

Planned Development Ordinance Revision

Intent: The purpose of these proposed revisions is to provide a general update of the PD ordinance and to address concerns about the PD process that have been raised over the years by staff, the Administrative Officers, the public and the development community. There are changes to Chapter 1: Definitions, Chapter 2: Planned Development Zones, and to Appendix B: Supplemental Requirements for Planned Developments. Additionally a checklist document has been created to replace an outdated one and to assist in the submission process for the three stages of a planned development submission (Draft Plan, Preliminary Plan and Final Detailed Plan).

The following changes are submitted for your scrutiny and were guided by the following principles:

1. Raise standards.
2. Increase efficiency in the negotiation process.
3. Expand opportunities for unique and desirable projects that meet the goals of the Commission as delineated in the "Intent" section.
4. Provide greater clarity to the submission, review and approval process.
5. Allow greater flexibility in various parts of the process that have, over the years, been determined to be unnecessarily strict and not serving the public interest.

UZO – 1-10-2:

Building Envelope: The three-dimensional space within which a structure is permitted to be built and which is defined by UZO regulations or planned development plans and documents governing building setbacks, maximum height and bulk; by other regulations; or any combination thereof.

Building Footprint: The two-dimensional space containing the outline of the total area covered by a building's perimeter at the ground level.

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2-28 PLANNED DEVELOPMENT ZONES

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2-28-1 INTENT:

- Highlights
1. Section 2-28-1 more clearly outlines the purpose of planned developments.
 2. Section 2-28-1-a clarifies that planned developments can be non-contiguous within the same jurisdiction, allowing for multi-phase projects that may cover multiple parcels within a jurisdiction.

- (a) PD zoning ~~is intended to may be~~ used to foster innovative and diverse design in land development that is still consistent with both the adopted *Comprehensive Plan* and the intent of the *Unified Zoning and Subdivision Ordinances*. To achieve this, the Commission does not apply any other provisions of this chapter or Chapter 4 below. Instead, the Commission -- through its staff -- negotiates a specific development plan with the petitioner for PD zoning and representatives of the checkpoint agencies. The combined elements of this negotiated plan -- rather than zone regulations -- then become the subject of the rezoning process. All restrictions and regulations for a specific Planned Development are thus contained within the approved and recorded plan itself, having been arrived at prior to rezoning. PD zoning may be applied to a redevelopment site, existing **development**, ~~open undeveloped~~ land, and on small or large contiguous or non-contiguous tracts located within the same jurisdiction.
- (b) The Commission's goal is to provide a widening variety of environmentally appropriate residential, nonresidential and mixed-use **developments** to meet the needs of this community. To help create attractive, healthful, efficient and ~~stable sustainable~~ places to live, shop and work, the Commission encourages use of PD zoning within the following contexts:
- (1) to accommodate compatible **development** in environmentally sensitive locations;
 - (2) to enhance compatibility with surrounding land **uses**;
 - (3) to permit a harmonious variety of **uses** within a single **development**;
 - (4) to promote efficiency, sustainability and thus economy by clustering structures and/or by using shared facilities or services;
 - ~~(5)~~ to foster new site treatments not contemplated in other kinds of **zones**.
 - ~~(5)~~(6) To advance the policies of the Comprehensive Plan in innovative ways less easily achievable through the other zoning districts.

2-28-2 ORIGINATION OF PROPOSALS:

- (a) A request to rezone from any other zoning classification to PD may be initiated by:
- (1) all owners of the property in question; or
 - (2) any group of owners united in interest, acting jointly in pursuance

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- to an agreement to carry out the proposal in separate ownership.
- (b) Because of the unified design of a planned development and because the combined elements of the negotiated plan are the substance of the **zone** itself, this ordinance requires that a request to reclassify from PD to PD shall include amongst the petitioners either:
- (1) all owners of the property within the current planned development; or
 - (2) the owners' association acting on behalf of a majority of property owners in the current planned development, as constituted in the recorded bylaws.
- (c) Also, in keeping with provisions of 5-2-3 below, PD zoning is mandatory for any new **condominium** construction or **condominium** conversion.

2-28-3 CLASSIFICATION OF PLANNED DEVELOPMENTS:

- (a) To identify the nature of planned developments on zoning maps, they shall be classified as one of these four **zones**:
- (1) **PDRS (Planned Development Residential)**, in which all **buildings** and land are developed for residential **use** and those activities customarily accessory to residential **use**;
 - (2) **PDNR (Planned Development Non-Residential)**, in which no **buildings** or land are developed for residential **use**, but rather for commercial and/or industrial and/or recreational and/or some other nonresidential **use**;
 - (3) **PDMX (Planned Development Mixed-Use)**, in which **buildings** and land are developed as a mix of both residential and nonresidential **uses**; and
 - (4) **PDCC (Planned Development Condominium Conversion)**, in which the only change proposed involves either:
 - (A) the conversion to **condominium** ownership of a **development** which has received occupancy permits for all parts no less than three years prior; or
 - (B) the conversion to **condominium** ownership of an existing **building** in a CB or CBW **zone** or in a PD **zone** adjoining or surrounded by a CB or CBW zone;

where there is no further division of land involved.
- (b) Those PD **zones** and overlays approved prior to the adoption of this amendment shall be reclassified as one of the above four zoning categories.

Highlights

1. Section 2-28-3 now formally defines and titles each planned development zoning classification.

2-28-4 PRE-SUBMISSION CONFERENCE:

- (a) No pre-submission conference is required before submitting a rezoning request to PDCC.

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Highlights

1. Section 2-28-4-c now requires petitioner to provide justification for their proposal as it relates to established policy. It also requires more detailed information at this stage.
2. Section 2-28-4-e allows staff to request additional Presubmission meetings prior to petitioner being cleared to submit draft plans, while Section 2-28-4-f provides the petitioner confidentiality until a rezone petition with draft plan is submitted.

