the City Council**

(1) Upon receipt of the recommendation from the Metropolitan Area Planning Commission (Step 6), the City Council shall set a time for a public hearing on such proposed amendment and preliminary development plan.

(2) The date of the public hearing shall not be more than 30 days after the date of the receipt of such recommendation from the Metropolitan Area Planning Commission.

(3) Notification shall be given in accordance with Arkansas State Code.

**(G) Step 7 – Decision on Map Amendment and Preliminary Development Plan**

(1) Within 20 days after its public hearing (Step 7), the City Council shall either adopt or deny the recommendations of the Metropolitan Area Planning Commission, or adopt some modification thereof. In the event the City Council denies or modifies the recommendation of the Metropolitan Area Planning Commission, the simple majority of the members present vote of the City Council shall be required.

(2) If the amendment is denied, the applicant may appeal the decision to the Circuit Court system.

(3) Approval of the preliminary development plan shall include density, intensities, land uses and their inter-relationship, design standards, and building location. Location of buildings (if applicable) and uses may be altered slightly due to engineering feasibility which is to be determined in the subsequent preparation of the detailed Final Development Plans.

(4) The decision by the City Council is subject to the same effective date and referendum provisions as set forth in Subsection 4.3.3 (Effective Date and Referendum). After approval of the PD District map amendment and preliminary development plan, and after the subsequent referendum period has ended, the Official Zoning Map shall be changed to reflect this amendment.

**(H) Step 8 – Submission of a Final Development Plan**

(1) Once the PD District and preliminary development plan has been approved by the City Council, the applicant shall proceed with the preparation of the detailed final development plan(s) in whole or in phases.

(2) The final development plan submission shall be in a form and in quantities as prescribed by the Metropolitan Area Planning Commission. A list of minimum submittal requirements may be adopted by the City Council.

(3) The detailed final development plan shall be consistent with the contents of the approved preliminary development plan, and be prepared by a professional urban planner, engineer, architect or landscape architect.

(4) A final development plan shall include all necessary legal documentation relating to the incorporation of a Homeowner's Association for the purpose of maintaining the specified common open space within all residential planned developments.

**(I) Step 9 – Public Meeting with the Metropolitan Area Planning Commission**

(1) The City of Jonesboro Planning Department shall study the final development plan and confer with other agencies having jurisdiction as appropriate in the case, to determine general acceptability of the proposal submitted. Staff shall submit written Recommendations to the Metropolitan Area Planning Commission and the applicant prior to the public meeting held by the Metropolitan Area Planning Commission.

(2) Upon receipt of the detailed final development plan and recommendations of staff, the Metropolitan Area Planning Commission shall, at a public meeting of the Metropolitan Area Planning Commission, study and review the detailed final development plan on the basis that all requirements have been satisfied, and the conditions specified in Subsection 14.44.05 (Approval Criteria) have been met.

**(K) Step 10 – Decision by the Metropolitan Area Planning Commission**

(1) Within 30 days of the Metropolitan Area Planning Commission's public meeting (Step 10), the Metropolitan Area Planning Commission shall decide to approve, approve with modifications, or deny the final development plan.

(2) If the final development plan is denied, the applicant may appeal the decision to the City Council.

**14.20.04.11 Approval Criteria**

**(A) Approval Criteria for a Preliminary Development Plan**

The following criteria shall serve as conditions that should generally be satisfied before the approval of the preliminary development plan:

(1) The PD District and preliminary development plan is consistent with the adopted City of Jonesboro Land Use Plan and Comprehensive Plan;

(2) The proposed uses will have a beneficial effect on the community;

(3) The internal streets and primary and secondary roads that are proposed properly interconnect with the surrounding existing road network.

(4) The site will be accessible from public roads that are generally adequate to carry the traffic that will be imposed upon them by the proposed development and the streets and driveways on the site will be adequate to serve the residents or occupants of the proposed development;

(5) The minimum common open space areas have been designated and shall be duly transferred to a legally established Homeowners Association, where applicable, or have been dedicated to City of Jonesboro or another public or quasi-public agency as provided in Subsection 14.20.04.7 (Common Open Space).

