

PRELIMINARY MASTER DEVELOPMENT PLAN (PMDP) CHECKLIST	
Project Name:	Map #: Group: Parcel #:
Contact Person:	PMDP File Number:

The Preliminary Master Development Plan (PMDP) checklist is designed to assist applicants with identifying the information that must be included on all PMDP applications. If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided. **Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Codes/Planning Department by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.**

- Date of pre-application meeting with Staff
Date: _____ Staff Member: _____
- Agent letter, if application not signed by the property owner
- Title of plan
- Legal description and boundary survey
- Site Data Table listing: property owner's name and address, developer's names and address, property zoning, size, Tax Map and Parcel #, site address, yards, setbacks, existing and proposed use, and other bulk regulation information including proposed ground coverage, floor area, and building heights
- The preliminary master plan shall be a general concept plan which shall be drawn to a scale of not less than 100 feet to the inch; legend
- Written description of the proposed project, including information addressing the overall concept, proposed uses and development schedule of the project.
- Property boundary lines, dimensions, topography, general physical features of the property, and a location map of the proposed project with City limits line.
- Identification of surrounding property owners according to the latest tax roll available at the Sumner County Property Assessor's Office. This information must be labeled on the PMDP and also provided in a printed list showing the owner name, mailing address, and tax map and parcel information.
- Generalized transportation plan including routes of proposed major streets, driveways, sidewalks, and pedestrian ways.
- Identification of the proposed use of the property, including a tabulation of the land area to be devoted to various uses and activities and overall densities.
- A general landscaping plan shall include general information pertaining to bufferyards and required landscaped areas and open space areas. Identify areas of existing tree growth and areas proposed to be retained or used to meet bufferyard requirements; details of bufferyards.
- General locations and types of utilities and easements (P.U.D.E.s)
- General locations and description of proposed storm drainage.
- Preliminary estimates of traffic volumes and movements to and from the completed project and along the boundary streets.
- General information sufficient to describe the general design of the development as required by the City Planner. Color exhibits showing representative building elevations and materials must be provided with the initial submittal.
- Proposed means of dedication of common open space areas and description of the proposed organizational arrangements for the ownership, maintenance, and preservation of common open space.
- Statement of Financial Responsibility.
- A preliminary time schedule for completion of the entire project.
- FEMA note with flood zone.
- Label adjacent property owners and developments even across rights-of-way.
- Label surrounding zoning even across rights-of-way.
- Photometric plan and details of all lighting fixtures.
- Dumpster location and details of proposed screening.
- HVAC units and details of proposed screening.
- Location of proposed signs and preliminary sign package.
- Performance Standards Note; GZO, Sec. 13.02.
- Parking calculations.
- Submit copy of signed affidavit for public notice letters.