- (b) Before submitting any of the materials required for a rezoning request to either PDRS, PDNR or PDMX, the petitioner shall arrange a meeting with staff and the appropriate **Administrative Officer**, and if outside the corporate limits of Lafayette and West Lafayette, the County Surveyor and Highway Executive Director, or their designees (Amend 15). If outside the service area of sanitary sewer, the County Health Department shall also be notified (Amend 41).
- (c) At the pre-submission conference, the petitioner shall be prepared to explain the justification for rezoning to a PD zone based on the criteria in Section 2-28-1(b) and bring ~~to this meeting~~ a drawing or sketch of the proposed planned development that:
 - (1) is at least approximately scaled;
 - (2) includes the entire tract;
 - (3) shows, in at least schematic detail, location and description of proposed **uses** and major **buildings**, neighboring buildings and uses including those on the opposite sides of all streets, layout and classification of **roads**, all entrances and exits, any environmentally sensitive areas;
 - (4) proposes treatment of environmentally sensitive areas;
 - (5) indicates phasing and a time frame for **development**.
- (d) Discussion at this meeting shall include:
 - (1) the intent and requirements of PD zoning;
 - (2) the petitioner's intentions and objectives regarding land **use**, **street** improvements, utilities, the interrelationship of these aspects, and similar matters (Amend 15);
 - (3) the petitioner's intentions assuring compatibility between **uses** proposed for the perimeter of the PD and surrounding land **uses** and zoning classifications;
 - (4) general availability of utilities to the site;
 - (5) the area's current zoning pattern and all elements of the *Comprehensive Plan*;
 - (6) specific materials and documents required in 2-28-5 below to be included with the submission, and a list of checkpoint agencies to be involved;
 - (7) classification of the proposed rezoning as either PDRS, PDNR or PDMX, as per 2-28-3 above; and
 - (8) a proposed schedule for the rezoning process.
- (e) No planned development proposal may advance to the Draft Plan submission stage until APC staff and the Administrative Officer have cleared the project to do so. Prior to the project to being cleared to proceed to the Draft Plan submission stage, the Administrative Officer or staff present at the pre-submission conference may request additional pre-submission conference meetings in order to seek further

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clarification of the project's details required by this section.

(f) Unless directed otherwise by the petitioner, the contents of pre-submission conferences are to remain confidential and are not to be disclosed by staff to the public until the petitioner files for a PD rezoning request with draft plan.

2-28-5 FILING REQUIREMENTS FOR A PD REZONING REQUEST WITH DRAFT PLAN:

(a) With the conclusion of the pre-submission conference stage per 2-28-4(e)After a pre-submission meeting, or to initiate a PDCC action, the petitioner may file a rezoning request to one of the PD classifications. The last working day of each month is the deadline for a petitioner to make a complete submission intended to be heard, depending on the conclusion of the discussions required by Section 2-28-6-b, as a rezoning request no sooner than the Commission's public meeting about 1½ months later.

This initial-submission shall contain the following:

- (1) a non-refundable processing fee, sufficient for up to two draft plan meetings, as set by the Commission;
- (2) a signed and notarized Petition to Rezone with metes and bounds legal description, indicating the PD classification being sought, signed by the owner or owners of all property involved, or with a notarized Affidavit of Consent of all owners attached;
- (3) a list of names, addresses and auditor's key numbers of all property owners located adjacent to and directly across the street, alley, or railroad **right-of-way** from the property described in 2-28-5-b-2 above; an typed-original and 16 copies of the proposed ordinance to rezone the property, using the sample format provided by the staff;
- (4) A completed copy (both paper copy and electronic copy) of the Commission's publication, Planned Development Submission Checklist, the required number of drawing sets labeled Draft Plan and ,3 sets of drawings-an electronic copy of the plans.-labeled Draft Plan,-Plans shall be organized and formatted according to the checklist's specifications and shall using the format described in the Commission's publication, PD Draft and Preliminary Plan Supplemental Guidelines;- to include a published and recorded boundary survey meeting the requirements of *IAC Title 865 Article 1 Rule 12* or its successor, plus a full and detailed site analysis and proposed **site plan**, utilities plan and-, landscape plan and all other items called for in that publication;
- (5) if dividing or replatting land, the required number of drawings with electronic copy 3-copies of the preliminary **plat**, prepared by a

Highlights

- 1. Section 2-28-5 allows for 2 draft plan meetings per submitted fee.
- 2. Section 2-28-5 also requires the new submission checklist be completed and requires plan submissions to contain an electronic copy (PDF for example).

Registered Land Surveyor in conformance with the requirements of Appendix B-1 below.

- (6) The required number of number of copies~~3 copies~~ with electronic copy of any proposed covenants and horizontal property ownership and owners' association documents (including amendment provisions that conform to 2-28-14-a through 2-28-14-c below). These shall include a table of contents, and be written in plain language easily understood by most readers; and
 - (7) signatures of all required checkpoint agencies, or post office receipts of certified mailing, indicating receipt of one set each of the items listed as (7) through (9) above.
- (c) Checkpoint agencies to be provided with sets of plans and other documents will have been determined at the pre-submission meeting stage. They include those agencies having jurisdiction in areas potentially affected by the petitioner's proposed **development**. The list may be drawn from the agencies listed in 2-28-5-c-1 on the following page. For a PDCC rezoning, upon request of the petitioner, the staff will provide a list of checkpoint agencies to be provided with sets of plans and documents (Amend 15).
- (d) If the petitioner fails to meet the filing requirements of 2-28-5 above within 6 months of the last pre-submission meeting date, the petitioner shall schedule a new pre-submission meeting, as per 2-28-4, in order to continue the project.

