



Concept Plan Checklist

Planning and Development

APPLICABLE TO ALL CONCEPT PLANS

Name of Project: _____

Applicant: _____

Property Owner(s): _____

Check boxes where applicable.

INITIAL SUBMITTAL REQUIREMENTS

- ☐ One (1) PDF set of plans and documents
- ☐ Completed Application
- ☐ Application Fees
- ☐ Traffic Impact Analysis
- ☐ Metes and bounds description of the property
- ☐ Prepared by registered engineer, architect, or landscape architect

CONCEPT PLAN CONTENTS

- ☐ Cover page that shows:
 - ☐ Sheet index
 - ☐ Vicinity map
 - ☐ Title
 - ☐ Legal descriptions
 - ☐ Architect, Engineer, Developer, Town of Westlake information
- ☐ Drawn to scale of 1" = 100'

Depictions of the following:

- ☐ A diagram or drawing of the boundaries of the proposed PD district
- ☐ Proposed and existing land uses by category (including, if applicable, proposed and existing land uses by category for any subareas to be developed within the PD district)
- ☐ Proposed density by type of residential uses, including the maximum numbers of dwelling units for residential uses other than single-family detached and lot sizes for single-family detached
- ☐ Proposed estimated total floor area and floor area ratios by category of nonresidential uses, together with residential view analysis, if any



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- ☐ Proposed configuration of public and private open space serving the development, showing the relationship to the town's Open Space Plan, including trail system and access points to the trail system, estimated dimensions and approximate area, and areas to be dedicated to the public or to a private maintenance organization, if known
- ☐ Proposed and existing thoroughfares, boulevards and large streets
- ☐ To the extent known for adjoining land, existing land uses (by zoning district), existing thoroughfares; and existing open space for such adjoining land
- ☐ Any amenities proposed for purposes of achieving density or intensity bonuses
- ☐ A general plan for circulation of traffic and pedestrians within and external to the development, including designated points of access.

Proposed Development Standards

Development Standards include (but are not limited to):

- | | |
|--|--|
| ☐ Land uses | ☐ Lighting |
| ☐ Densities of each use | ☐ Fencing |
| ☐ Lot sizes | ☐ Parking and loading/unloading |
| ☐ Lot dimensions | ☐ Signage |
| ☐ Setbacks | ☐ Open space |
| ☐ Lot coverage | ☐ Drainage |
| ☐ Building heights | ☐ Utilities |
| ☐ Landscaping | ☐ Street standards |

Informational Statement

- ☐ A general statement setting forth how the proposed PD District will relate to the Town's Comprehensive Plan
- ☐ The total acreage within the proposed PD District
- ☐ If the development is to occur in phases, a conceptual phasing plan that identifies the currently anticipated general sequence of development, including the currently anticipated general sequence for installation of major capital improvements to serve the development
- ☐ An aerial photograph with the boundaries of the PD concept plan clearly delineated

Comprehensive Plan Requirements

- ☐ Water and sewer utility service plan that demonstrates an acceptable level of service from Town owned water utilities



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- ☐ Stormwater management and infrastructure plan that includes a preliminary drainage study;
- ☐ Traffic impact analysis and access control plan
- ☐ Landscaping/Open space/trail plan
- ☐ Tree mitigation plan
- ☐ Detailed proposed design standards generally demonstrating compliance with all building standards of the Town, including the Building Quality Manual along with any other adopted design policies and requirements applicable to the proposed development
- ☐ A written analysis and demonstration of compliance with Comprehensive Plan recommendations including the housing recommendations contained in the Land Use Plan and the Housing Plan
- ☐ A transfer of development intensity (TDI) proposal (if applicable)
- ☐ If any waivers and/or deviations from this policy, the Comprehensive Plan or the Code of Ordinances are proposed, a detailed explanation of each waiver/deviation is required