

**Important Information regarding Planned Unit Developments**

- A Planned Unit Development (PUD) and Small Planned Unit Development (SPUD) are integrated and comprehensive plans for development intended to create a built environment superior to that which is accomplished through conventional zoning districts. This is achieved by allowing the Applicant to propose the uses, development standards, and design guidelines for a site, and by doing so, entering into a collaborative review process.
- All references to PUD hereafter refer to both PUDs and SPUDs, unless otherwise referenced as such.
- A PUD may combine residential, recreational, industrial and commercial elements, or combinations of such uses (i.e. mixed uses), in which one or more of the regulations is waived or varied or additional uses are requested to allow flexibility in exchange for public/private amenities and innovative design.
- A PUD must be a minimum of five acres. A SPUD is less than five acres.
- **Prior to formal submittal of a PUD application, the applicant is required to schedule a Pre-Application Meeting with a Planner. Please call the MPC Office at (318) 673-6480 to schedule an appointment.**
- Part of the PUD application process includes the Applicant attending a Pre-Application Conference (PAC).
- **Applications must meet all requirements. Incomplete PUD applications will NOT be accepted.**

The following information is provided to assist in the preparation and submittal of a Planned Unit Development (PUD) for a property within the City of Shreveport. The request will be considered and reviewed by the MPC Board and a final decision will be made by the Shreveport City Council, pending a recommendation by the MPC Board. A Final Site Plan that has been reviewed and approved by the Executive Director is required prior to the issuance of any permits. In the case of a SPUD, the preliminary site plan step is not required, only a final site plan is mandatory.

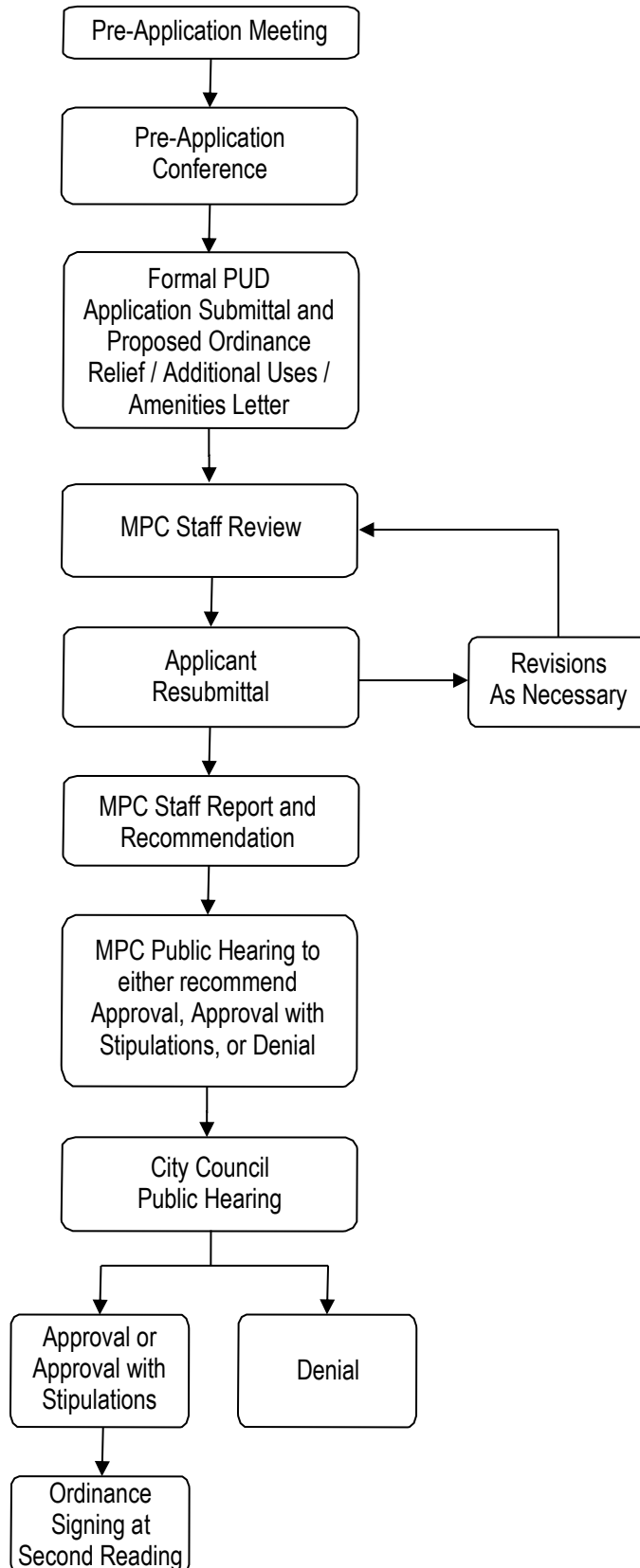
1. ***Pre-Application Meeting—*** **Prior to filing an application for a PUD, it is required that the applicant schedule a Pre-Application Meeting with a Planner.** The Applicant will meet with a MPC Planner to discuss the PUD proposal. Staff will provide information describing the requirements of the application process, which are also available on the MPC website ([www.shreveportcaddompc.com](http://www.shreveportcaddompc.com)). While a conceptual preliminary site plan is not required for the pre-application meeting, it is helpful.
2. ***Proposed Ordinance Relief / Additional Uses / Amenities Submittal Letter—*** This letter is a written explanation of the objectives to be achieved by the development, as well as a list of all public/private amenities that have been added to the proposed project in exchange for ordinance relief and/or added uses. The letter will be written during the review process and will be part of the agenda packet when the PUD is presented to the MPC during the Public Meeting. **Note: The amenities proposed are expected to match or exceed the ordinance relief requested. As a result, there may be a negotiation between the Applicant and MPC Staff to ensure that this standard is met. The intent is to go above and beyond the minimal standards. It is common for the preliminary site plan and amenities letter to be revised during the negotiations.**
3. ***Pre-Application Conference / Conceptual Preliminary Site Plan Review—***The initial step in the planned unit development application process consists of a concept plan review with key departments (i.e. City, Parish, and/or State, as applicable) and MPC staff. This review provides an opportunity to identify any major issues that may exist and propose/identify solutions before formal application submission. An Applicant can schedule a Pre-Application Conference (PAC) during the Pre-Application Meeting. A Conceptual Preliminary Site Plan is required for review during the PAC.