2-28-5-c-1 LIST OF CHECKPOINT AGENCIES:

CITY OF LAFAYETTE	
City Engineer	Redevelopment Commission
Water Dept.	Tippecanoe Soil and Water County
Health Department	Conservation District
Wastewater Dept.	Indiana Department of Transportation
Police Dept., Traffic Division	Lafayette or Tippecanoe
Fire Chief	School Corporation
Parks and Recreation Dept.	Wabash River Enhancement Corporation
CityBus	(Amend 54)
CITY OF WEST LAFAYETTE	
City Engineer	W. L. or Tippecanoe School Corp.
Traffic Commission	Environmental Commission
Wastewater Trtmt Treatment Utility	Development Department
Police Dept. Traffic Chief	Tippecanoe County Health Dept.
appropriate water department	Tippecanoe Soil and Water
Fire Chief	Conservation District
Parks and Recreation Dept.	Indiana Dept. of Transportation
CityBus	Wabash River Enhancement Corporation
	(Amend 54 & 60)
TIPPECANOE COUNTY	
Highway Dept.	Parks and Recreation Dept.
Building Commission	Tippecanoe Soil and Water
Surveyor	Conservation District
Health Dept.	Tippecanoe, Lafayette, West Lafayette
County Sheriff or	or Benton County School Corp.
Municipal Police Dept.	Appropriate Water Utility
Local Fire Department	Appropriate Wastewater Utility
Indiana Dept. of Transportation	Wabash River Enhancement Corporation
CityBus	(Amend 54)
INCORPORATED TOWNS	
Town Council	Tippecanoe School Corporation
County Health Dept.	Tippecanoe Soil and Water
Town Marshall	Conservation District
Local Fire Dept.	Indiana Dept. of Transportation

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2-28-6 REQUIRED REVIEW DRAFT PLAN MEETING:Highlights

1. Section 2-28-6-a sets clearer standards for plan check-in and review.
2. Section 2-28-6-b allows staff to require additional draft plan meetings until the project is ready for the preliminary plan stage.
3. Section 2-28-6-e requires the time-sensitive rezone application items be submitted only when the draft plan phase is complete.

- (a) The Commission's staff shall determine if the petitioner's submission is complete within five business days of the day after the submission deadline. If it is, written notices shall be sent to the petitioner, the petitioner's representatives, the checkpoint agencies and the staff, scheduling a Required Review Draft Plan Meeting to be held ideally on or before the third Wednesday of that month. If the submission is found to be incomplete within the time frame specified by this section, the staff shall provide the petitioner, within ten business days, a written statement detailing its deficiencies regarding items in 2-28-5-b above. The last day of that month will then be the next filing deadline for a complete submission.
- (b) At the Required Review Draft Plan Meeting, the staff and checkpoint agency representatives will have an opportunity to require changes recommend revisions to the Draft Plan submission and discuss them with the petitioner and petitioner's representatives. Checkpoint agencies may provide written comments to the Executive Director, or the director's designee, instead of being present. Additional draft plan meetings may be required by the staff and/or checkpoint agencies in order to complete the discussions of the required changes and recommended revisions to the Draft Plan submission.
- (c) Per Section 2-28-5, the processing fee is sufficient for up to two draft plan meetings. In the event that additional draft plan meetings are required by staff and the checkpoint agencies, or by the petitioner pursuant to Section 2-28-7-b, to complete the discussions required Section 2-28-6-b, an additional non-refundable processing fee shall be required which shall be sufficient for up to two additional draft plan meetings.
- (d) Additional draft plan meetings shall be scheduled only after the processing fee has been received by the Commission.
- (e) With the conclusion of the discussions required by Section 2-28-6-b or in the petition receiving a determination of completeness by the APC Executive Committee per Section 2-28-7-b and twenty-two days before the next available APC public hearing, the following items shall be submitted to complete the filing requirements for a PD rezoning request with draft plan:
- (1) 2 Notices of Public Hearing, each with a metes and bounds or other proper legal description and the common address or location of the property;
 - (2) 2 release letters authorizing the staff to submit Notices of Public Hearings to the designated newspapers;
 - (3) A completed Notice to Interested Parties form.

2-28-7 PRELIMINARY PLAN APPLICATION REQUIREMENTS: (Amend 51)

(a) Following the Required Review Draft Plan Meeting stage, the petitioner shall submit a Preliminary Plan no later than the last Wednesday of the month preceding the intended public hearing. The Commission's staff will notify the petitioner within five business days as to whether the Preliminary Plan application is complete. During this five business day review period, staff shall determine whether minor corrections can be made, if possible and needed, in order for the Preliminary Plan application to be complete. A complete Preliminary Plan application shall contain the following: (Amend 51)

Highlights

- 1. Section 2-28-7-a clarifies review process submission requirements.
- 2. Section 2-28-7-b contains language already agreed upon by Ordinance Committee regarding a new "Completeness Determination" process.

- (1) Unless directed otherwise by APC staff, 87 sets of drawings and PDFelectronic copy, labeled Preliminary Plan, containing all the elements of the Draft Plan reflecting changes resulting from the Required Review Draft Plan Meeting stage, including all changes required revisions recommended by required by the staff and checkpoint agencies; (Amend 51)
- (2) Unless directed otherwise by APC staff, if dividing land, 87 copies and PDFelectronic copy of the preliminary **plat**, prepared by a Registered Land Surveyor as per Appendix B-1 below, included within the Preliminary Plans; and
- (3) Unless directed otherwise by APC staff, 87 copies and PDFelectronic copy of any covenants and horizontal property ownership and owners' association documents (including amendment provisions that conform to 2-28-14-a through 2-28-14-c below). These shall include a table of contents, and be written in plain language easily understood by most readers.
- (4) a non-refundable processing fee as set by the Commission;

