

PLANNED UNIT DEVELOPMENT APPLICATION REQUIREMENTS

1. IF YOU ARE NOT THE PROPERTY OWNER, SUBMIT NOTARIZED WRITTEN PERMISSION FROM THE PROPERTY OWNER TO FILE APPLICATION.
2. MEET WITH PLANNING DEPARTMENT OFFICIALS IN A PRE-FILING MEETING TO DISCUSS THE PROPOSED PUD.
3. PROVIDE THE FOLLOWING INFORMATION AT THE PRE-FILING MEETING:
 - a. Size and location of the parcel proposed for development as a PUD;
 - b. Proposed gross density of the proposed PUD and net density of individual parcels within the PUD;
 - c. A concept plan showing general land uses proposed for the PUD, including location and acreage;
 - d. A schematic description of utility and circulation improvements for the PUD.
4. THE APPLICATION FOR A PUD MUST BE FILED, WITH A FEE TO THE PLANNING DEPARTMENT, AND THE APPLICATION MUST BE ACCOMPANIED BY A MASTER LAND USE PLAN AND THE FOLLOWING ITEMS OF INFORMATION. **APPLICATIONS WILL NOT BE PLACED ON THE PLANNING COMMITTEE'S AGENDA UNTIL THE FOLLOWING ITEMS ARE SUBMITTED TO THE PLANNING DEPARTMENT WITHIN TWO WEEKS OF THE SCHEDULED PUBLIC HEARING.**
 - a. A complete boundary survey showing the total acreage of the PUD, present zoning classification(s), date and north arrow;
 - b. Planned primary and secondary traffic circulation patterns, including an analysis of anticipated traffic volumes using current Institute of Traffic Engineers' Trip Generation manual methodology and showing calculations and all planned street connections.
 - c. Draft of restrictive covenants which create a homeowners association for the maintenance of all privately owned common areas, including, but not limited to, streets, parking areas, easements, and the like.
 - d. Planned buffers around the perimeter of the proposed PUD and adjacent to proposed streets and between proposed parcels. Proposed building setbacks (residential and non-residential.)
 - e. A description of the relationship of the PUD to the surrounding land uses and the uses within the development to each other.
 - f. Conceptual plans for water and waste water systems to be constructed in accordance with City standards.
 - g. Preliminary drafts of any proposed declarations to be recorded pursuant to Mississippi Code 1972 Ann. Section 89, Chapter 9.
 - h. A statement of intent regarding access of fire fighting and refuse disposal equipment and including the method of refuse disposal, such as compactors, dumpsters, etc.

- i. Conceptual plans for all utilities to be installed underground, except for City Council approved electric feeder lines.
 - j. Conceptual plans for an adequate storm drainage system to be constructed in accordance with City standards.
 - k. The conceptual delineation of areas to be constructed in phases or sections and the sequential order that will be followed in development including a written statement from the applicant indicating the date for beginning each phase of construction and the estimated date of completion.
 - l. Site analysis:
 - i. On-site soils analysis/map.
 - ii. Slope analysis/map.
 - iii. Vegetation analysis/map.
 - iv. Floodplain analysis/map.
 - v. Development suitability analysis/map.
5. THE PLANNING COMMITTEE OR THE CITY COUNCIL MAY REQUEST ADDITIONAL INFORMATION AS IT DEEMS NECESSARY TO REVIEW THE APPLICATION
6. IF THE DIRECTOR DETERMINES THAT THE APPLICATION IS NOT COMPLETE, THEN THE APPLICANT WILL BE NOTIFIED IN WRITING OF ANY DEFICIENCIES AND SHALL TAKE NO FURTHER STEPS TO PROCESS THE APPLICATION UNTIL THE DEFICIENCIES ARE SATISFIED.
7. A PUBLIC HEARING WILL BE SCHEDULED BEFORE THE PLANNING COMMITTEE. THE APPLICATION AND MASTER LANDUSE PLAN WILL BE REVIEWED BY CITY DEPARTMENTS.