

PLANNED DEVELOPMENT DISTRICT APPLICATION CHECKLIST



APPLICANT AND PROJECT INFORMATION

Applicant Name: _____

Applicant Phone / Email: _____

Property Owner (if different): _____

Project Name: _____

Project Location / Legal Description: _____

Existing Zoning and PDD Ordinance Number(s), if any: _____

Acreage: _____

This checklist identifies the information and documents required for a complete application to create or amend a Planned Development District. A Planned Development District is reviewed by staff, receives a recommendation from the Planning and Zoning Commission following a public hearing, and is decided by the City Council following a public hearing. Applications that are not accompanied by all documents required by the UDC and prepared in accordance with the UDC will not be accepted for processing.

APPLICATION TYPE

	Type	UDC	Notes
☐	New Planned Development District	§ 3.5.5	Creation of a new PDD
☐	Planned Development District Amendment	§ 3.5.5; § 3.1.8.A.4(i)(1)	A change to the development standards, boundaries, or both of an existing PDD, processed as a rezoning
☐	Amendment to a PDD approved before July 5, 2022	§ 3.5.5.E	Must comply with the UDC unless the existing PDD ordinance states otherwise

A Pre-Application Meeting is required before an application to create or amend a Planned Development District may be submitted (UDC § 3.5.5.C).

SUBMITTAL, FEES, AND DIGITAL STANDARDS

Submittal calendar. New applications are accepted only on the official submittal dates shown on the City's published Development Schedule (UDC § 3.5.5.B.4).

Digital submittal. The City uses MyGovernmentOnline (MGO). Combine documents under the headings shown in this checklist, flatten all PDFs, and name files for easy readability.

Fees. Upon acceptance, the application is converted to a project, a case number is assigned, and fees are assessed in MGO according to the adopted Fee Schedule, including any applicable concept plan review, publication and notification, and legal and engineering deposit fees. PDD amendment fees are assessed as major or minor as determined by staff at intake. All fees must be paid in full (UDC § 1.4.2.C.1). An application is not complete until the required fees have been paid.

Indebtedness. The City will not accept or review for completeness an application from a property owner owing delinquent taxes, assessments, fees, or other debt related to the subject property until the amount is paid or payment arrangements are made, and will not approve a PDD or PDD amendment until the owner provides evidence of payment (UDC § 1.4.2.D; § 3.5.5.B.2).



PLANNED DEVELOPMENT DISTRICT APPLICATION CHECKLIST

PLANNED DEVELOPMENT DISTRICT PROCESS

- 1. Pre-Application Meeting (UDC § 3.5.5.C).** A Pre-Application Meeting with City staff is required before an application is submitted.
- 2. Submittal and Completeness Review (UDC § 3.5.1.C).** The Responsible Official will not accept an application for processing unless it is accompanied by all documents required by the UDC and prepared in accordance with the UDC. Upon acceptance, a case number is assigned and fees are assessed in MGO. If the application is incomplete, the City will provide written notice specifying the necessary documents or information and the date the application will expire, issued not later than the tenth (10th) business day following the Official Vesting Date. Issuance of a Certificate of Completeness certifies only that the application is administratively complete and ready for review. It is not a determination that the application complies with the UDC and does not imply that the City will approve the application.
- 3. Expiration of an Incomplete Application (UDC § 3.5.1.D).** An application automatically expires at the close of business on the forty-fifth (45th) calendar day after the Official Vesting Date if the applicant fails to provide the documents or information specified in the City's written notice. The expiration date runs from the Official Vesting Date, not from the date of the deficiency notice. After expiration, a new application and new fees are required.
- 4. Staff Review (UDC § 3.5.5.F.1).** The Planning Department reviews the application and prepares a report to the Planning and Zoning Commission.
- 5. Public Notice (UDC § 3.5.5.F.2; § 3.1.8.A.5; § 3.1.8.A.7; § 1.4.3).** A new PDD or PDD amendment is noticed in the same manner as a rezoning.
 - a. Mailed notice to all owners of real property within two hundred (200) feet of the subject property not fewer than eleven (11) calendar days before the Commission public hearing. If the request will add residential units, the school district serving the property is notified in the same manner.
 - b. Published notice of the City Council public hearing in a newspaper of general circulation in the City at least sixteen (16) days before the hearing.
 - c. Posted notice sign on the property no later than eleven (11) calendar days before the public hearing, one on each frontage.
 - d. If the request would cause an existing conforming use to become nonconforming, additional written notice to each owner and occupant of that property not later than ten (10) calendar days before the hearing.
- 6. Planning and Zoning Commission Public Hearing and Recommendation (UDC § 3.5.5.F.3; § 3.1.8.A.6).** The Commission will hold a public hearing and make a recommendation to the City Council, considering whether the request is consistent with the Future Land Use Map and the Comprehensive Plan, whether it will have a detrimental effect on abutting properties, and whether it will result in detrimental impacts on existing or planned Public Facilities.
- 7. City Council Public Hearing and Action (UDC § 3.5.5.F.4; § 3.1.8.A.7–A.8).** After a public hearing, the City Council may approve, approve with conditions, or deny the request. Approval requires a simple majority vote of the City Council. If an eligible protest is filed by the owners of twenty (20) percent or more of the land within the proposed amendment boundary or within two hundred (200) feet of it, a supermajority vote of the City Council is required as provided in UDC § 3.1.8.A.8.
- 8. Effect of Denial (UDC § 3.1.8.A.9).** If the City Council denies the request, the same or a substantially similar application, as determined by the Director, may not be filed for all or part of the property for one (1) year following the denial.
- 9. After Approval (UDC § 3.5.5.D.6, § 3.5.5.D.7, § 3.5.5.G).** The approved Planned Development Master Plan becomes part of the ordinance authorizing the PDD. A Site Plan must be approved before a Building Permit or permit to begin construction is issued. The Master Plan expires two (2) years after approval if no Progress Towards Completion has been made, although expiration of the Master Plan does not invalidate the PDD.