(b) If the Commission's staff determines that the Preliminary Plan is incomplete because it fails to include all changes required by the staff and checkpoint agencies during the Draft Plan Meeting stage, and the petitioner disagrees with this determination, the petitioner may appeal this determination to the APC Executive Committee and request a public hearing for a Completeness Determination by the APC Executive Committee relative to the Preliminary Plan. At such public hearing, the petitioner and the Commission's staff, and any checkpoint agencies which desire to participate, shall each present a summary of the discussions outlined in Section 2-28-6-b and be available to answer questions from the APC Executive Committee. The APC Executive Committee shall then determine and render a decision as to whether the changes required by the staff and checkpoint agencies required by Section 2-28-7-a-1 have been sufficiently included in the Preliminary Plan application. The APC Executive Committee is making no determination as to the appropriateness of the changes. If the APC

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Executive Committee finds the Preliminary Plan Application to be complete, the application shall proceed to a full APC public hearing in accordance with Section 2-28-8. If the APC Executive Committee finds the Preliminary Plan Application to be incomplete the petitioner may request additional Draft Plan Meetings in accordance with Section 2-28-6-c or withdraw the application. To initiate an appeal and request a Completeness Determination public hearing before the APC Executive Committee the petitioner shall:

- (1) (1) Request in writing, on forms provided by the Commission, a Completeness Determination Public Hearing.
- (2) (2) Submit, with the completed form, a non-refundable processing fee as set by the Commission.
- (c) If the petitioner fails to submit a complete Preliminary Plan application requirement within 6 months after the date of the last Draft Plan Meeting, the rezoning petition shall be void. If the petitioner wishes to continue with the project, a new pre-submission meeting, as per 2-28-4 above, must be scheduled.

(1) —

- (d) If the petitioner fails to meet the Preliminary Plan application requirement within 6 months of the date of the last Required Draft Plan Review Meeting, and does not apply for a Completeness Determination with the APC Executive Committee per 2-28-7-b above, his rezoning petition shall be void. If the petitioner wishes to continue with the project, he shall schedule a new pre-submission meeting, as per 2-28-4 above. (Amend 51)

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2-28-8 PRELIMINARY PLAN HEARING AND DISPOSITION:

- (a) The petition and Preliminary Plan shall then be heard by the Commission as a petition for zoning ordinance amendment, subject to the procedures that apply to such an amendment. Upon hearing the request, the Commission may recommend ~~either~~ approval, amendment, or ~~disapproval-denial~~ of the Preliminary Plan, ~~or may vote no recommendation~~ pursuant to **APC** bylaws.
- (b) The Commission may impose reasonable conditions with its recommendation. These conditions shall only involve the inclusion of additional items unrelated to the project's design. Such items include, but are not limited to, being granted additional approval by another governmental agency such as the Drainage Board, or obtaining permission to attach to an existing utility.
- ~~(c)~~ If the Commission requires changes in design, regarding the proposed site, utilities or landscape plans, then the Commission shall vote to recommend amendment. Should this happen, the petitioner may resubmit a second Preliminary Plan, as per 2-28-7 above, for a later rehearing by the Commission.
- ~~(e)~~(d) If there are two inconclusive votes, the petition may either be withdrawn or the petitioner may return, after paying the applicable fee, to the Draft Plan stage per Section 2-28-6-b where negotiations on the project may resume, addressing the comments and concerns raised by the commission at the hearing. With the successful conclusion of these negotiations, the petitioner may file Preliminary Plans per Section 2-28-7 after satisfying the requirements of Section 2-28-6-e.
- ~~(d)~~(e) If the Commission recommends approval, ~~disapproval or denial or no recommendation~~, the ~~8~~required sets of Preliminary Plans (including drawings, **plats** and covenants) shall be stamped with that recommendation and signed by the President and Secretary of the Commission. The distribution of these sets shall be as follows:
- (1) 1 set, including an electronic copy of the signed plans, shall be permanently retained in the office of the Commission;
 - (2) 21 sets shall be returned to the petitioner;
 - (3) 4 sets shall be distributed by the staff, with 1 set going to each of the appropriate, gas, electric, telephone and cable television utilities; and
 - (4) 1 set shall be certified to the appropriate legislative body for adoption as a **Planned Development Zone** pursuant to the laws governing zoning ordinance amendments.
 - (4)(5) Additional sets, as required by staff for distribution to additional utility providers of public agencies, shall be distributed accordingly.
- ~~(e)~~(f) The legislative body may adopt or defeat the certified Preliminary

Highlights

1. Section 2-28-8-d establishes rules for inconclusive APC hearing votes on PD's.

Planned Development, but shall not amend it. If it is adopted by the legislative body, the petitioner may prepare Final Detailed Plans.

2-28-9 APPROVAL OF FINAL DETAILED PLANS FOR PDCC ZONES:

- (a) Following rezoning to PDCC by the legislative body, the petitioner may submit Final Detailed Plans. The petitioner cannot file required **condominium** documents with the County Recorder, until the staff approves these Final Detailed Plans.
- (b) A complete PDCC Final Detailed Plans submission shall contain the following:
 - (1) evidence that any conditions imposed by the Commission at the time of its hearing have been met;
 - (2) unless directed otherwise by the Commission's staff, a minimum of 8 sets of drawings and PDFelectronic copy, labeled Final Detailed Plans -- **Condominium** Conversion, identical in content to the Approved Preliminary Plan (within the context of the imposed conditions), reviewed and signed by the appropriate **Administrative Officer**. The number of sets shall be determined by the staff; and
 - (3) unless directed otherwise by the Commission's staff, a minimum of 8 signed copies and PDFelectronic copy of any covenants and horizontal property ownership and owners' association documents (including amendment provisions that conform to 2-28-14-a through 2-28-14-c below). These shall include a table of contents, and be written in plain language easily understood by most readers. The number of copies shall be determined by the staff.
- (c) The staff shall review these Final Detailed Plans within 5 working days of the petitioner's submission. If the staff finds they comply with 2-28-9-b above, the staff shall approve them by attaching a certificate of approval, signed and dated by the **Executive Director**, stating its finding of compliance. If the staff finds them incomplete as per 2-28-9-b above, the staff shall notify the petitioner of the deficiencies. After this certificate is attached, the petitioner shall not submit an alternate or revised set of Final Detailed Plans for the same legal description, except under the circumstance described in 2-28-11-c below.

