

**CITY OF WILMINGTON
PLANNED UNIT DEVELOPMENT CHECKLIST**

Owner		Developer	
Parcel ID			
Location			

CONCEPT PUD PLAN CHECKLIST (WCO 1135.10(i))

GENERAL APPLICATION	
	Concept PUD plan must be depicted on one or more legible maps drawn at one inch equals 100 feet or different intuitive scale specified by the Zoning Administrator, and prepared by a registered architect, landscape architect, engineer, surveyor, or other professional planning consultant. The requirements to be shown on or included with a concept PUD plan application shall be the following, as deemed necessary by the Zoning Administrator:
	Required application form and fee;
GENERAL SITE INFORMATION	
	Basic project site information, including total site acreage, legal description, and Parcel ID;
	Existing property lines, easements, public road centerlines and right-of-way, contour lines at suitable intervals, generalized locations of public and private utilities, and regulatory floodplain boundaries if involved;
	Existing land uses and zoning classifications within and surrounding the project site;
	Delineation of steep slope areas, where the slope exceeds 25 percent;
LAND USE INFORMATION	
	Existing and proposed land use areas, including common open space and natural resource areas, with the following information displayed or noted:
	General boundaries and location of each land use area;
	Percentage of the project site within each land use area;
	Definitions of each type of land use area, including density ranges and product types if applicable;
VEHICULAR & PEDESTRIAN ACCESS/CIRCULATION	
	Proposed layout and network of vehicular and pedestrian access and circulation;
SIGNAGE	
	General locations for signage; and
DEVELOPMENT STANDARDS	
	Development standards for the PUD, including the following as applicable:
	Maximum total dwelling units and minimum floor area for each dwelling unit type;
	Minimum setbacks, lot sizes, lot widths, and lot frontages;
	Maximum non-residential floor area, site coverage percentage, and impervious surface ratio;
	Minimum open space percentage or acreage;
	Additional uses to be allowed within the PUD;
	Any performance standards, including operational characteristics and impacts such as hours of operation; visual, noise, odor, or other environmental impacts;
	Any other standards or requirements under the base zoning district which are to be modified, and any additional development standards imposed upon the PUD.

PRELIMINARY PLAN CHECKLIST (WCO 1135.05(C))**Concept PUD Requirements plus the following:**

GENERAL APPLICATION	
	Preliminary PUD Application/Fee
FORMAT	
	Site plan drawn to scale and legible
	Three (3) folded copies – No greater than 24" x 36"
	Digital pdf
MINIMUM INFORMATION (See Section 1.305.3 for Details)	
	Contact information
	Title Block
	Submission dates/revision dates
	Plan drawings
	Vicinity map
	Legal and common description of site boundary and parcel
	Acreage and/or square footage of site
	Zoning classification of site and abutting parcels
	Location/dimensions of existing and proposed streets, driveways, sidewalks, walkways with notation of Thoroughfare Plan specified ROW, pavement type, width, construction design details
	Existing and proposed gas, electric, phone, fiber-optic and other telecommunication lines, sanitary sewer lines, septic, wells, fire hydrants and emergency connections, storm water drainage management components
	Existing and proposed easements with percentage of site occupied by these easements
	Existing and proposed topography
	Location of existing natural or man-made water features
	Tree survey
	Soil types and seasonal wind directions
	100-year flood prone areas identified
DEVELOPMENT SPECIFIC INFORMATION	
	Existing and proposed land development on and around site
	Notation and depiction of any variances acquired
	Time Schedule
	Location of existing and proposed structures
	Type, number and size of each
	Respective distances in feet from boundary lines of site
	Lowest foundation opening and first finished floor elevations of each building
	Existing structures which are to be altered or removed
	Residential - # of dwelling units, # of bedrooms per unit; floor plans; floor area square feet, density computation, recreation facilities and open spaces
	Non-residential - # of offices and # of employees, # of floors, floor plans, floor area square feet, total square footage, exterior elevations
	Height of proposed structure(s)
	Off-street parking provisions: total number, typical dimensions and square footage, handicapped use designation, width and turning radii dimensions of all driveways, and pavement material
	Off-street loading/unloading provisions, showing locations and noting dimensions and square footage of each space
	Location of outdoor storage, waste disposal and/or trash containment area, along with detailed screened and/or buffered plans for each
	Location of fences and walls, and cross-section diagram for proposed fences and walls
	Location, type, intensity, height, and orientation of all building exteriors

SUPPLEMENTARY INFORMATION (IF REQUIRED)	
	Supplementary Information Required
	Traffic Impact Study
	Market analysis
	Environmental assessment
	Condominium documents
	Public services impact study
	Front, side, rear elevation drawings
	Sewage disposal permits
	Certification by City Engineer/ODOT, WFD that access intersections are acceptable
	Certification from Building Dept, City Engineer, and FEMA for flood-plain compliance
	Soil erosion and sedimentation control measures
	Local airport FAA compliance

FINAL PUD CHECKLIST (WCO 1135.10(i)(3))

Requirements for Concept PUD Plan and Preliminary PUD Plan plus the following:

GENERAL APPLICATION	
	Final PUD Application Fee
DEVELOPMENT SPECIFIC INFORMATION	
	Landscaping plan, with details of plantings for buffers and screening in accordance with requirements of code
	Site lighting, with a photometric analysis
	Existing and proposed signage
LEGAL/ORGANIZATIONAL	
	All legal documentation relating to Homeowner's Association or Property Owner's Association for residential PUDs or similar associations for non-residential PUD. Legal documentation shall demonstrate how the open space will be maintained over the life of the development.
	Copies of any restrictive covenants, easements or agreements that are to be recorded

Review criteria (WCO 1135.10(j))

Review criteria. The Planning Commission and City Council shall consider the following criteria in order to make a decision on all applications for a PUD:

- (1) The proposed PUD is consistent with the recommendations and policies of the City of Wilmington Comprehensive Plan or other applicable City plans;
- (2) The proposed PUD will not adversely affect adjacent properties;
- (3) The proposed PUD illustrates an exemplary and creative design;
- (4) The proposed PUD is comprehensively planned and integrated, and, where feasible, linked by pedestrian and vehicular connections to surrounding properties;
- (5) The proposed PUD will ensure efficient development within the City and result in a logical and orderly development pattern;
- (6) The proposed PUD is in compliance with applicable PUD development standards, pursuant to [Section 1135.10\(e\)](#) (Development standards) of this Zoning Code.
- (7) The proposed PUD is in compliance with all other standards and requirements of this Zoning Code and of the base zoning district not modified by the PUD proposal;