PLANNED DEVELOPMENT DISTRICT APPLICATION CHECKLIST

REQUIRED ITEMS FOR A COMPLETE APPLICATION

An application to create or amend a PDD must include a Planned Development Master Plan consisting of a Design Statement and a Concept Design Map (UDC § 3.5.5.D.1–D.2). For an amendment, any Design Statement element not affected by the amendment may be addressed by identifying it as unchanged and referencing the adopted PDD ordinance.

Required Item	UDC Citation
A. Application Information	
☐ Signed application form and signed copy of this checklist	§ 3.5.1.C; § 3.5.5.B.3
☐ Ownership Verification and Agent Authorization form executed by all persons or entities with an ownership interest	§ 3.5.5.D.4(iv); § 1.4.2.A.2(ii)
☐ List of property owners and developers, including prospective developers of later phases if the application is initiated by a master developer	§ 3.5.5.D.4(iv)
☐ Current title commitment (dated within one year), title opinion letter, or other Proof of Ownership. If the title commitment is older than one year, submit a property report and nothing further certificate.	Checklist
☐ Original tax certificate showing no taxes due, and evidence of payment of any other indebtedness to the City related to the property	§ 1.4.2.D; § 3.5.5.B.2
☐ Written consent to the application from each lienholder on the property (if applicable)	Checklist
☐ Covenants and deed restrictions, newly applicable and previously recorded	Checklist
☐ Survey (boundary survey or plat, including metes and bounds, sealed by a licensed surveyor)	Checklist
☐ For an amendment: copy of the ordinance adopting the existing PDD and all amendments	Checklist
B. Summary Letter	
☐ Purpose of and need for the new PDD or amendment	Checklist
☐ Conformance with the Comprehensive Plan and the Future Land Use Map	§ 3.5.5.A; § 3.1.8.A.6(ii)(1)
☐ How the request meets the general PDD criteria, including, for any use not listed on the Use Charts, how the use meets the intent of the UDC, is compatible with abutting uses, and will positively contribute to the City without undue demand on infrastructure or City resources	§ 3.5.5.A.1(i)–(iii)
☐ For an amendment: whether and how the amendment alters the PDD boundaries; changes, adds, or removes uses; changes the allocation of land among uses; increases or decreases residential density or maximum nonresidential square footage, and whether any increase requires updating a Traffic Impact Analysis; and results in a net increase in impervious cover or net decrease in park, open space, or landscaped area	§ 3.5.5.A.1(iv)–(viii)
☐ Effect of the request on abutting properties and on existing or planned Public Facilities	§ 3.1.8.A.6(ii)(2)–(3)
☐ Whether the request would cause any existing conforming use to become nonconforming	§ 3.1.8.A.5(i)(3)
C. Planned Development Master Plan – Design Statement	
☐ Name or title of the development	§ 3.5.5.D.4(i)
☐ Base district(s) on which the PDD is based, all standards applicable to the base district(s), and the standards proposed to be modified, using the Planned Development District Standards Form attached to this checklist	§ 3.5.5.D.4(ii)
☐ Requested Subdivision Waivers (if applicable)	§ 3.5.5.D.4(iii)
☐ Location of the PDD and its relationship to existing and proposed land uses and zoning within at least one-quarter (1/4) mile	§ 3.5.5.D.4(v)
☐ Existing and proposed streets that abut, connect to, or may be impacted by the PDD	§ 3.5.5.D.4(vi)
☐ Proposed streets within the PDD, including any requested waivers to street standards, street design and streetscape concepts, and connections to streets outside the PDD	§ 3.5.5.D.4(vii)



