



Planned Development Preliminary Site Development Plan Review

The preliminary site development plan/conceptual plan shall coincide with the Pre-Application Conference step in the Land Development Regulations.

SUBMITTAL

The applicant shall submit the following to the Town Planning Department:

- _____ a) Twelve large copies (18" x 24" or 24" x 36") of the preliminary site development plan/conceptual plan for distribution to Town staff and agencies for review and comment. (Additional copies of the plan must be provided to the Planning Department upon request)
- _____ b) Ten small copies (8.5" x 11" up to 11" x 17") of the preliminary site development plan/conceptual plan.
- _____ c) Statement of how the proposed planned development is compatible with the character of the Town and ways in which the developer will incorporated existing development and infrastructure into the plan for the new development.

REVIEW

Copies of the plan shall be distributed to all departments and agencies as deemed applicable by staff for review of the preliminary site development plan/conceptual plan. A copy will also be made available for the public to review at Town Hall. Comments shall be written in a staff report with staff recommendations of approval or denial. Staff shall mail or email the staff report to the Planning Commission and to the applicant one (1) week prior to the Planning Commission meeting. This step shall coincide with the Pre-Application Conference step in the Land Development Regulations.

TIMEFRAME

The Planning Commission shall act on the preliminary site development plan/conceptual plan within forty-five (45) days after the initial consideration at a Planning Commission Meeting. The applicant may waive this requirement and consent to an extension of such period.

PLANNING COMMISSION ACTION

The Planning Commission action on the preliminary site plan shall consist of approval or denial. Approval may be accompanied by recommendations that will help the developer obtain approval of a rezoning and final site development plan. The decision and the reasons for the action shall be written in an official notice. One copy of the notice shall be sent to the applicant and other copies shall be retained by the Planning Commission for filing.

EFFECT OF PLANNING COMMISSION APPROVAL

Approval of the preliminary site development plan/conceptual plan shall not constitute approval of the final site development plan. Approval serves as authorization for the applicant to proceed in submittal of a rezoning application.

CONTENTS OF THE PRELIMINARY SITE DEVELOPMENT PLAN/CONCEPTUAL PLAN

This plan shall include:

- _____ a) the proposed number, location, and types of residential or commercial units or structures;
- _____ b) a proposed traffic, parking and circulation plan;
- _____ c) legal description of proposed development boundaries;
- _____ d) a proposed drainage and utility plan;
- _____ e) a topographical survey;
- _____ f) description of open spaces;
- _____ g) existing buildings, if any, presently on the site;
- _____ h) timeline for development including phasing plan and amenities construction/dedication; and
- _____ i) other information as may be deemed reasonably appropriate for Planning Commission review.