

# Application Packet Planned Development

**Directions:** Please include the following items as part of the Planned Development Application submission.

## **Application Packet Contents:**

- [Universal Application Form](#)
- [PD Planned Development Application Checklist](#)
- PD Design Statement** –*The Applicant is responsible for providing detailed information that will become basis for the land use regulations in the PD Ordinance and provide important background information considering the planned development request. **Please select the template below that best fits your project type:***
  - [Residential Planned Development - Template](#) (Use for Single-Family and Multi-Family Projects)
  - [Non-Residential Planned Development - Template](#) (Use for Non-Residential Projects)
- Exhibits**
  1. **Legal Description**
    - a. Existing legal description for each parcel included with the boundary of the proposed PD
    - b. A combined legal description for the entire proposed district boundary
  2. **PD Concept Plan** (*Include the bearing and distances associated with the legal description*)
  3. **Existing Site Conditions Aerial** (*with Existing Tree Cover & PD Concept Plan Overlay*)
  4. **Conceptual Landscape and Screening Plan** (with applicable site data information)
  5. **Elevations**
  6. **Depending upon the type of requests, the following supporting materials may be required:**
    - a. Parking Study Analysis
    - b. Traffic Impact Assessment/memo
    - c. Preliminary “will serve” letters from utilities
    - d. School attendance projections
- [Consent Form](#) (*Building Materials*)
- Neighborhood Meeting** *Neighborhood Meeting(s) are strongly recommended before formal submission to address concerns in project design. The City may offer Council Chambers or Public Safety Building facilities - Coordinate with Planning and Development Staff to select a date - Summary of key points from meeting(s)*
- Public Notice** *Written public notices are sent 15 days prior to the scheduled public hearing (per City of Corinth UDC). **Planning and Zoning Public Hearing Date will be targeted based on Staff comments being substantially addressed in PD Design Statement, PD Concept Plan, and associated plans/supporting materials.** Additionally, the Applicant is required (per [UDC Section 2.10.04.D.](#)), to post [rezoning signs](#) on the subject property at least 15 days prior to the public hearing.*

**Submission:** Applications are received by the Planning and Development Department at any time. A completeness Review (10 days) is required. The Planning and Zoning Commission meets the 4<sup>th</sup> Monday of each month. Reference [Development Review Calendar 2022](#) for verification due to holiday schedule.

**Contact:** Please contact [Michelle L. Mixell, AICP, CNU-a](#) or [Miguel A. Inclan, Jr.](#), with questions at (940) 498-3200, ext. 3261 or 3263, respectively.