PLANNED DEVELOPMENT DISTRICT APPLICATION CHECKLIST

Required Item	UDC Citation
☐ Description of the PDD concept, including acreage or square footage by land use, sub-district, or area; building types; relationships among buildings, streets, and open space; residential density; use restrictions; building orientation; and site access	§ 3.5.5.D.4(viii)
☐ Analysis of existing elevation, slope, soils, trees (based on a tree survey), and drainage, and the strategies the PDD will use to protect and preserve these features	§ 3.5.5.D.4(ix)
☐ Topographic map with minimum two-foot (2') contour intervals	§ 3.5.5.D.4(x)
☐ Analysis of drainage area acreage, existing ponds, critical environmental features, and floodplain	§ 3.5.5.D.4(xi)
☐ Existing and proposed utilities and Public Facilities	§ 3.5.5.D.4(xii)
☐ Proposed phasing or sequence of development	§ 3.5.5.D.4(xiii)
D. Planned Development Master Plan – Concept Design Map and Images	
☐ PDD Concept Design Map, consistent with the Design Statement and drawn to a legible scale, showing proposed land uses, streets, property lines, landmark and entryway features, building and parking locations, open space and common areas by phase, pedestrian facilities, anticipated stormwater management facilities, and the developer responsible for constructing common features	§ 3.5.5.D.5(i)–(iv)
☐ Conceptual images of building types, open space, and streetscapes	§ 3.5.5.D.5(v)
E. Transportation	
☐ Trip Generation Report	§ 2.5.11
☐ Traffic Impact Analysis, or update to an existing Traffic Impact Analysis, if required by the Trip Generation Report or by an increase in density or nonresidential square footage	§ 2.5.11; § 3.5.5.A.1(vii)
F. Transmittal Letters (as applicable)	
☐ Lake Travis Independent School District, if the request will add residential units	Checklist
☐ Emergency Services District 6 (Lake Travis Fire Rescue)	Checklist
☐ West Travis County Public Utility Agency or WCID-17, as applicable	Checklist
☐ Texas Department of Transportation, if the property abuts a state highway	Checklist
G. Additional Materials and Fees	
☐ Other supporting documents and exhibits requested by the City Manager or designee, the Planning and Zoning Commission, or the City Council	§ 3.5.5.D.3; § 3.5.5.D.4(xiv)
☐ Application fees paid in full per the adopted Fee Schedule, assessed in MGO upon acceptance	§ 1.4.2.C.1; § 3.5.5.B.1
☐ PDF flattening, file naming, and document grouping in accordance with the MGO submittal standards and the headings of this checklist	Checklist

Items marked "Checklist" are administrative submittal requirements adopted under UDC § 3.5.5.B.3 and § 3.5.5.B.6. The City Manager or designee, the Planning and Zoning Commission, or the City Council may require additional supporting documents and exhibits under UDC § 3.5.5.D.3.

CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application and checklist and that all information shown hereon is correct and complete to the best of my knowledge. I acknowledge that an incomplete application will expire at the close of business on the forty-fifth (45th) calendar day after the application's Official Vesting Date if the deficiencies identified in the City's written notice are not addressed by that date.

Signature

Name (printed)

Title

Date

PLANNED DEVELOPMENT DISTRICT STANDARDS FORM



Use this form to identify each base district standard, UDC standard, or existing PDD standard the applicant proposes to modify (UDC § 3.5.5.D.4(ii)). Continue on additional sheets as necessary.

Section Reference: The UDC section or existing PDD ordinance provision (e.g., § 3.4.5.C.2(ii), or Ord. 72, Exhibit C, Section 3(a)).

Current Standard: The requirement of the base district, the UDC, or the existing PDD ordinance.

Proposed Standard: The standard the applicant proposes in its place.

Justification and Mitigation: How the proposed standard supports the PDD criteria of UDC § 3.5.5.A and the Comprehensive Plan, and how the design mitigates any adverse effect of the modification.

#	Section Reference	Current Standard	Proposed Standard	Justification and Mitigation
1				
2				
3				
4				
5				
6				
7				