2-28-10 APPROVAL OF FINAL DETAILED PLANS FOR PDRS, PDNR AND PDMX ZONES:

- (a) Following rezoning to PDRS, PDNR or PDMX, the petitioner may file Final Detailed Plans. The petitioner can neither seek **improvement**

Highlights

1. Section 2-28-9 allows staff to determine number of plan sets based on jurisdictional requirements, which differ among APC's member jurisdictions.

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location permits nor begin any *development* (including earth moving) activity until the Commission approves these Final Detailed Plans and the petitioner records them (Amend 15). To be complete, Final Detailed Plans shall have already been approved and signed by the appropriate **Administrative Officer**; any applicable sanitary sewer and water provider, public or private; and if outside the Cities of Lafayette and West Lafayette, the Director of the County Highway Department, and the County Surveyor on behalf of the County Drainage Board. Final Detailed Plans may ~~be~~ only be submitted in phases if a development phase plan was negotiated at the Draft Plan stage.

(b) A complete PDRS, PDNR or PDMX Final Detailed Plans submission shall contain the following:

- (1) evidence that any conditions imposed by the Commission at the time of its hearing have been met. If Final Detailed Plans for only part of the project are being submitted, per the negotiated and approved development phase plan, only those conditions bearing on that part need be met;
- (2) Unless directed otherwise by the Commission's staff, 10 sets of drawings and PDFelectronic copy, labeled Final Detailed Plans, consisting of ~~all the elements of the Approved Preliminary Plan,~~ plus full Construction Plans, prepared in conformance with the requirements of Appendix B-2—below, including for all public improvements to be installed by the developer, plus all the elements of the Approved Preliminary Plan (placed at the end of the Final Detailed Plans set as an appendix).
- (3) Unless directed otherwise by the Commission's staff, 10 signed copies and PDFelectronic copy of any covenants and horizontal property ownership and owners' association documents (including amendment provisions that conform to 2-28-14-a through 2-28-14-c below). These shall include a table of contents, and be written in plain language to be easily understood by most readers; and
- (4) a release from the mortgage company, if any, covering the necessary **right-of-way**, where **right-of-way** is to be dedicated.
- (5) If one or more lots are being created, the petitioner shall provide, unless directed otherwise by the Commission's staff, 10 copies and electronic copy and a reproducible mylar of the signed final **plat**, prepared by a Registered Land Surveyor in conformance with Appendix B-3 below, with a Planned Development Dedication Certificate appended. The final plat copies shall be included within the Final Detailed Plans set. The petitioner may either submit this final plat along with items (1)

Highlights

1. Section 2-28-10-a allows for phases to be submitted if a development phase plan was negotiated and approved at the draft plan stage.
2. Section 2-28-10-b more clearly explains what makes a complete FDP submission, including the requirement that the Final Plat not be separated unless negotiated that way.

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~~through (4) above, or at a later time. In either event, the final **plat** is a part of Final Detailed Plans, and as such, n~~ The final **plat** cannot be recorded separately from the other elements of Final Detailed Plans unless a record-by date for the submission of the Final **Plat** was agreed to during the draft plan negotiations and included in the project's narrative. **No improvement location permit** shall be issued until the Final Detailed Plans **plat** is both are approved as per 2-28-10-d below, and recorded as per 2-28-11.

(c) If public improvements or improvements for common usage are to be installed by the petitioner, he or she shall either:

- (1) complete the improvements upon approval of the ~~construction plans portion of the~~ Final Detailed Plans, or
- (2) provide surety to the Area Plan Commission for these improvements (either post a performance bond, submit a certified check, submit an irrevocable letter of credit or submit a certificate of deposit per Appendix B-4 below) prior to ~~plat approval (unless no plat is required, in which case prior to the approval of the Construction Plans)~~ approval of the Final Detailed Plans. **No improvement location permit** shall be issued until surety has been provided (Amend 15).

Improvements for common usage include landscaping, recreational components and all other facilities either located in common areas or designated for common **use**, and shall be included in the first phase per any negotiated and approved phase plan .

- (d) If the Commission finds the submission of Final Detailed Plans ~~(with final **plat**, or final **plat** alone after previous portions of Final Detailed Plans have been approved)~~ to conform to the Approved Preliminary Plan as adopted by the legislative body at the time of rezoning, the Commission shall adopt a resolution. After this resolution is adopted, the petitioner shall not submit an alternate or revised set of Final Detailed Plans for the same legal description, except under the circumstance described in 2-28-11-c below.
- (e) The adopted resolution shall be signed and dated by the President and Secretary of the Commission, and a copy shall be attached to the front of each set of approved Final Detailed Plans.
- (f) Adoption of a resolution shall neither constitute nor imply a participating jurisdiction's acceptance of any **street, easement** or park shown in Final Detailed Plans. Acceptance is only that of real property itself. The Commission may require notes to this effect.

2-28-11 RECORDING APPROVED FINAL DETAILED PLANS:

- (a) Before performing any **development**, construction or earth moving

Highlights

1. Section 2-28-10-c contains language already approved by Ordinance Committee.

activity, or applying for **improvement location permits**, or filing any required **condominium** documents, the petitioner shall record approved Final Detailed Plans in the Office of the County Recorder.

