

Comprehensive Development Plan (CDP) Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

Project Name:		
Project Address:		
Required Information		
1	Name of the development.	
2	Scale.	
3	North arrow.	
4	Proposed zoning.	
5	Location of property.	
6	Size of area to be included in project.	
7	Listing of proposed allowable uses in each proposed zoning district.	
8	Zoning of adjacent properties.	
9	Notation of the use of each proposed building.	
10	Notation of the number of dwelling units in each building (if applicable).	
11	Generalized land use map and a tabulation of land area to be devoted to various uses and activities.	
12	A tabulation of proposed densities and populations to be allocated to various parts of the area to be developed.	
13	Tabulation of the land area to be devoted to various uses and activities and overall densities.	
14	Name and address of the owner(s).	
15	Name and address of the developer (if different from owner).	
16	Name and address of person preparing the plan.	
17	Names of adjoining property owners of record or names of adjoining developments.	
18	Notation as to the nature of the landholder's interest in the land proposed to be developed and a written statement of concurrence from all parties having a beneficial interest in the affected property.	
19	Approximate dimensions of proposed structures, including height and bulk.	
20	Building setback lines.	
21	Location of proposed buildings, structures, and other improvements.	
22	Scaled drawing of development plan (scale no smaller than 1 inch = 200 feet).	
23	Indicate the maximum height (in feet) of buildings to be located within the development.	
24	Transportation routes including streets, driveways, sidewalks, and pedestrian ways.	
25	Location of off-street parking and loading areas.	
26	Off-street parking and loading plan indicating ground coverage of parking areas.	
27	Circulation diagram indicating the proposed movement of vehicles, goods, and pedestrians within the planned unit development and to and from existing thoroughfares.	
28	Width of proposed streets.	
29	Any special engineering features and traffic regulation devices needed to facilitate or insure the safety of the circulation pattern.	
30	Plan of any sidewalks or proposed pedestrian ways.	
31	Information regarding the physical characteristics of the surrounding area and developments within 300 feet of the proposed planned unit development.	
32	Anticipated finished topography of the area involved (contours at vertical intervals no greater than 5 feet).	

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33	Areas proposed to be conveyed, dedicated, or reserved for schools, parks, parkways, and other public or semi-public open space uses.	
34	A plan which indicates the location, function, and ownership of all open spaces, excepting those open spaces included in fee simple lots.	
35	Plans for improvements which are to be part of common use areas.	
36	Notation as to maintenance of open space.	
37	Landscape/amenities plan for open space.	
38	General means of the disposition of sanitary waste and stormwater.	
39	A plan for proposed utilities including sanitary sewer, storm sewer, gas lines, water lines, fire hydrants, and electric lines, showing proposed connections to existing utility systems.	
40	A stage development schedule, setting forth when the landholder(s) intends to commence construction and a completion period.	
41	Final drafts of all proposed covenants, grants of easement (particularly those pertaining to common open space), or other restrictions to be imposed upon the land, buildings, and structures- including proposed easements for public utilities.	
42	Submit electronic version of the application and plan to Planning.	
Additional Items		

I do hereby submit the attached Comprehensive Development Plan and recommendation by the Hendersonville Regional Planning Commission. The appropriate copies of the plan have been provided. I have reviewed the above checklist and do believe that all the information required has been presented.

Date Signature of Individual Submitting Plan

*Any items checked Not Applicable by the submitter that are deemed applicable by the City staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact the Staff Planner or City Engineer.

Please note: No plan will be reviewed until all information required is presented in a full and complete manner.