



APPLICATION FOR PLANNED DEVELOPMENT DISTRICT

APPLICANT If applicant is NOT owner of property, Agent Authorization Form must be completed.

Name: _____ Date: _____

Address: _____
Street Address

City State Zip

Phone: _____ Email: _____

Applicant Status: [] Owner [] Tenant [] Purchaser [] Other

PROPERTY DEVELOPMENT INFORMATION

Address: _____

Legal Description:

[] Property is subdivided: Addition: _____

Lot: _____ Block: _____

[] Property is not subdivided: Survey: _____

Abstract#: _____ Tract: _____

Existing Classification: _____ Proposed Classification: _____

Table with 2 columns and 2 rows containing contact information for Developer, Agent, Surveyor, and Engineer.

Present use of the property: _____

Proposed use of the property: _____

Status of development plans: [] None [] Site Plans Complete [] Building Plans Complete



ACKNOWLEDGMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission hearing thereon. I understand that if any of the above information is found to be wrong or inaccurate that my application may be removed from consideration prior to the time the application is voted upon by the governing body of the Town. I further acknowledge that attesting to inaccurate or false information on this zoning application can result in conviction of a misdemeanor and fine not to exceed \$2,000.

I understand that in the event the undersigned is not present or represented at the public hearing the Planning and Zoning Commission shall have the power to dismiss this proposal either at the call of the case or after hearing, and such dismissal shall constitute a denial by both the Planning and Zoning Commission and the Town Council.

I reserve the right to withdraw this proposal at any time, except during notice periods, upon written request filed with the Town Secretary, and such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after the giving of notice of the Planning and Zoning Commission hearing shall constitute a denial by the Commission and the Town Council. I understand that the filing fee is not refundable upon withdrawal of the proposal.

Applicant: _____ Date: _____

OFFICE USE ONLY

Initial Application Submittal:

- Completed, signed, notarized application form
- Agent Authorization Form (if necessary)
- Application Fee
- Tax Certificate
- Property Description
- Concept Brief: 15 paper copies and 1 digital copy (.pdf or .tif) (if necessary)

Accepted as complete by: _____ Date: _____

Remarks: _____

Fee Paid: _____ Receipt No.: _____

Set for P&Z: _____ Set for Council: _____

Final Development Plan Submittal:

- Final Development Plan: 15 paper copies and 1 digital copy (.pdf or .tif)

Accepted as complete by: _____ Date: _____

Remarks: _____

Set for P&Z: _____ Set for Council: _____

CONCEPT BRIEF REQUIREMENTS

1. Map showing location and acreage of each proposed use.
2. Less than two acres: Statement identifying the district which allows the primary use and that all standards of that district will be adhered to, unless modified design standards are approved
3. Greater than two acres: Statement identifying the first district that permits the primary use and that all standards of the district will be adhered to on the periphery of the development unless modified standards are approved. Interior standards may vary.
4. Design standards required:
 - a. Access restrictions
 - b. Additional landscaping
 - c. Landscape buffer widths
 - d. Location, type and height of fencing and screening
 - e. Building orientation
 - f. Dumpster location
 - g. Lighting
 - h. Maximum height of structures
 - i. Minimum setbacks for buildings and parking
 - j. Sign height, location, orientation and size
 - k. Utilities
 - l. Outside storage
 - m. Building materials
5. Preliminary drainage study and/or preliminary plat shall be submitted.
6. On Existing Development: where existing structures are to be redeveloped and ordinance requirements can't be met, a list of which requirements will not be met is required.

FINAL DEVELOPMENT PLAN REQUIREMENTS

1. Gross design standards from Concept Brief , as well as proof of minimum performance standards.
2. Surveyed site boundaries and acreage.
3. General topographic conditions, significant natural features and 100 yr floodplain.
4. Existing uses adjacent to site.
5. Percentage of site covered: buildings, structures, paving, parking; common use areas as listed not included.
6. Existing and proposed rights-of-way and walkways dedicated to public use, easements on or adjacent to plan and access points.
7. Square footage and density of all proposed uses and elevations showing the structure character.
8. Approximate location and dimensions of all parking, open and recreation areas.
9. Areas reserved for common ownership.
10. Landscape plan.
11. Statement that the final development plan complies with an approved concept brief (if submitted) and applicable zoning requirements.