(6) The preliminary development plan is consistent with the intent and purpose of this Resolution.

(7) The preliminary development plan has been transmitted to all other agencies and departments charged with responsibility of review.

## **(B) Approval Criteria for a Final Development Plan**

The following criteria shall serve as conditions that should generally be satisfied before the approval of the final development plan:

- (1) Appropriate arrangements with the applicant have been made to ensure the accomplishment of the public improvements and reservation of common open space as indicated on the preliminary development plan and final development plan. If deemed necessary by the MAPC or City Council during the preliminary development plan process, this assurance may require that the MAPC or City Council hold a performance bond to ensure the successful and proper completion of all public improvements.
- (2) The proposed detailed final development plan for the individual sections of the overall PD District is consistent in contents (building location--as applicable, land uses, densities and intensities, yard requirements, and area and frontage requirements) with the approved preliminary development plan, the City of Jonesboro Land Use Plan, and the Comprehensive Plan.
- (3) Each individual phase of the development can exist as an independent unit that is capable of creating an environment of sustained desirability and stability, or that adequate assurance will be provided that such objective can be obtained.
- (4) That any part of the planned development not used for structures, parking and loading areas, or streets, shall be landscaped or otherwise improved; or if approved by the Planning Commission, left in its natural state.
- (5) That any exception from the design standards provided in the PD District is warranted by the design and amenities incorporated in the detailed final development plan.
- (6) That the internal streets and thoroughfares proposed are suitable and adequate to accommodate the anticipated traffic within and through the development.
- (7) That the detailed final development plan is consistent with the intent and purpose of Article 1 of this Resolution.
- (8) The final development plan has been transmitted to all other agencies and departments charged with responsibility of review.

### **14.20.04.12 Time Limits**

- (A) The final development plan shall be submitted within two- year after approval of the preliminary development plan, or the approval of the preliminary development plan will expire and the plan will be deemed null and void.
- (B) Upon expiration of the preliminary development plan, the property shall still be zoned as a planned development with a voided preliminary development plan. The property owner or authorized agent may submit an application and new preliminary development plan for consideration pursuant to Subsection 4.5.2 (Review Procedure) or an application for a zoning map amendment.

(C) Upon the expiration of the preliminary development plan, the City Council or the Metropolitan Area Planning Commission may initiate a zoning map amendment.

(D) If the applicant has not received building permits within two-year of the approval of the final development plan, the final development plan shall be deemed null and void. Upon expiration of the final development plan, the applicant shall have one-year to reapply for a final development plan in accordance with the section or the preliminary development plan will be deemed null and void in accordance with Paragraph (A) above.

(E) The Metropolitan Area Planning Commission may authorize and extension of these time limits if good cause is shown for the delay of the final development plan submission.

(F) For phased developments, the Metropolitan Area Planning Commission and City Council may approve a phased final development plan schedule as part of the preliminary development plan approval. In such case, the approved time frames shall establish when the approved preliminary plan shall expire.

#### **14.20.04.13 Effect of a Final Development Plan**

(A) The approved final development plan shall be kept on record in the City of Jonesboro Planning Department together with all resolutions, applications, plats, plans, and other information regarding the development.

(B) The Resolutions prepared by the Metropolitan Area Planning Commission and City Council serve as the official record for the permitted uses and activities which are approved for the planned development landholding.

(C) The use of the planned development landholding or the location, erection, construction, reconstruction, enlargement, or change of any building or structure in a manner which is not consistent with the final development plan shall be considered a violation of this Resolution and subject to the procedures and penalties specified in Section Article 5 (Violations and Penalties).

