



**Application Submittal Checklist for a
PLANNED UNIT DEVELOPMENT (PUD)
Planning & Development Department
Planning Division**

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APPLICABILITY. *This checklist should be used when submitting an application for a **Planned Unit Development (PUD)**. The purpose of the PUD process is to publicly review the proposed master plan and certificate of standards to ensure that they enhance the implementation of the desired future character for the land of the proposal beyond what could be achieved by base zoning.*

When is a Planned Unit Development application required?

A PUD application is required when proposing establishment of a new planned unit development or amendment of an existing PUD. The PUD application should be submitted concurrently with the initial physical development permit application required for the proposal.

Do I need a Pre-Application Conference first?

A Pre-Application Conference is required prior to submittal.

POSTED NOTICE. *The applicant is responsible for posting and maintaining a notice of the public hearing on the land subject to the application. The posted notice shall meet the following standards.*

- **Content.** The posted notice shall contain the notice content required by Subsection 1 above, except the description of the location of the land subject to the application. A template is available in the Administrative Manual.
- **Timing.** The notice shall be posted for at least 10 days prior to the hearing, and shall be removed within 5 days following the hearing.
- **Size.** The notice shall be 4 ft by 4 ft.
- **Location and Legibility.** A notice shall be placed along each front lot line so as to be legible from each access point to the site. The notice may be mounted to a building. If the notice is freestanding, it should be set back 2 ft from any lot line or access easement.
- **Materials.** The notice shall meet the materials standards of Div. 5.6. and shall not be lighted.

FINDINGS FOR APPROVAL. *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Section 8.7.3, Planned Unit Development (PUD)**.*

The advisability of amending the Official Zoning Map to include a PUD classification is a matter committed to the legislative discretion of the Board of County Commissioners and is not controlled by any one factor. In deciding to adopt or deny a proposed PUD the Board of County Commissioners shall consider:

1. The extent to which the PUD enhances the implementation of the desired future character for the land of the proposal beyond what could be achieved by base zoning.
2. The findings for the applicable PUD option found in Article 4, Special Purpose Zones.
3. The applicable findings for the amendment of an existing PUD or other special project found in 8.2.13.D.
4. The findings of Section 8.7.1, LDR Text Amendment; and
5. The findings of Section 8.7.2, Zoning Map Amendment.

GENERAL INFORMATION.

Response to Pre-Application Conference Summary Checklist. During the pre-application conference, you will be provided with a summary and checklist of applicable LDR standards and requirements that must be addressed for a sufficient application.