4. **Application Filing**— Upon completion of the Pre-Application Conference and receipt of written comments on the conceptual preliminary site plan, a formal application may be filed for preliminary site plan review. At this stage, a Preliminary Site Plan, completed checklist, and other required documents are submitted for review for compliance with the PUD checklist and all other requirements. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. No applications can be ‘dropped-off’ to the MPC. An applicant must make an appointment in order to submit a PUD application. **Incomplete applications will NOT be accepted.**
5. **MPC Staff Review**— Once a complete application is received and processed, the submitted information will be routed to all appropriate City /Parish/State agencies for review and comment. After this review, the comments are consolidated and returned to the applicant.

The applicant is then responsible for addressing the comments and submitting revised plans. Upon resubmittal, the staff review process will continue. In some cases, it **may be** necessary to have several resubmittals before moving the request forward in the process.

6. **MPC Staff Report / Recommendation**— Once all staff comments have been addressed, the assigned Planner will prepare a staff report describing and evaluating the proposed project and making a recommendation for action to the Executive Director. After the review of the staff report and recommendation, the Executive Director will submit the information with possible revisions to the MPC Board for their consideration. Copies of the staff report will be made available to the public and sent to the applicant prior to each public hearing.
7. **MPC Public Hearing**— Regular MPC Public Hearings occur on the first (1st) Wednesday of each month at 3:00 PM. Regular meetings are held in the Council Chambers of the Government Plaza Building, located on the first floor at 505 Travis Street. The applicant, owner, or appointed representative must be present at the hearing and able to discuss and answer questions about the project. The MPC Board, taking into consideration the staff recommendation, owner/applicant/project representative presentation, and public testimony, will recommend approval, approval with modifications and/or stipulations, or denial to the City Council.
8. **City Council Public Hearing**— Regular City Council hearings occur on the second (2nd) and fourth (4th) Tuesday of each month at 3:00 PM in the Council Chambers of the Government Plaza Building, located on the first floor at 505 Travis Street. The applicant, owner, or appointed representative must be present at the hearing. The City Council, taking into consideration MPC Board recommendations, owner/applicant/project representative presentation, and public testimony, will approve, approve with modifications and/or stipulations or deny the request.

