

FOR CITY USE

P.C. Date: _____
Date and Time Received _____
Received By: _____
Date Returned if Incomplete: _____
Returned By: _____
Revised Application Recd: _____
Received By: _____

PLANNED UNIT DEVELOPMENT (PUD) REQUEST

NOTE TO APPLICANT:

The Roosevelt Park Planning Commission meetings are held on the fourth Monday of each month at 7 p.m. at the City Hall. All applications must be submitted **30 days** prior to the next regularly scheduled Planning Commission meeting to allow City staff sufficient opportunity to conduct an administrative review prior to submission to the Planning Commission. Any application received without sufficient time for City staff to conduct review will be held until the next regularly scheduled Planning Commission meeting. An application fee of \$250.00 must be paid at the time of application. Prior to an agreement being signed, the cost of publication will also be due and payable. City Council meetings are held the first and third Monday of every month at 7:15 p.m. at the City Hall.

The Planning Commission and/or City Council have the right to request additional information from an applicant prior to making a decision regarding the Planned Unit Development (PUD) application. The Planning Commission and/or City Council may table or hold a request for a reasonable period of time until the requested information is provided. Applicants are expected to attend the Planning Commission and City Council meetings to explain his/her request and to answer questions or comments from the Planning Commission and City Council or others who may be present. All meetings of the Planning Commission and City Council are open to the public.

GENERAL REQUIREMENTS:

The Planning Commission will be reviewing the PUD application and related information to ensure conformance with the City's guidelines and regulations. The purpose of this review is to protect the health, safety and welfare of Roosevelt Park's residents and to ensure the compatible, logical use of property. The criterion that may be used in performing this review is outlined in the City's Zoning Ordinance.

In order to process a request, the applicant must submit a completed application form with the detailed information specified in Chapter 8 of the City's Zoning Ordinance. This application form must include a listing of the proposed permitted uses and proposed special uses for the Planned Unit Development. Twelve (12) copies of the application, required narrative statement containing the specified information and accompanying plans/details must be submitted. This information will be forwarded to the Planning Commission with notes and comments from the City staff regarding the City's review of the application.

After completing their review of the proposed PUD, the Planning Commission will forward a recommendation to the City Council. The City Council may choose to conduct a public hearing of its own. The City Council will consider all information pertaining to the request, including comments and advisories by City staff. Once this has been done, the City Council will then consider the proposed PUD and will take one of the following actions:

- The City Council will approve the requested Planned Unit Development subject to the terms, conditions and restrictions outlined in the application;
- The City Council will approve the proposed Planned Unit Development with additional terms, conditions and restrictions as determined by the City Council;
- The City Council will deny the requested Planned Unit Development. An explanation for the City Council's denial will be provided to the applicant.

Persons aggrieved by the decision of the City Council regarding the granting or denial of a Planned Unit Development may file an appeal to have the decision reviewed by the Roosevelt Park Zoning Board of Appeals. Application forms for the Zoning Board of Appeals are available at City Hall.

**PLANNED UNIT DEVELOPMENT APPLICATION
REQUIRED INFORMATION:**

I. Name of Applicant/Owner requesting the Planned Unit Development.

A. Applicant

1. Name(s)_____

2. Address(s)_____

3. Phone(s)_____

B. Owner of property if different than above.

1. Name(s)_____

2. Address(s)_____

3. Phone(s)_____

II. Location of Property

A. Parcel number, legal description, street name and number if assigned:

B. A drawing(s) indicating all of the following information shall also be submitted with the application (such drawing shall be to scale). Planned Unit Development requests seeking preliminary approval may not need to submit all of the items identified; however, applicants are encouraged to submit as much information on the preliminary plan as possible. Please indicate on the application if you are seeking preliminary or final PUD approval.