- (b) The staff shall accompany the petitioner in the recording process. Final Detailed Plans shall first be stamped and dated at the County Auditor's office, with one set of plans given the County Auditor, along with any additional items required by that office. The remaining sets of Final Detailed Plans shall then be stamped, numbered and recorded at the County Recorder's office, and then distributed by the petitioner. The staff shall provide the petitioner a list of agencies to which the petitioner shall distribute sets of approved and recorded plans. The petitioner shall keep at least one set.
- (c) If the petitioner fails to record Final Detailed Plans for all or any part of the entire project within 30 days of the date of their approval, that approval expires. In order to continue, the petitioner then shall resubmit Final Detailed Plans for approval, as per 2-28-9 or 2-28-10 above.
- (d) Any construction that does not fully comply with recorded Final Detailed Plans will be subject to appropriate enforcement action as provided for in 6-3-1 below.

2-28-12 AMENDING RECORDED FINAL DETAILED PLANS:

(a) A property owner may wish to ~~make-propose~~ changes to a PDRS, PDNR or PDMX project after Final Detailed Plans have been recorded. If these proposed changes are acceptable to the Administrative Officer and subsequently determined to conform to the Approved Preliminary Planned Development as adopted by the legislative body, and to constitute a minor modification only, then the changes shall be recorded as an Amended Final Detailed Plan, as per 2-28-11 above.

- (1) This written determination of conformance and minor modification shall be made and signed by the appropriate **Administrative Officer**, and attached to each copy of the Amended Final Detailed Plans before recording with APC staff.
- (2) A minor modification cannot include: any increase in residential **density**; any decrease in residential **density** of 10% or more; any ~~change-increase~~ in **building** dimension or change in building location other than within the defined **building envelope**; any change in landscaping other than increases, as determined appropriate by the administrative officer, in the amounts of approved landscaping, substitution of species or redesign with the same materials; any ~~alteration-increase~~ in the ~~size-and/or location-of~~ size of the signage approved with the Preliminary Plan;

Highlights

- 1. Section 2-28-12-a-2 makes changes to minor modifications, adding more flexibility for minor changes to a project.
- 2. Section 2-28-12-a-3 further clarifies roles and responsibilities in the submission process.

Highlights

1. Section 2-28-12-a-5 clarifies the AO's role in accepting a minor modification proposal which meets the section's basic requirements.
2. Section 2-28-12-a-6 requires a locality to amend a PD as a minor modification when a public infrastructure project affects a PD.
3. Section 2-28-12-b contains language already approved by Ordinance Committee.

any change in type of land **use**; any change in the alignment or intersection of **streets**; or any change in restrictive covenants, or horizontal property ownership and owners' association documents regarding these items (Amend 15).

- (3) Submission requirements and a timetable for seeking a determination of conformance and minor modification shall be set by each **Administrative Officer**. Amended Final Detailed Plans with minor modification shall be submitted to the APC once a determination of conformance from the **Administrative Officer** is received. Prior to recordation, APC staff will review the submission to ensure the submission meets all the requirements of this section. Any discrepancies with this section that are identified by APC staff shall be brought to the attention of the **Administrative Officer** who will work with the APC staff to resolve the discrepancies and coordinate with the petitioner to correct the submission prior to recordation.
- (4) Changes beyond the scope of minor modification require rezoning.
- (5) As the steward of a planned development project approved by the legislative body, the **Administrative Officer** is not compelled to approve a minor modification proposal simply because it meets the basic requirements of this section. Rather, in determining whether to accept a proposal that meets the basic requirements of this section, the Administrative Officer should consider whether the proposed changes bring the project into even greater conformance with the Commission's goals outlined in Section 2-28-1.
- (4)(6) Changes made to a planned development project as a result of a public infrastructure project or other similar public development project shall be permissible, subject to the approval of the **Administrative Officer**. The public agency responsible for the changes shall submit, on behalf of the planned development owner, the necessary plans and documentation detailing the changes to the planned development.
- (b) For any newly constructed **condominium** project or attached **zero-lot-line (ZLL)** project, the property owners shall provide exact measurements locating **buildings** and common **lot lines** after foundations have been put in place. The revised **plat** reflecting exact locations needs to be approved and signed by the appropriate **Administrative Officer** as Amended Final Detailed Plans and recorded as per 2-28-11 above prior to the issuance of a Certificate of Occupancy.

2-28-13 LAPSED AND ABANDONED PLANNED DEVELOPMENTS:

Highlights

1. Section 2-28-13-a allows abandoned PDCC projects to return to a by-right zoning classification to better expedite future redevelopment.

- (a) An intended **condominium** conversion has **lapsed** if 2 years have passed since the date on which rezoning to PDCC was granted, and no Final Detailed Plans have been approved and recorded as per 2-28-9 and 2-28-11 above. Following such **lapse**, the Commission shall initiate a petition to rezone the property to its ~~previous~~ most recent non-planned development classification.
- (b) A planned development has been **abandoned** if 2 years have passed since the date on which rezoning to PDRS, PDNR or PDMX was granted, and no Final Detailed Plans have been approved and recorded for the project or any part or phase of it as per 2-28-10 and 2-28-11 above; or
- (c) Parts or phases of a planned development, for planned developments less than 20 acres in size, have been **abandoned** if 10 years have passed since the date on which rezoning to PDRS, PDNR or PDMX was granted, and only Final Detailed Plans for other parts or phases have been approved and recorded as per 2-28-10 and 2-28-11 above.
- (d) Parts or phases of a planned development, for planned developments equal to or greater than 20 acres in size, have been **abandoned** if 15 years have passed since the date on which rezoning to PDRS, PDNR or PDMX was granted, and only Final Detailed Plans for other parts or phases have been approved and recorded as per 2-28-10 and 2-28-11 above.
- (e) Prior to the effective date of a planned development becoming **abandoned** per Sections 2-28-13-c and 2-28-13-d the project's owner may request an extension of the approval of the Final Detailed Plans from the Commission or Executive Committee only after receiving a satisfactory endorsement from the Commission's staff, the **Administrative Officer** and the **Checkpoint Agencies**. The project's owner shall be responsible for organizing the meeting between the Commission's staff, the **Administrative Officer** and the **Checkpoint Agencies** and paying the applicable fee (the same fee charged for a minor modification). In the meeting, the project's owner shall present their request and explain why the extension is necessary in order to complete the project. The Commission's staff, the **Administrative Officer** and the **Checkpoint Agencies** shall either jointly agree to the request as presented, recommend an alternative satisfactory to the project's owner or recommend against an extension.