#### **14.20.04.14 Required Conditions for the Issuance of a Zoning Certificate**

No Zoning Certificate shall be issued for any property in a PD District and no construction, except preliminary excavation, shall begin until a valid final development plan is in effect for that phase or property. The final development plan becomes valid upon approval of a resolution by the Metropolitan Area Planning Commission.

#### **14.20.04.15 Modifications to Approved Preliminary or Final Development Plans**

(A) If an applicant proposes to modify an approved preliminary development plan or final development plan, the applicant shall submit the proposed modifications to the Planning & Zoning Administrator for transmittal to the appropriate authority.

(B) The proposed modifications shall be classified as a minor or major modification based on the following:

##### **(1) Minor Modifications**

Minor modifications shall include changes that do not involve:

- a.) Major changes to the approved plan including, but not limited to, a change of use or density to a more intense use or density than permitted by the district or changes to the location or amount of land designated for a specific land use or open space;
- b.) A change of the permitted uses to a use not otherwise permitted in the proposed planned development district;
- c.) Any change that will impact on- or off-site infrastructure; or
- d.) An expansion of a building footprint that affects the specified setbacks of the approved plan.

**(2) Major Modifications**

Major modifications shall include:

- a.) An increase in density or intensity;
- b.) Changes to the property or project boundaries of the entire PD District;
- c.) Modifications in the internal street and thoroughfare locations or alignments which significantly impact traffic patterns or safety considerations; or
- d.) Anything not classified as a minor modification above;

**(C) Review of Minor Modifications**

(1) The Metropolitan Area Planning Commission shall be responsible for reviewing and making a decision on minor modifications to an approved preliminary development plan or final development plan.

(2) Such review and decision shall take place at a public meeting of the Metropolitan Area Planning Commission and shall not require any additional notice beyond what is required by the Arkansas State Code for public meetings.

(3) The decision of the Metropolitan Area Planning Commission on minor modifications shall be deemed administrative and may be appealed to the City Council.

**(D) Review of Major Modifications**

Major modifications to an approved preliminary development plan or final development plans shall require a public hearing with the Metropolitan Area Planning Commission and City Council pursuant to the review procedure of this section.

**Appendix A**  
**Pre Application/Conceptual Review Planned District (PD) Checklist**

The development concept of all land areas encompassed by the concept development plan shall be adequately described in scaled drawings and related reports. Applicants shall define the general form and extent of proposed development in sufficient detail to demonstrate compliance with all development and performance requirements. At a minimum, the application shall include the following:

- \_\_\_\_\_ 1. The conceptual development plan shall be prepared by a registered professional architect or engineer licensed to practice in the State of Arkansas and submitted on a suitable medium. The drainage/grading conceptual plans, and street and site layouts, specifically, shall be prepared by a professional civil engineer licensed to practice in the State of Arkansas. The conceptual development plan shall bear a legible stamp of the architect or engineer preparing the plan on each page submitted;
- \_\_\_\_\_ 2. Parcel size (acreage and square footage);
- \_\_\_\_\_ 3. Total square footage of building coverage;
- \_\_\_\_\_ 4. Density (number of residential units per net acre);
- \_\_\_\_\_ 5. Total square footage of private open space provided for each residential unit, if applicable;
- \_\_\_\_\_ 6. Total square footage of common open space provided on the total site for the use and benefit of all the occupants, less parking lots, streets and driveways, if applicable;
- \_\_\_\_\_ 7. North arrow and graphic scale:
- \_\_\_\_\_ 8. Proposed public utility layouts (sewers, water, electricity, gas, etc.) showing feasible connections to the existing or proposed public utility systems;
- \_\_\_\_\_ 9. Location of existing and platted property lines, streets, buildings, bridges, culverts, drain pipes, water mains, sewers, public utility easements, wooded areas, wetlands and the zoning classification of the proposed Planned District of the adjacent land;
- \_\_\_\_\_ 10. Contour intervals of two feet (2');

