

Formatting and Design Requirements for Planned Unit Developments (PUDs), PUD Amendments, and Special Review Uses (SRUs). (as of 1.24.23)

The following standards are not meant to apply, in full, to each project type. The applicability is generally explained with each heading.

These requirements are in addition to the application submission requirements in the Louisville Municipal Code (LMC) at [Sections 17.28](#) and [Section 17.40](#).

FORMATTING (all project types)

1. Plans must be formatted to 24" x 36" size.
2. [Title block](#) to appear at the top, center of all pages.
3. Consecutive page numbering, i.e. "1 of X" on the lower right corner of all pages.
4. All pages are to be in gray-scale only - no color.
5. Where professional services are required to prepare an application (architecture, surveying, engineering, etc.) plans shall be prepared and sealed by those professionals and submitted in PDF format. Hand drawn plans will be not be accepted.
6. The order of the PUD plan sets are: (*only relevant sheets for PUD Amds and SRUs depending on project scope*)
 - a. Cover page
 - b. Site plan
 - c. Pedestrian/bicycle circulation plan
 - d. Building elevations
 - e. Grading plan (drainage plan)
 - f. Utility plan
 - g. Landscape plan
 - h. Site amenities/details
 - i. Photometric plan
 - j. Lighting cut sheets

CONTENT

1. Details required on all pages.
 - a. North arrow and scale.
 - i. The scale must be between 1"=10' and 1"=50'.
 - b. If the site is large and/or contains complex details provide one overall site plan and subsequent pages with all portions of the site depicted at a larger scale.
 - i. Include a key map on each page if the site is depicted more than three pages.
 - c. A legend of all patterns, hatches, lines, symbols, regulatory signs, and abbreviations.
 - i. Do not duplicate call outs with items/patterns shown in legends. Only use call outs for items not shown in the legend.
 - d. Chronological list of all submitted revisions is to appear near the lower right corner.
2. Details required on specific pages: (*For all PUDs, PUD Amds., and only for SRUs as appropriate*):
 - a. Cover

- i. Complete contact information for the landowner, project representative (if different from the owner), engineer, landscape architect, land planner, and photometric engineer.
 - ii. A scaled vicinity map depicting, at a minimum, a ½ mile radius around the subject site.
 - iii. Required [signature blocks and certification blocks](#).
 - i. No signature block is required for the Boulder Clerk & Recorder.
 - iv. Waiver request(s) – A list of all requests, with Commercial Development Design Standards and Guidelines, Industrial Development Design Standards and Guidelines, or Louisville Municipal Code Section(s) identified.
 - v. Project Description – A brief description of the scope of the project, or scope of an amendment.
 - vi. General Notes – To include, as applicable:
 - i. Any development phasing information (*for preliminary PUDs*).
 - ii. “The City of Louisville is not responsible for damage to, or repair of, monument signs, pavement surfaces, or landscaping caused during repair or maintenance of utilities located within public utility easements.”
 - vii. Brief written history of all previous amendments.
 - viii. Explanation of whether, and to what extent, the current amendment replaces the previously approved PUD(s).
 - i. Include the name and approval date of all relevant, previous entitlements. (*For PUD Amendments or PUDs intended to entirely replace previously approved PUD(s)*)
 - ix. Project Context Data
 - i. Existing and/or proposed zoning
 - ii. Applicable design standards or regulatory document(s)
 - iii. Applicable policy documents (comprehensive plan, small area plans, etc.)
- b. Site Plan
- i. Existing and proposed utilities and surrounding improvements within 100’ of the perimeter of the proposed development
 - i. Roads, sidewalks, curbs/gutters, drives, structures
 - ii. Note the name of any adjacent subdivision including accurate lot/block/address and property lines
 - ii. Existing and proposed structures
 - iii. Existing and proposed access points, easements, setbacks.
 - iv. Vision Clearance Areas for all street and alley intersections
 - v. The site plan shall depict and label all public and emergency entrances and exits.
 - vi. [Site data table](#).
 - 1. Landscaping, luminaire, and parking tables are required as needed.
- c. Pedestrian and Bicycle Circulation
- i. Different line types for ped and bicycle paths
 - ii. Different symbols for ped and bicycle amenities
 - iii. Depict all of the following:
 - i. access points to and through the site
 - ii. existing and proposed roads, sidewalks, hard or soft-surface trails
 - iii. parks or public open spaces
 - iv. existing and proposed building footprints and building entries.
- d. Building Elevations

- i. The final height of all proposed structures shall be depicted on building elevations sheet(s), as measured from average of natural grade per Section 17.16.90 of the Louisville Municipal Code.
 - ii. Write out the name of all colors and materials for all structures (*where applicable for PUD amendments and SRUs*).
 - iii. Labels and dimensions for all major architectural components.
 - e. Grading and Drainage Plan (*as needed for PUD Amds. and SRUs*):
 - i. Average grade for all structures.
 - ii. Highest grade point and lowest grade point for every structure.
 - iii. Top of wall height and bottom of wall height for all retaining walls.
 - f. Utility Plan
 - i. Existing and proposed utilities
 - g. Landscape Plan
 - i. Final plant and hardscape material locations.
 - ii. Vision Clearance Areas for all street and alley intersections.
 - iii. [Plant material data table](#).
 - h. Site Amenities / Details
 - i. Dimensioned, labeled drawings of all amenities and furnishings.
 - i. Specification details (colors/materials, etc.) if available.
 - i. Photometric Plan
 - i. Luminaire schedule that depicts
 - i. Kelvin level for each fixture
 - j. Lighting cut sheets
 - i. Provide a high-resolution version of each for legibility
 - i. Identify which options are being specified