1. Small scale sketch of an area within one quarter (1/4) mile of the subject property showing the property location;
2. Date of preparation/revision;
3. Name, address, and professional seal of the preparer;
4. The topography of the site at a minimum of five (5) foot intervals and its relationship to adjoining land;
5. Existing man-made features;
6. Dimensions of setbacks, locations, heights and size of proposed buildings and structures, including the locations of existing buildings or structures within one-hundred (100) feet of the property;

7. Street rights-of-way, indicating proposed access routes, internal circulation, relationship to existing rights-of-way, and curb cuts within one-hundred (100) feet of the property;
8. Proposed grading;
9. Location, sizes, and type of drainage, sanitary sewers, water services, storm sewers, and fire hydrants;
10. Location, sizes, and type of fences, waste receptacles, landscaping, buffer strips, common areas and screening;
11. Location, sizes and type of signs and on-site lighting, including information regarding lighting levels at the edges of the site;
12. Proposed parking areas and drives. Parking areas shall be designated by lines showing the individual spaces;
13. Any public and private easements existing and/or proposed;
14. Dimensions and number of proposed lots and/or proposed phasing of the development;
15. Significant natural features, and other natural characteristics, including but not limited to open space, stands of trees, flood plains, lakes and other significant natural features;
16. Building elevations and proposed architectural elements.

C. You may also include photographs or other exhibits if you feel they aid in clarifying your request.

III. Nature of Request

A detailed description of the requested Planned Unit Development should be provided in the space below. Be very specific in describing the project, referring to applicable sections of the Zoning Ordinance when possible. The description should include a detailed timeline for the implementation of the project. Attach additional sheets if necessary.

IV. Basis for Approving the requested Planned Unit Development
In the space below, the applicant should outline how the proposed Planned Unit Development complies with the standards for granting a Planned Unit Development. Attach additional sheets if necessary.

V. Effect of Request on Other Properties

1. If the proposed Planned Unit Development is approved, what effect will there be regarding the demand placed on governmental facilities?

2. Will a substantial change be effected in the character of the neighborhood or will a substantial detriment be created for adjoining properties?

PROCESSING PROCEDURE:

- I. Upon completion of the above information and submission of the application and related materials and/or exhibits, the request will be scheduled to appear before the Planning Commission. This meeting will only be scheduled when it is found that your application is complete and all information is included. A pre-application conference with City staff is encouraged prior to the submittal of a Planned Unit Development application.

- II. The Planning Commission will consider the request at the next scheduled meeting. The applicant will be given an opportunity to explain his/her request to the Planning Commission and the public. The Planning Commission will consider all the information provided to them regarding the request. This will include staff reports and advisories. Once the Planning Commission has gathered all of the information necessary to make a decision, they will make a recommendation to the City Council to take one of the following actions:
 - A. Approve the requested Planned Unit Development subject to the terms and conditions set forth in the application.
 - B. Approve the requested Planned Unit Development subject to amended and/or additional terms and conditions the Planning Commission determines reasonable and appropriate to maintain the public health, safety and welfare. This may also include financial or other guarantees that will ensure compliance with the stated terms of approval.
 - C. Deny the requested Planned Unit Development as not being in the public interest and as being contrary to the basic spirit and intent of the Zoning Ordinance.

- III. The City Council will consider the recommendation of the Planning Commission at the first Council meeting after receiving the recommendation. The City Council may or may not take additional comments and input from the public. The City Council may or may not follow the recommendation of the Planning Commission and will choose one of the three options outlined under II.

ACKNOWLEDGEMENT AND CERTIFICATION:

It is hereby acknowledged that the applicant(s) has fully read and completed the above application. It is also understood that any approval of the Planning Commission and City Council regarding this Planned Unit Development does not relieve the applicant from obtaining other applicable authorization, (for example: building and electrical permits, business license, etc.). The applicant(s) also understands that the submission of incomplete or inaccurate information will only result in delays.

Signature of Petitioner

Date

Signature of Petitioner

Date

Signature of Owner if different than petitioner

Date