## PUD PROCESS



## PUD SUBMITTAL CONTENT

Once an applicant has completed the required pre-application procedures, the applicant can proceed with a formal PUD application submittal, which includes submitting the following items:

1. **Application**— A complete application signed by the property owner, containing all information. No applications can be ‘dropped-off’ to the MPC. An applicant must make an appointment in order to submit a PUD. **Incomplete applications will NOT be accepted.**
2. **Ownership Documents.** An owner of real property is someone who has a legal or equitable interest in the property. Proving ownership interest in property requires providing documentation. Examples include a warranty deed, a deed of trust, a Mortgage Note, Satisfaction of Mortgage Letter, Tax Assessor report, or Tax Certificate.
3. **Preliminary Site Plan**— An application for a PUD is to be accompanied by a preliminary site plan. Plan requirements are provided on the Preliminary Site Plan Checklist. The plan shall include the information listed below on one or more dimensioned, engineer-scaled drawing to be delivered **ELECTRONICALLY** to the assigned planner. Hard copies no larger than 11” x 17” may also be provided.
4. **Completed PUD Preliminary Site Plan Checklist**— Failure to provide all requested information on the preliminary site plan checklist may result in a significant delay in your application submittal. **A copy of the completed checklist is required with your application submittal.**
5. **Proposed Ordinance Relief / Additional Uses / Amenities Submittal Letter**— This letter will be part of the agenda packet when the PUD is presented to the MPC Board during the Public Meeting. It is a written statement of intent containing the following information:
  - a. A statement of design intent describing how the proposed PUD is an innovative, unified, planned approach to developing the property, thus resulting in a significantly higher quality of development or more efficient development than conventional zoning would allow;
  - b. A list of all public/private amenities that that have been added to the proposed project in exchange for ordinance relief and/or added uses (some amenity examples include increased landscaping, places to congregate, playgrounds, multi-use trails, reduction of impervious areas, enhanced building design);
  - c. A proposed development schedule indicating the dates when construction of the PUD, or phases of development, will begin and be completed;
  - d. Other information, justification or exhibit(s) deemed by the applicant and/or MPC Staff, or the MPC Executive Director, to be pertinent in evaluating the PUD application. The application may include supplemental information as desired.

**PRELIMINARY SITE PLAN CHECKLIST**

The following items must be included on the Preliminary Site Plan prior to submittal

**Aspects of site plan that are proposed amenities will require a greater level of detail than indicated in preliminary site plan checklist.**

TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY STAFF	
<b>GENERAL REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li><b>Preliminary Site Plan Sheet Size.</b> To be delivered <b>ELECTRONICALLY</b>. 11" x 17" hard copies may also be provided.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Line Type.</b> Plan is to be clear and legible. <b>Use a variety of line types and line weights.</b> Do not use grey-scale shading; use stipple shading only. Do not screen information.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Scale.</b> The site plan shall be of a scale not greater than one inch (1") equals twenty feet (20') and not less than one inch (1") equals fifty feet (50') and of such accuracy that MPC Staff can readily interpret the preliminary site plan. The plan shall show dimensions of all site improvements proposed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>North Arrow.</b> Provide north arrow, graphic scale, and written scale in close proximity to each other. Orient plan so that north is to the top or left-hand side of the sheet.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Title Block.</b> Title block shall be in the lower, right-hand corner of the plan. Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block. The title block shall contain: plan type; project name (Subdivision name, lot block designations, for platted properties), gross acreage, city, parish, and state name.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Owner.</b> Name and address of property owner, developer, and designer.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Property Boundaries / Servitudes.</b> Show current and proposed property lines. Indicate site dimensions. Include names of adjacent roads. Ensure lots comply with minimum lot frontage, lot width, lot depth, and lot area standards.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Adjacent Properties.</b> Show all adjacent property zoning.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Vicinity Map.</b> Provide a vicinity map in the same orientation of the plan showing subject property, a north arrow, scale (or labeled "not to scale"), existing platted lot lines and streets, and existing boundaries and zoning for all property located within 600' of the boundaries of the subject property.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE INFORMATION</b>			
<ul style="list-style-type: none"> <li><b>Phasing.</b> Clearly delineate any phasing of the project numerically and graphically with boundaries.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Building(s).</b> Show location and dimensions of all existing and proposed buildings or structures, gross building area (square feet), number of stories, and building height (in feet to tallest element of the building as described in ordinance). If this project includes an addition, clearly show the addition different from the existing building. Provide general building dimensions. Include distances between structures.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Setbacks.</b> Indicate all building setbacks (front, side, and rear) from all property lines with a <b>dashed line</b>. When located in applicable zoning district, indicate build-to lines as referenced in <b>Article 4</b>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Existing Topography.</b> Existing conditions shown on plans should include existing contours of intervals of two (2) feet, FEMA flood hazard areas, wetlands, creeks, existing storm drainage system, hydrologic features, and private drainage servitudes. (Please note that topographical information can be provided from a number of web based/GIS applications in lieu of submitting an extensive topographical survey).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Detention.</b> Show all methods of detention, whether nonstructural or subsurface. Label storm water controls including detention ponds. Stormwater calculations are <b>not required</b> at the time of preliminary site plan review, but will be required at the time of permitting.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Floodplain and Drainage.</b> If property is located in a flood zone, please indicate zone on plan. Refer to FEMA website at <a href="https://msc.fema.gov/portal">https://msc.fema.gov/portal</a> for flood zone information.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Finished Floor Elevation (FFE).</b> If proposed lot is adjacent to or within a high risk flood zone (i.e. Floodzone AE, Ockley Ditch Basin, etc.), label each building's minimum finish floor elevation (1 foot above base floor elevation is recommended).</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>

**PRELIMINARY SITE PLAN CHECKLIST  
(CONTINUED)**

<b>SITE INFORMATION (CONTINUED)</b>			
<ul style="list-style-type: none"> <li><b>Drainage Servitude.</b> Identify all existing and proposed drainage servitudes (both public and private), if present.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<b>UTILITY REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li><b>Water Mains.</b> Show existing and proposed water utilities and associated servitudes. Dimension easement widths. Label main line sizes.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Sewer Mains.</b> Show existing/proposed sewer mains with sizes along entire frontage of development.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Utility Servitudes.</b> Show reference for all existing sanitary sewer servitude and possibly water servitudes.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>LANDSCAPE REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li><b>Landscaping.</b> Show and label landscape areas. Show, label, and dimension (width) required landscape buffer yard, as required in <b>Article 10</b>.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Trees.</b> Indicate which are required and provided trees and shrubs in the landscape buffer yard. Ensure these comply with the Tree and Plant Palette in <b>Article 10</b>.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Sidewalks.</b> Show and dimension pedestrian sidewalks, barrier-free ramps, hike &amp; bike trails, bicycle racks and crosswalks. Label as existing or proposed. Label pavement construction.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Existing Vegetation.</b> Description of vegetation to be retained and removed.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Natural Features.</b> Location of natural features such as woodlots, marshlands, streams, rivers, lakes, drains and similar features.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Open / Common Space.</b> Show all areas to be dedicated, or reserved for public and semi-public uses and common areas.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Screening.</b> Show and label type, material and height of screening walls, fences, retaining walls, headlight screens, and/or living screens.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Lighting.</b> Identify all existing and proposed freestanding, building-mounted and canopy lights.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRANSPORTATION SERVICES REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li><b>Public and Private Streets.</b> Existing and proposed ROW must be dimensioned and labeled; along with pavement widths, curb, and street centerlines. Label as existing or proposed. Label all existing and proposed street names. Label pavement construction (asphalt, concrete, or gravel).</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Median Openings.</b> Label medians and median openings as existing or proposed. Dimension distances between median openings.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Turn Lanes.</b> Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Driveways.</b> Show driveways and vehicular surface area on plan. Show the location of all opposing driveways adjacent to and opposite of the site.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Parking Layout.</b> Show existing and proposed parking areas, bay dimensions, aisle dimensions, and label number of spaces per tier of parking. Please provide tabular table with required and proposed parking counts, including short term and long term bicycle parking.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Circulation Lanes.</b> Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Utilize directional arrows to show traffic flow. Dimension pavement widths, right-of-way (ROW), driveway throat widths, aisle widths, radii, and distances between intersecting streets. Label pavement construction (asphalt or concrete).</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Off-Site Parking.</b> Show and label offsite parking with dimensions of typical spaces and aisle widths.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Off-Street Loading.</b> Show, label, and dimension required off-street loading spaces.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>