Highlights

1. Section 2-28-13-c through e changes PD abandonment effective dates based on project acreage and allows for extensions of Final Detailed Plan approvals to be granted by the full APC or Executive Committee after meeting with staff and receiving staff's endorsement.

- 1. If the Commission's staff, the **Administrative Officer** and the **Checkpoint Agencies** jointly recommend against an extension the project's original abandonment date shall remain in effect. Notice of the recommendation against shall be sent in writing to the Commission and presented by the Commission's staff as an

PD

2-28 PLANNED DEVELOPMENT ZONES, cont.

PD

Highlights

1. Section 2-28-13-h allows non lapsed or abandoned PD's to be rezoned to a non-PD zone only if the AO certifies in writing that the proposed zone being sought conforms to the PD's approval. Covenant restrictions that make the PD more restrictive than the zone being sought in the rezone petition would continue.

administrative matter during the Commission's next public hearing.

2. If the Commission's staff, the **Administrative Officer** and the **Checkpoint Agencies** jointly recommend in favor of an extension, such endorsement shall be forwarded as new business to the Commission or Executive Committee's next public hearing and shall contain a new effective date for the planned development's abandonment. The new abandonment date cannot exceed 5 years from the date of the Commission or Executive Committee public hearing on which the project's extension approval will be heard.
3. Once approved, the project's owner cannot seek additional Final Detailed Plan approval extensions.

~~(e)~~(f) An **Administrative Officer** cannot issue an **improvement location permit** for an **abandoned** planned development or an **abandoned** part or phase of a planned development. An **abandoned** planned development or **abandoned** part or phase shall be rezoned (and if to a PD classification, comply with 2-28-11 above) before the property's owner once more becomes eligible to receive an **improvement location permit** at that location.

(g) Neither the Commission nor any legislative body shall initiate a petition to rezone any PD-zoned property ~~unless~~ until it has either **lapsed** or been **abandoned**.

(h) For PD's that have not **lapsed** or been **abandoned**, a rezone petition from a PD **zone** to a non-PD **zone** may be submitted only if the **Administrative Officer** has certified in writing that the **zone** being sought in the rezone petition conforms with the existing PD **zone**. Such written certification shall accompany the rezone petition. Any restrictive covenants, horizontal property ownership documents, owner's association documents and other conditions or development/use restrictions approved with the PD that are more restrictive than what is permitted in the zone being sought in the rezone petition remain in effect and are not nullified with the rezone action to a non-PD **zone**.

~~(d)~~(i) For PD's that have not **lapsed** or been **abandoned** but have been demolished either by a redevelopment effort or by a natural or man-made disaster, a rezone petition to a non-PD **zone** may be submitted without the encumbrance of any of the restrictive covenants, horizontal property ownership documents, owner's association documents and other conditions or development/use restrictions that were associated with the approved PD so long as all such encumbrances are legally nullified and any redevelopment effort under the new non-PD **zone** conforms with both the Unified Zoning Ordinance and Unified

Subdivision Ordinance.**2-28-14 COVENANTS AND MAINTENANCE:**

- (a) To assure property owners that all aspects of a planned development remain in conformance with plans adopted by the legislative body at the time of rezoning, restrictive covenants and any horizontal property ownership and owner's association documents can only be changed through the procedures detailed in 2-28-12 above.
- (b) These changes may be initiated only by a majority of property owners within the planned development. Multiple owners of a single property shall be considered a single owner. The developer shall be considered a single owner until all property is sold.
- (c) The **Administrative Officer** may determine that these changes constitute a minor modification if they meet the requirements of 2-28-12-a-2 above. Changes to these documents which would alter design aspects of the project, or which are determined by the **Administrative Officer** to be beyond the scope of minor modification require rezoning. Covenants and any horizontal property ownership and owner's association documents must reflect the provisions of this section.
- (d) A planned development containing common facilities shall be provided with an owners' association or other private organization responsible to and controlled by the property owners. This organization's purpose is to ensure adequate operation and maintenance of these common facilities, which may include, but are not limited to private **streets**, common areas, landscaping, and amenities such as a clubhouse, pool or tennis courts. Recorded legal assurances shall be provided which show this organization to be self-perpetuating.
- (e) All **streets** and roadways not dedicated to nor accepted by a public agency, and all other common facilities not dedicated to the public, shall be operated and maintained at no expense to any governmental unit.

APPENDIX B: SUPPLEMENTAL REQUIREMENTS FOR PLANNED DEVELOPMENT SUBMISSIONS.

B-2 CONSTRUCTION PLANS FOR PD SUBMISSIONS

B-2-1 GENERAL (Amend 18):

When a petitioner files Final Detailed Plans under 2-28-10 above that include developer-installed public improvements as part of the planned development, his/her submission shall include a full set of Construction Plans for those improvements. These shall be prepared by a Registered Engineer or a Registered Land Surveyor. (By state statute, a Registered Land Surveyor cannot prepare and sign any parts of Construction Plans involving a water utility, a lift station or any other kind of pressurized situation.) Plans shall be drawn at a convenient scale not more than 50' to the inch. These include: public improvements intended to be accepted for public maintenance; public improvements not intended to be accepted for public maintenance consisting of plans that require approval by a public agency; and any sanitary sewer and water systems owned by a private utility company. If more than one sheet is used, all sheets shall be numbered in sequence. All sheets shall measure 24" x 36". The petitioner may phase construction plans to match phases in the approved PD, but should the **APC** require it, amenities located in other phases shall be made part of these Construction Plans as well.

