



**City of Columbia  
Planning Department**

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(573) 874-7239 [planning@como.gov](mailto:planning@como.gov)

**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 PD zoning**

- 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
- Minimum distance from buildings to perimeter property lines
- 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
- 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
- Conceptual landscaping plan, complying with Section 29-4.4 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
- Proposed location/general description of unattached signs
- Proposed type and location of all on-site lighting

**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**