

**PLANNED UNIT DEVELOPMENT
SUBMITTAL REQUIREMENTS
Pursuant to Bill No. 5-10 and Bill 36-11**

ITEM	DUE BY	REQUIRED BY	NOTES
PUD Application	Initial Submission	§ 32-4-242.(a)	Submit to respective County Council member
County Council Application Contents: <ul style="list-style-type: none"> • Concept/Site Identification Plan • Explanation of how site meets PUD criteria • Site layout (include unit types, uses and numbers) • Architectural Elevations • Density tabulation, floor area ratio, parking • Community Impact Report • State PUD Compliance with § 32-4-402 (Compatibility) • Community Benefit 	Initial Submission.	§ 32-4-242.(a) § 430 BCZR §32-4-242.(b) and (d)	If deemed acceptable, the Council will pass a resolution for PUD to proceed. The Council may amend or modify the densities or uses and shall include such amendments or modifications in the Resolution. The Council shall also include in the Resolution a statement of the community benefit provided by the proposed Planned Unit Development.
Post-Submission Community Input Meeting* <ul style="list-style-type: none"> • Post the site three (3) weeks in advance of meeting • Mail written notification to adjacent property owners and community associations and civic organizations • Provide information regarding the proposal • Maintain record of attendees • Compile minutes and transmit minutes to PAI and the council member • Agencies shall provide a written preliminary evaluation of the proposal <p>*A post-submission community input meeting is a meeting scheduled by the applicant after the PUD application is submitted to the county council and prior to the adoption of the PUD resolution.</p>	Prior to adoption of Council resolution.	32-4-242.(c) 32-4-242.(d)	Following the submission of a PUD application to the County Council the applicant schedules a community input meeting to discuss the proposed PUD. This meeting occurs prior to the adoption of a resolution in accordance with 32-4-217.(b). After the post submission community input meeting and prior to the council vote, the Department of Permits, Approvals and Inspections (PAI) shall post the property for the public at least 10 days prior to the final vote on the resolution.
Informational Meeting with County agencies	After adoption of Council resolution.	§ 32-4-243.(a)	In accordance with § 32-4-211.
Concept Plan Concept Plan Content: In addition to the information required under Part II of Subtitle 2. Development Review and Approval Process the Concept Plan shall include a pattern book which shall contain:	Concept Plan submittal to PAI within 90 days after adoption of the Council resolution that approves the plan	§ 32-4-243.(b)	The applicant shall submit a contrast statement that identifies the benefits of the development of the land as a planned unit development as opposed to its development in any other manner § 32-4-243.(b)(1)(ii)

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<p>(1). Existing conditions map</p> <p>(2). Sketch building elevations, perspectives, cross sections, massing studies</p> <p>(3). General statement of materials, signage and screening concepts</p> <p>(4). Written documentation describing:</p> <ul style="list-style-type: none"> i. Effects report for traffic flow, environmental, water, sewer, schools, roads, police, fire, recreation, open space, libraries, community centers and facilities and any other information that the County deems appropriate to be analyzed ii. Adverse impacts which will be mitigated iii. Compliance with 32-4-402 (Compatibility) iv. Design requirements including requirements for streets, alleys, streetscape, public open space, setbacks, build-to lines, access points, parking and buffering v. Architectural code and prototype designs for proposed buildings, architectural standards and building description <p>(5). A statement identifying any proposed modifications to the applicable development or zoning requirements. List of Modifications of the underlying zoning requirements</p> <p>(6). A statement explaining how the Planned Unit Development will provide a community benefit.</p>	<p>for county review.</p> <p>A plan that proposes housing to be constructed under the applicable provisions of a federal or state housing or tax law shall be submitted within 180 days after adoption of the Council resolution.</p>	<p>§ 32-4-243 (b)(3)(iv)(4)(B, C)</p> <p>§32-4-243 (b)(3)(iv)(5)</p> <p>32-4-243 (b)(3)(iv)(6)</p>	<p>(i) An environmental benefit by proposing to achieve at least a silver rating according to the U.S. Green Building Council’s LEED Green Building Rating System or proposing residential structures that achieve at least a silver rating according to the ANSI (American National Standards Institute) NGBS (National Green Building Standard);</p> <p>(ii) Land Use Benefit, including higher quality architectural design.</p> <p>(iii) CIP to an on-site or nearby county facility or volunteer fire company.</p> <p>(iv) Public policy for economic development opportunities or providing senior or workforce housing.</p>
<p>(7). Concept Plan Conference (CPC)</p>	<p>PDM shall schedule within 10 working days of the concept plan submittal</p>	<p>§ 32-4-216.(a)</p>	<p>Within 10 days of filing for concept plan conference.</p>

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Community Input Meeting	PDM shall schedule within 10 working days of the CPC and post property.	§ 32-4-217	The CIM shall occur no earlier than 21 days and no later than 30 days after posting. The location shall be in the vicinity of the proposed development.
PUD Development Plan Review	Within 12 months of the conclusion of the final CIM.	§ 32-4-221(b)(1) § 32-4-243(e) § 32-4-224 § 32-4-225	Plan must be filed within 12 months of the final community input meeting (if more than one CIM) PDM shall undertake a preliminary review, thereafter a full county review.
Office of Planning’s PUD Report FINAL RECOMMENDATIONS on the Development Plan and Pattern Book for Hearing Officer	At the time of the DPC.	§ 32-4-244	With its development plan conference comments; the Office of Planning shall include a final report containing its final recommendations consistent with requirements of section § 32-4-243. REQUIREMENTS FOR A PLANNED UNIT DEVELOPMENT. This final report together with the PUD development plan and pattern book shall be submitted to the Hearing Officer for review in accordance with § 32-4-245 .
Hearing Officer’s Hearing • POSTING	Officer's hearing shall be conspicuously posted on the lot, parcel, or tract that is the subject of the Development Plan at least 20 working days before the hearing.	§ 32-4-227	Posting must remain for at least 15 days prior to hearing.
Hearing Officer’s Review • Conduct a hearing as per § 32-4-227 and 228 • Issue written decision that approves or denies PUD and may condition approval based on Planning’s Recommendations. • Identify Modifications of Standards and state that the Hearing Officer considered the impacts of such modifications upon surrounding uses and why they are in the public		§ 32-4-245(a)(1) § 32-4-245(a)(2) § 32-4-245(a)(3)	Unless otherwise modified, the base development and zoning regulations shall apply.