**Appendix B**  
**Preliminary Planned District (PD) Checklist**

Preliminary Planned Developments Application Checklist

The development concept of all land areas encompassed by the preliminary development plan shall be adequately described in scaled drawings and related reports. Applicants shall define the general form and extent of proposed development in sufficient detail to demonstrate compliance with all development and performance requirements. At a minimum, the application shall include the following:

- \_\_\_\_\_ 1. The preliminary development plan shall be prepared by a registered professional architect or engineer licensed to practice in the State of Arkansas and submitted on a suitable medium. The drainage/grading conceptual plans, and street and site layouts, specifically, shall be prepared by a professional civil engineer licensed to practice in the State of Arkansas. The preliminary development plan shall bear a legible stamp of the architect or engineer preparing the plan on each page submitted;
- \_\_\_\_\_ 2. Parcel size (acreage and square footage);
- \_\_\_\_\_ 3. Total square footage of building coverage;
- \_\_\_\_\_ 4. Density (number of residential units per net acre);
- \_\_\_\_\_ 5. Total square footage of private open space provided for each residential unit, if applicable;
- \_\_\_\_\_ 6. Total square footage of common open space provided on the total site for the use and benefit of all the occupants, less parking lots, streets and driveways, if applicable;
- \_\_\_\_\_ 7. North arrow and graphic scale;
- \_\_\_\_\_ 8. Proposed public utility layouts (sewers, water, electricity, gas, etc.) showing feasible connections to the existing or proposed public utility systems;
- \_\_\_\_\_ 9. Location of existing and platted property lines, streets, buildings, bridges, culverts, drain pipes, water mains, sewers, public utility easements, wooded areas, wetlands and the zoning classification of the proposed PD and of the adjacent land;
- \_\_\_\_\_ 10. Contour intervals of two feet (2');

- \_\_\_ 11. The names, right-of-way and surface widths, grades and locations of all proposed streets. The location and dimensions and use of proposed easements; and, location and dimensions of proposed open space;
- \_\_\_ 12. Proposed profile of street grades;
- \_\_\_ 13. Areas within the PD that are designated to be developed in phases shall be clearly indicated with a date of completion for each phase indicated;
- \_\_\_ 14. Proposed streets shall be designated as public dedicated or private streets;
- \_\_\_ 15. General provisions for drainage of surface water shall be submitted in sufficient detail to provide for a conceptual review by the City Engineer. Drainage plans shall provide a description and drawings prepared by a professional civil engineer licensed to practice in the State of Arkansas. The drainage plan shall indicate general provisions to provide drainage for the PD/Vrd and for adjacent areas affected by drainage across or from said development.
- \_\_\_ 16. Preliminary development plans shall be submitted in twelve (12) copies at a scale of one inch (1") equals one hundred feet (100'); Digital PDF files are required to be submitted with the application of each sheet in the set of documents.
- \_\_\_ 17. Traffic impact study prepared by a registered professional engineer, if requested by the city planner;
- \_\_\_ 18. Conceptual landscape plan indicating plant materials and location; and buffer yards;
- \_\_\_ 19. PD developments shall include the following additional information:
  - \_\_\_ Lot design and layout of multi-family;
  - \_\_\_ Typical square footage of each dwelling unit type;
  - \_\_\_ Minimum setbacks;
  - \_\_\_ Floor area ratios of all nonresidential uses;
  - \_\_\_ Location and square footage of all nonresidential uses; and
  - \_\_\_ Height of structures in stories and feet.



