Community Development Department

Building • Planning • Code Enforcement

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PLANNED UNIT RESIDENTIAL DEVELOPMENT (PURD) CHECKLIST

The following checklist identifies information to be included with the application for a Planned Unit Residential Development (PURD). Please see Woodland Municipal Code (WMC) Title 16.22 for more information.

All the following documents must be submitted and the application fees must be paid before the application is deemed complete.

NOTE: please provide all documents in electronic format in addition to submitting paper copies

- Land Use Application packet – complete and sign all forms as indicated:
  - Land Use Application form – two separate forms required per WMC16.22.257
    - One form for the PURD – applicant
    - Second form for the subdivision preliminary plat- applicant
  - Ownership Certification – owners
  - Critical Areas Identification Checklist– applicant
  - Agreement to Reimburse - applicant

- Application fees – Both the subdivision preliminary plat fee and the site plan review fee apply. Payment may be submitted on-line or by check payable to "City of Woodland." Additional applicable fees will be charged if other applications are required including Shoreline Substantial Development Permit, Critical Area Permit, Variance, etc. *NOTE: Review by Clark County Fire & Rescue is also required; separate fees will be assessed and are payable directly to CCFR*.

- Critical Area Report – To be submitted if critical areas are present on the site or within 200 feet unless exempt pursuant to WMC 15.08

- Completed SEPA Checklist if applicable (additional fee)

- Shoreline Substantial Development Permit if applicable (additional fee)

- Legal description supplied by a title company or surveyor licensed by the State of Washington

- Traffic Impact Analysis - If required by the Public Works Director

(continued)

- Any additional information or documents requested by the Development Review Committee (DRC) to ensure that the proposed PURD complies with all applicable provisions of the Woodland Municipal Code and the comprehensive plan.

Eight (8) folded and collated copies of the following information:

- Pre-Application Report issued by the City of Woodland after the required conference

- Summary of comments from the required neighborhood meeting (see WMC 16.22.255)

- PURD qualifying criteria score sheet (see WMC 16.22.075)

- Elevations (side views) and perspective drawings of proposed structures, and any other schematic sections, sketches or models needed to convey the architectural character of the development

- Written narrative explaining the purposes and intent of the PURD, including:
  o The character of the development
  o How the development has been planned to take advantage of WMC 16.22
  o How the public will benefit as a result of deviation from the City's underlying zoning regulations
  o The basic content of covenants that will govern the development and any common open space
  o Timing for the construction and installation of improvements, buildings, other structures, and landscaping
  o Recreational equipment and facilities to be installed if applicable
  o The ability of the applicant to complete the project
  o Proposed Articles of Incorporation, Bylaws, and Covenants, Conditions, and Restrictions (CCRs) if applicable

- Proposed plat – _please see the Subdivision Preliminary Plat checklist for details_

Items to be submitted for final PURD approval:

- Covenants conforming to WMC 16.22.160
- Articles of incorporation and bylaws for the property owners' association established pursuant to WMC 16.22.160
- Final floor plans of buildings for recreation use

Eight (8) full-size and eight (8) reduced (11" x 17") folded and collated copies of the following information:

- Final site plan containing in final form the information required in the preliminary site plan
- Final landscaping plan if not included in the final site plan
- Final plat