



**PRELIMINARY PLANNED UNIT DEVELOPMENT (PUD)
APPLICATION**

Date: _____ Project Name: _____

1. Applicant's Name: _____
Company's Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ E-mail: _____

2. Property Owner's Name(s): _____
Company's Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ E-mail: _____

3. Engineer's Name: _____
Company's Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ E-mail: _____

4. Landscape Architect: _____
Company's Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ E-mail: _____

5. The property generally located and list adjacent streets: _____

6. Size of property in Acres: _____ Square Feet: _____
7. Zoning District: _____ Future Land Use Category: _____
8. Number of Structures and/or units to be built: _____
9. Is the proposed use(s) permissible in requested district? _____

10. Provide description of the proposed use: _____

11. Provide phase breakdown and description of phases: _____

12. State the reason for this request (attach written summary if additional space is needed):

13. Has an application been filed within the last 12 months (describe, if yes)? _____

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal pursuant to the City's Land Development Code. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Owner/Applicant Signature

Date

SUBMITTAL CHECKLIST

Collate submittal requirements into two (2) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]

The following items must be submitted:

1. **Application Fee: \$2,000.00**

Note: Additional costs incurred by the city engineer, city attorney, or outside consultants shall be billed directly to the applicant.

2. Completed application.

3. List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Lake County Property Appraisers. Provide written list (see attached) and provide list in Excel Spread Sheet Format and copy Excel spread sheet to CD with submittal packet.

4. The Property Card(s) from the Lake County Property Appraiser's office.

5. Location Map.

6. Proof of ownership (warranty deed or title certificate).

7. Preliminary Development Plan (i.e "Preliminary Master Plan").

8. Boundary Survey signed and sealed (recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to engineering scale). Legal description of the property (also include legal description in MS word format and copy to CD).

9. Two (2) engineering reports, as required.

10. Provide reduced copy of Preliminary Development Plan, survey, and plan sets not larger than 11" x 17" paper size.

11. Owner authorization letter, notarized from the owner(s), designating the applicant to act on their behalf.

12. Electronic version (emailed or copied to a CD) of the full application submittal (application, site plan, survey, all reports, owner Excel spread sheet, drawings, etc.) in PDF.

PROCEDURES

1. Application Submittal Due Date: Completed application form with support documents must be submitted on or before the first Monday on any month.

***** Incomplete submittals will not be accepted*****

2. If application is complete, it will be submitted to the Development Review Committee on the last Wednesday of the month.
3. If approved by the Development Review Committee the application will be forwarded to the next available Planning and Zoning Commission meeting.
4. Following action by the Planning and Zoning Commission, the application will be forwarded to the City Council at their next available meeting for final action.

Alterations to Preliminary or Final Development Plans:

- Substantial proposed changes in requested uses, density, phasing or other specifications of the preliminary development plan may be permitted on upon resubmittal to the development review committee and the planning and zoning commission.
- Substantial proposed changes in requested uses, density, phasing or other specifications of the final development plan may be permitted following review by the development review committee, the planning and zoning commission and approval by the city council.
- Substantial changes are generally considered to be those changes that may have an impact on neighboring properties, existing residents of the PUD, the environment or public service.

PRELIMINARY DEVELOPMENT PLAN

The preliminary development plan, consisting of properly identified exhibits and supporting materials, shall clearly indicate the following:

- a. The name, location map, legal description, acreage, type of planned unit development, identification of the present ownership and the developers of the project;
- b. The existing land use and the proposed development by phase of construction identifying for each phase and for the total development the proposed use, the number of dwelling units or the floor area of commercial or industrial use, the gross density, the density by number of dwelling units per net residential area for each residential category and area (types of residential units and densities may be mixed so long as the overall gross density conforms to the comprehensive plan);
- c. The existing topography and other features including lakes, marshes or swamps, watercourses (USGS map acceptable) and soils and a general description of the vegetation (natural features shall be preserved and utilized when possible through careful design);
- d. The maximum height of buildings and structures requested;

- e. Applicant's proposed standards for setbacks, landscaping, buffers, parking, signs, access control and other items as necessary for all portions of the PUD;
- f. The priority and phasing of the development and the manner in which each phase of development can exist as an independent unit capable of creating an environment of sustainable desirability and stability;
- g. The location of collector and arterial streets and highways proposed in the development, the general location of access points to abutting arterial streets and highways and projecting traffic generations;
- h. The proposed method providing for all necessary road improvements, sewerage systems, water supply, stormwater management systems and fire protection;
- i. The proposed location of public uses, schools, open spaces and recreation spaces;
- j. Identification of consultants involved in plan preparation.

Preliminary engineering plans to include provisions for:

- a. Roads
- b. Water
- c. Sewer
- d. Fire protection
- e. Water management
- f. Environmental impact when required by the city

09/2018

SURROUNDING OWNERS LIST

List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Property owners obtained from the Lake County Property Appraisers web site. Provide a written list (see below). Also provide the owners list in Excel Spread Sheet Format and copy to CD with submittal packet.

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Note: Hearing Notifications (Mailings): The applicant shall pay, as part of the application fee, mailings to surrounding owners for the initial 200 notices. The applicant shall reimburse the City the mailing cost for all notices after 201 and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing. Such cost shall be billed directly to the applicant.