



PLANNED DEVELOPMENT - PRELIMINARY PLAN

A. APPLICANT

1. Petitioner / Petitioner Representative

Name _____ Phone (Office) _____
Mailing Address _____ Phone (Cell) _____
City, State, ZIP _____ Email _____

2. Property Owner (if different from Petitioner)

Name _____ Phone (Home) _____
Mailing Address _____ Phone (Cell) _____
City, State, ZIP _____ Email _____

3. Engineer / Architect

Name _____ Phone (Office) _____
Mailing Address _____ Phone (Cell) _____
City, State, ZIP _____ Email _____

4. Surveyor (if applicable)

Name _____ Phone (Office) _____
Mailing Address _____ Phone (Cell) _____
City, State, ZIP _____ Email _____

B. PROPERTY

Project Name _____

Common Address or Location _____

Parcel #(s) _____

Legal Description (if necessary, briefly describe here and reference the full legal description on the Plat)

Size (sq. ft. or acres) _____ Existing Zoning District _____

Proposed Zoning District PD-R PD-C PD-I



C. PRE-APPLICATION CONFERENCE

A Pre-application Meeting with City staff is required prior to the acceptance of this application, per Unified Development Ordinance 5.13.10(1).

Date of meeting _____

Individuals in attendance _____

D. CHECKLIST

Below are the minimum criteria necessary to properly process your application. Each item must be checked by the applicant to signify it is provided on this form or on other attached pages. **Failure to submit all required information will result in delays in the City's consideration of this application, per Unified Development Ordinance (UDO) 5.13.10(4).**

NOTE: A completed checklist from the Subdivision—Preliminary Plat application along with all required submittals must be included if this Planned Development involves any subdivision activity.

<u>Item</u>	<u>If not applicable, indicate N/A and explain</u>
<input type="checkbox"/> 1. Filing Fee \$500.00 (no added fee if subdivision is included)	_____
<input type="checkbox"/> 2. Six (6) copies of Preliminary Plan document	_____
<input type="checkbox"/> 3. Vicinity Map of the area proposed to be rezoned	_____
<input type="checkbox"/> 4. List of current owners of all property within 250 feet (exclusive of right-of-way) of the subject property and complete mailing addresses	_____
<input type="checkbox"/> 5. Project report that explains the characteristics, operation, construction schedule, etc. of the proposed development	_____
6. General Information	
<input type="checkbox"/> a. Project Name	_____
<input type="checkbox"/> b. Key Maps, North Arrow, Scale, Date	_____
<input type="checkbox"/> c. Gross Acreage of tract to be rezoned (to 0.1 ac)	_____
<input type="checkbox"/> d. Net Acreage of tract to be rezoned (i.e. gross acreage less acreage devoted to public rights-of-way and/or private streets), including a listing of land area designated for each use	_____
<input type="checkbox"/> e. Number of proposed dwelling units compared to the maximum number of dwelling units allowed per the original zoning district	_____

<u>Item</u>	<u>If not applicable, indicate N/A and explain</u>
7. Proposed Buildings, Structures, and Parking Areas	
<input type="checkbox"/> a. Location, gross floor area of, and distance between all buildings and structure	_____
<input type="checkbox"/> b. Floor area devoted to each non-residential use	_____
<input type="checkbox"/> c. Percentage of property covered by buildings and structures	_____
<input type="checkbox"/> d. Location of all refuse collection facilities including screening to be provided Typical building elevations drawn with sufficient scale and detail to illustrate building mass and architectural features	_____
<input type="checkbox"/> e. Location and details of all retaining walls, fences, and earth berms	_____
<input type="checkbox"/> f. Location of all refuse collection facilities including screening to be provide	_____
<input type="checkbox"/> g. Number of off-street parking spaces proposed and the number required	_____
<input type="checkbox"/> h. Percentage of the property covered by parking areas, streets and roads, sidewalks, and all other impervious surfaces	_____
8. Open Space, Common Areas Landscaping	
<input type="checkbox"/> a. Location and general use of common ground, including recreational areas, plazas, pedestrian ways and major landscaped and buffer areas	_____
<input type="checkbox"/> b. Landscaping information including location, number, and approximate size of all plant material by general category (i.e. deciduous/coniferous trees, ornamental trees, shrub masses, and ground cover)	_____
<input type="checkbox"/> c. Tree survey (if applicable)	_____
<input type="checkbox"/> d. Percentage of the property covered by pervious surfaces with individual percentages for usable open space areas and areas to be devoted to water retention/detention, floodplain and/or natural areas	_____
<input type="checkbox"/> 9. Traffic Survey (if required)	_____
<input type="checkbox"/> 10. Likely construction phases of development	_____
<input type="checkbox"/> 11. If applicable, a completed checklist along with required submittals from the Subdivision—Preliminary Plat application	_____
<input type="checkbox"/> 12. One (1) digital copy of all materials submitted (CD, DVD, or USB flash drive)	_____



E. REQUEST FOR VARIANCE

List requested variance(s) from UDO requirements and the reason(s) for the request. Also provide explanation of compensating actions where appropriate.

F. The applicant hereby agrees that this application will be placed on a Plan Commission agenda only if it is completed in full.

G. The applicant hereby agrees to abide by the requirements set forth in the Planning and Zoning Commission Public Hearing Procedures.

H. The applicant has read and completed all of the above information and affirms it is true and correct.

Petitioner Signature

Date

Petitioner Signature

Date

Subscribed and sworn to before me

this _____ day of _____, 20____.

stamp

Notary Public Signature

I hereby affirm that I am the legal owner (or authorized agent or representative of the owner—proof attached) of the subject property and authorize the petitioner to pursue this request as described above (petitioner must sign if s/he is the owner).

Property Owner Signature

Date

Property Owner Signature

Date

Subscribed and sworn to before me

this _____ day of _____, 20____.

stamp

Notary Public Signature