



**City of Columbia
Planning Department**

701 E. Broadway, Columbia, MO
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Development Plan Checklist

For office use:

Case #:	Submission Date:	Planner Assigned:
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Planned district development plans submitted for review shall meet (at a minimum) the following criteria. Failure to provide the requested information may result in review and approval delays.

Minimum Submittal Requirements (for PUD, O-P, C-P, M-R, & M-P development plans)

- Concept review meeting held on _____
- The name of the development
- North arrow and scale information
- Small location map of the site
- Size of the site to the nearest one-tenth (0.1) of an acre
- Name and address of the record owners of the land
- Names of adjacent property owners of unsubdivided land and the names of adjacent subdivisions and the zoning of adjacent property
- Location of the boundary lines of the site in relation to any section line, quarter-section line, and corporate boundaries immediately adjacent
- Existing topography with contour intervals no greater than five (5) feet
- Specific location of the one-hundred-year floodplain, if applicable
- Location and maximum height of all buildings
 - If one- or two-family units on individual lots, can use building "envelopes" to show the portion of the lot within which structures may be located (only applies to **PUD** plans)
- Minimum distance from buildings to perimeter property lines (N/A to **PUD** plans)
- Location and number of parking spaces, drives, walkways, & parking ratio
- Location and width of existing roads, street and railroad rights-of-way, alleys, and recorded easements
- Proposed location, width, name and grade for any new street
- Location and size of existing and proposed sanitary sewers, water mains, storm sewers and natural gas mains within or adjacent to the site and any proposed easements
- Types of dwelling units, or other uses, and proposed development density (only applies to **PUD** plans)
- Location and size of all areas to be conveyed, dedicated or reserved as common open space, public parks, pedestrian ways, recreational areas, school sites, and similar public or semipublic uses (only applies to **PUD** plans)
- Location and dimensions of perimeter setback and other building setbacks (only applies to **PUD** plans)
- Conceptual landscaping plan, complying with Section 29-25 and Chapter 12A of the City Code, showing the areas to be landscaped or preserved (Final plan must be submitted at the time of application for a land disturbance or building permit)
- Conceptual storm water management plan, complying with Chapter 12A of the City Code, showing critical environmental features (Final plan must be submitted at the time of application for a land disturbance or building permit)
- Signature blocks for Commission and Council approvals on all exhibits
- Phasing of structures, streets and amenities within the development (only applies to **PUD** plans)
- Proposed location/general description of unattached signs (include wall signs on **M-R** or **M-P** plans; N/A to **PUDs**)
- Proposed type and location of all on-site lighting (N/A to **PUD** plans)

Statement of Certification

I/we (the applicant or agent) have reviewed the submitted plans and attest that the above minimum requirements have been shown on the attached plans submitted for review.

Signature of Applicant or Agent