## Appendix C

### Final PD Checklist

Final Planned Developments Plan Application Checklist-At a minimum, the final development plan shall contain all information required in the preliminary development plan, plus the following and be submitted on a suitable medium;

- \_\_\_\_\_ 1. Letter from the applicant requesting a final development plan review;
- \_\_\_\_\_ 2. Description of the maintenance provisions of the development, where applicable;
- \_\_\_\_\_ 3. Survey of the property;
- \_\_\_\_\_ 4. Starting date and dates when various phases are projected to be completed;
- \_\_\_\_\_ 5. Indication, in feet, of the interior curb radius for all vehicle turning movements within, into and off the site;
- \_\_\_\_\_ 6. Illustration of proposed street improvements to be provided in relation to property lines including additional dedication, if required, and width of curb cuts;
- \_\_\_\_\_ 7. Illustration of existing and proposed water supply for fire protection; utility systems including sanitary sewers, water, electric, cable television, gas and telephone; necessary easements for said utilities indicated and evidence of approval from the responsible utility providers. Illustration of existing storm sewers, ditches or waterways; and, dedicated easements for said drainage indicated and approved by the City Engineer as to the adequacy of said easement for maintenance access;
- \_\_\_\_\_ 8. Illustration of location of structures, structure dimensions including building height and dimensional distances between structures. Where structures abut a public or private street right-of-way the dimensions from structure foundations to said right-of-way shall be indicated. The dimensional distances between structures shall be measured to the nearest point of the structure; and
- \_\_\_\_\_ 9. Landscape, Lighting and Signage Plan. Detailed landscaping plan showing the spacing, size and specific types of landscaping material for all areas of the PD that are designated as common usable open space, plus the landscaping requirements. A detailed lighting and signage plan depicting photometric calculations at property boundary lines and a location and description of all proposed project signage.

- \_\_\_\_\_ 10. The final development plan shall be prepared by a registered professional architect or engineer licensed to practice in the State of Arkansas and submitted on a suitable medium. The drainage plans (and stormwater and grading plans, if required), and street construction details, specifically, shall be prepared by a professional civil engineer licensed to practice in the State of Arkansas. The preliminary development plan shall bear a legible stamp of the architect or engineer preparing the plan on each page submitted;
- \_\_\_\_\_ 11. Parcel size (acreage and square footage);
- \_\_\_\_\_ 12. Total square footage of building coverage;
- \_\_\_\_\_ 13. Density (number of residential units per net acre);
- \_\_\_\_\_ 14. Total square footage of private open space provided for each residential unit, if applicable;
- \_\_\_\_\_ 15. Total square footage of common open space provided on the total site for the use and benefit of all the occupants, less parking lots, streets and driveways, if applicable;
- \_\_\_\_\_ 16. North arrow and graphic scale:
- \_\_\_\_\_ 17. Proposed public utility layouts (sewers, water, electricity, gas, etc.) showing feasible connections to the existing or proposed public utility systems;
- \_\_\_\_\_ 18. Location of existing and platted property lines, streets, buildings, bridges, culverts, drain pipes, water mains, sewers, public utility easements, wooded areas, wetlands and the zoning classification of the proposed PD and of the adjacent land;
- \_\_\_\_\_ 19. Contour intervals of two feet (2');
- \_\_\_\_\_ 20. The names, right-of-way and surface widths, grades and locations of all proposed streets. The location and dimensions and use of proposed easements; and, location and dimensions of proposed open space;
- \_\_\_\_\_ 21. Proposed profile of street grades;
- \_\_\_\_\_ 22. Areas within the PD that are designated to be developed in phases shall be clearly indicated with a date of completion for each phase indicated;

- \_\_\_\_\_ 23. Proposed streets shall be designated as public dedicated or private streets;
  
- \_\_\_\_\_ 24. Adequate provisions for drainage of surface water shall be submitted in sufficient detail to provide for a review by the City Engineer. Drainage plans shall provide a description, specifications and drawings prepared by a professional civil engineer licensed to practice in the State of Arkansas. The drainage plan shall indicate adequate provisions to provide drainage for the PD and for adjacent areas affected by drainage across or from said development. Grading and stormwater plans are also required.
  
- \_\_\_\_\_ 25. Final development plans shall be submitted in twelve (12) copies at a scale of one inch (1") equals one hundred feet (100'); Digital PDF files are required to be submitted with the application of each sheet in the set of documents.