**PRELIMINARY SITE PLAN CHECKLIST  
(CONTINUED)**

<b>TRANSPORTATION SERVICES REQUIREMENTS (CONTINUED)</b>			
<ul style="list-style-type: none"> <li><b>Off-Street Loading.</b> Show, label, and dimension required off-street loading spaces.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Vehicular Stacking.</b> Provide vehicular stacking areas, length of queue, storage space required per stacked vehicle including aisle width, stall depth, and stall width. For drive-through lanes, include all stops (menu boards, windows, etc.) and stacking.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Vehicular Storage.</b> Show, label, and dimension open storage and vehicle storage areas including required screening and pavement construction (asphalt or concrete).</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Roadway Improvements.</b> Show any Right-of-Way or Roadway improvements on the plans.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Sight Triangle.</b> Sight triangles must be shown and labeled including any structures within them, including the height of those structures.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Passage of Servitude.</b> Show, label and dimension all passages of servitude with adjacent properties, if applicable.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>ADA Requirements.</b> All handicap parking areas, parking spaces, striping, and ramps must be shown and labeled and must meet the placement requirements of Fire Prevention.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Swept Path Maneuver (Auto-Turn).</b> Provide internal traffic circulation details for largest vehicle entering site. Service vehicles CANNOT back onto public streets.</li> </ul>			
<b>SOLID WASTE SERVICE REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li><b>Waste Receptacles &amp; Enclosures &amp; Other Mechanical Equipment.</b> Location of waste receptacle, materials and height of associate enclosure and other methods of screening, if applicable.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Swept Path Maneuver (Auto-Turn).</b> In the case of a dumpster, provide internal traffic circulation details for trash pickup. Service vehicles CANNOT back onto public streets.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li><b>Site Signage.</b> Show existing and proposed freestanding sign locations. Show elevation drawings with dimensions of all free standing signs.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Building Signage Location and Elevations.</b> Building signage layout including location and approximate size and include on elevation drawings with dimensions.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Lighting.</b> Identify location of all existing and proposed freestanding, building-mounted and canopy light fixtures on the preliminary site plan and building elevations.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEVATION/FAÇADE INFORMATION</b>			
<ul style="list-style-type: none"> <li><b>Scale.</b> Elevation/facade drawings can be colored or black-and-white drawings at a scale of either 3/32 inch or 1/8 inch = 1 foot.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Building Elevations.</b> Elevation drawings for all exterior facades of the building (s) showing roofline design, wall, window, and door treatments. All building elements dimensioned (height and length). Elevations labeled "north", "east", "south", and "west" accordingly. Show materials and finishes labeled for walls, exposed roofs, signboards, trim, and other visible parts.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Colored Renderings.</b> Provide color perspective drawings depicting the overall design character of the development including but not limited to building façade colors, roofing type/color and other exterior building treatments.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>AMENITIES</b>			
<ul style="list-style-type: none"> <li><b>Amenities.</b> For all proposed physical amenities, label and locate on the plan and describe how the amenity exceeds the existing standard as required by ordinance (i.e. if a landscape buffer is proposed, indicate dimensions and location in excess of the ordinance).</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>