

**PUD NAME:** \_\_\_\_\_ **APHO:** \_\_\_\_\_

**GENERAL PUD PROCEDURE CHECKLIST:**

- Initial meeting with staff
  - Staff reviews proposal and schedules Technical Review with Utilities and City Departments
  - Meeting Date: \_\_\_\_\_
  
- Technical Review Meeting
  - Applicant presents basic land use plan and coordinates with utilities to finalize plan and application documents
  - Meeting Date: \_\_\_\_\_
  
- 1)  Owner (of one ownership or filling jointly) submits:
  - 3 copies of basic land use plan (showing relationship to surrounding land uses)
  - APPLICATION FOR PLANNED UNIT DEVELOPMENT SECONDARY REVIEW (attached)
  - Legal description of land
  - Proof of financial capability
  - Statements of desired modifications, proposed commitments and suggested conditions
  - Covenants (may be required)
  - Drainage plan (may be required)
  
- 2)  Upon submittal, Director schedules hearing (Allowing 13-21 days for noticing)
  - Hearing Date: \_\_\_\_\_
  
- 3)  Proper notification within 10 days of hearing
  - Applicant posts signs on property
  - Notice printed in the Chronicle Tribune and billed to applicant (staff will submit notice)
  - Applicant mails notices to affected property owners via certified mail (staff will prepare mailing)
  
- 4)  Director determines whether plans are adequate by completing SECTION I: PRELIMINARY LAND USE PLAN REVIEW (see attached checklist)
  - Plan is adequate -OR-  Plan is deficient
  
- 5)  Director acts as Hearing Officer (H.O.)
  
- 6)  14 Day Appeal Period:        Dates: \_\_\_\_\_ to \_\_\_\_\_
  
- 7)  Within 2 years and before the ILP is issued:
  - Petitioner files detailed development plan (to scale and with dimensioning) for each land use development area
  - Director reviews to see that conditions set in preliminary review are met
  - Plans are circulated to City Departments and Utilities for review
  - SECTION II: FINAL DEVELOPMENT PLAN REVIEW (see attached checklist)
    - Plan is adequate -OR-  Plan is deficient
  
- 8)     Approved PUD document must be signed by all parties and recorded.

**APPLICATION FOR PLANNED UNIT DEVELOPMENT SECONDARY REVIEW**

**CITY OF MARION HEARING OFFICER**

(1) PETITIONER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

(2) OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

(3) LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

(4) COMMON ADDRESS OF PROPERTY: \_\_\_\_\_

(5) REASON THAT A STANDARD ZONING DISTRICT WILL NOT BE SUITABLE: \_\_\_\_\_

1. THE PROPOSED PLANNED DEVELOPMENT IS LOCATED IN A DISTRICT WHEREIN SUCH USES MAY BE PERMITTED: Underlying Standard Zone Districts are: \_\_\_\_\_

Type of Planned Development District to be used (circle one) PR PC PI

Total acres \_\_\_\_\_ Acres Residential \_\_\_\_\_ Acres Commercial \_\_\_\_\_ Acres Industrial \_\_\_\_\_

Acres Multi-business uses \_\_\_\_\_ Acres to be developed \_\_\_\_\_ Acres to be left as greenspace \_\_\_\_\_

2. THE REQUIREMENTS SET FORTH IN THE DISTRICT AND THIS SECTION FOR SUCH PUD WILL BE MET. List or detail on separate sheet or preliminary land use plan.

<i>Development Area</i>	<i>Develop Standards</i>	<i>Modifications</i>	<i>Permissible land use required</i>

3. THE PLANNED UNIT DEVELOPMENT IS CONSISTENT WITH THE SPIRIT, PURPOSE, AND INTENT OF THESE REGULATIONS, WILL NOT SUBSTANTIALLY AND PERMANENTLY INJURE THE APPROPRIATE USE OF NEIGHBORING PROPERTY, AND WILL SERVE THE PUBLIC CONVENIENCE AND WELFARE (Consider contiguous development, soils, slopes, drainage, wetlands, utility availability, abutting zoning districts or development, the presence of designated growth zone, noise & visual impact). BECAUSE: \_\_\_\_\_

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Date

The items below will be checked at different stages of the PUD review process by staff. Please be prepared to address all of these items at the appropriate stage (as shown in the attached Application Checklist).

## **SECTION I: PRELIMINARY LAND USE PLAN REVIEW**

### **A. Preliminary Land Use Plan**

- 1. Proposed layout in relationship to site conditions, streets, buildings, lots and other elements basic to the proposed use.
- 2. Proposed locations of residential, commercial, industrial, park, school, recreational, multi-use commercial/industrial and other public and semi-public uses as development areas (shown as bubbles) with calculations of land use percentages. Minimum in terms of districts whose non-use development standards will apply (together with statement of proposed/desired modifications of permitted uses and district requirements) within the area proposed to be developed, as well as existing land uses.
- 3. Proposed plan for handling vehicular traffic, parking, sewage disposal, drainage, water supply and other site developments.
- 4. Preliminary land use plan superimposed upon a print of an acceptable topographic survey of the area proposed to be developed (may include other graphic media for explaining the features to be contained in the development).
- 5. May also contain:
  - a. detailed site plan
  - b. covenants as may be required by the Commission
  - c. written approval of all utility plans from the appropriate utility
  - d. drainage plan with written approval from the City Engineer as appropriate

### **B. Application for a Planned Unit Development Secondary Review**

- 1. Three (3) copies of the plan for the lands together with supporting documents

## **SECTION II: FINAL DEVELOPMENT PLAN REVIEW**

### **A. Detailed Development Plan**

- a. Lot dimensions (where applicable)
- b. All buildings and structures: locations, elevations, size, height, proposed use.
- c. Yards and distances between buildings.
- d. Walls and fences
- e. Off-street parking: location, number and size of spaces and dimensions of parking area, internal circulation pattern
- f. Access: pedestrian, vehicular, service: points of ingress and egress, internal circulation.
- g. Signs: location, dimensions, number of spaces, internal circulation.
- h. Loading: location, dimensions, number of spaces, internal circulation.
- i. Lighting: location and general nature; dimensions
- j. Common facilities and open spaces: location, dimensions
- k. Public and private roads: location, dimensions, circulation.
- l. Sewage and drainage: with evidence of a satisfactory means of sewage disposal and surface drainage, approved by the Drainage Board and the City of Marion Director of Engineering
- m. Fire hydrants: location (if provided)
- n. Screening, vegetation, fencing or buffering

### **B. Covenants (when required)**

- a. Provides for an organization with direct responsibility to and control by the property owners involved to provide for the operation and maintenance of any common facilities jointly shared by those owners.
- b. Financial guarantee that satisfactory maintenance will be provided for any common facilities in accordance the set standards, and will be operated and maintained at no expense to the City.