B-2-2 FEATURES OF PD CONSTRUCTION PLANS:

Construction Plans for a PD shall include:

- (a) A cover sheet, labeled Final Detailed Plans, containing a sheet index, contact information for the developer and consultants, contact information for all public and private utility providers (in addition to space for the signatures required by Section 2-28-10-a), and the planned development's title and rezoning number.
- (b) A legend sheet, containing descriptions and definitions of all graphic features in the Final Detailed Plans.
- (c) If required by staff, a narrative/covenants sheet: If any conditions of approval require changes to any project narrative or covenant documents, such changes shall be incorporated into this sheet with final approval by APC staff and the Administrative Officer.
- (d) An existing conditions and demolition plan that meets the requirements of the Administrative Officer.
- ~~(a)~~(e) Plans and profiles showing existing and proposed elevations along center lines of all **streets**. Where a proposed **street** intersects an existing **street** or **streets**, the elevation along the center line of the existing **street** or **streets** within 100' of the intersection shall be shown, plus radii of all curves, lengths of tangents, and central angles of all **streets**. (Where

steep slopes exist, and on request of the local government engineer, the **APC** may require that cross-sections of all proposed **streets** at 100' stations be shown on line at right angles to the center line of the **street**, at each **lot line**, and at points 25' inside each **lot line**.

(b)(f) plans and profiles showing:

- (1) location and typical cross-section of **street** pavements, including curbs and gutters, sidewalks, drainage **easements**, servitudes, **rights-of-way**, manholes and catch basins;
- (2) location of street signs and traffic control signs;
- (3) location, size and invert elevations of existing and/or proposed sanitary sewers, stormwater drains and fire hydrants, showing connection to any existing or proposed utility systems; and
- (4) location and size of all water or other underground utilities or **structures**;

- ~~(e)~~(g) location, size, elevation and other appropriate description of any existing facilities or utilities, including but not limited to: existing **streets**, sewers, drains, water mains, **easements**, water bodies, streams, **flood plains**, and other pertinent features within the proposed planned development;
- ~~(d)~~(h) topography, drawn to the same scale as the preliminary **plat**, with a contour interval of 2', referred to the latest National Geodetic Vertical Datum at the site;
- ~~(e)~~(i) all specifications and references required by the member government(s), including a site grading plan for the entire planned development;
- ~~(f)~~(j) a driveway permit for any state **road** entrance approved by the Indiana Department of Transportation, including detailed plans for this approved permit;
- ~~(g)~~(k) a driveway permit for any county **road** entrance approved by the County Highway Department, including detailed plans approved for this permit;
- ~~(h)~~(l) where required, plans for a temporary turnaround at the stub end of any **street**;
- ~~(i)~~(m) fire hydrants approved by the appropriate fire department, with plans for actual placement of hydrants approved by the jurisdiction in cooperation with its fire department;
- ~~(j)~~(n) an Erosion and Sediment Control Plan meeting the requirements of 327 I.A.C. 15-5 approved by the Tippecanoe County Soil and Water Conservation District (Amend 18);
- ~~(k)~~(o) a storm water management (drainage) plan approved by the appropriate drainage board or jurisdictional engineer (Amend 18);
- ~~(l)~~(p) an overall utility coordinating sheet approved and signed by the non-government utility companies (Amend 18); **and**
- ~~(q)~~ name, address, title and signature of the Registered Engineer and Land Surveyor, plus date, including all revision dates (Amend 18).
- ~~(r)~~ A landscape plan in general conformance with the approved Preliminary Plans, subject to the approval of the APC staff and Administrative Officer.
- ~~(s)~~ For new construction or alterations of existing structures, architectural floor plans and exterior building elevations which shall be in general conformance with the approved Preliminary Plans and subject to the approval of the APC staff and Administrative Officer.
- ~~(t)~~ Any additional items APC staff or the Administrative Officer require that may include, but are not limited to, a maintenance of traffic plan, jurisdiction-specific landscaping standards, as well as all items required by the *Planned Development Submission Checklist*.
- ~~(m)~~(u) Per Section 2-28-10-b-2, the complete Preliminary Plans that were approved with the rezoning petition.

B-3 FINAL PLATS FOR PD SUBMISSIONS

B-3-1 GENERAL:

When a petitioner's PD creates one or more **lots**, (s)he must file a final **plat**, either as part of Final Detailed Plans, or after Final Detailed Plans have been approved. This **plat** shall be prepared in conformance with this section by a Registered Land Surveyor at a convenient scale not more than 100' to the inch. It shall show any conditions required by the PD rezoning, and any changes or additions required by government review of Construction Plans. If more than one sheet is used, all sheets shall be numbered in sequence. All sheets shall measure 24" x 36". ~~A reproducible mylar of the final plat shall also be included.~~

B-4 SURETY REQUIREMENTS FOR PD SUBMISSIONS

B-4-1 GENERAL:

- (a) When the petitioner is to install public improvements or improvements for common usage as part of the planned development, he or she shall either:
- (1) complete the improvement upon approval of the Construction Plans portion of Final Detailed Plans; or
 - (2) ~~seek the Commission's approval at the time the plat is approved (whether submitted with Construction Plans or at a later time), to post bond for these improvements, or submit a certified check, or irrevocable letter of credit or certificate of deposit, along with the final plat.~~ provide surety to the Area Plan Commission for these improvements (either post a performance bond, submit a certified check, submit an irrevocable letter of credit or submit a certificate of deposit per Appendix B-4 below) prior to *plat* approval (unless no plat is required, in which case prior to the approval of the Construction Plans). No ~~i~~improvement ~~l~~ocation ~~p~~ermit shall be issued until surety has been provided.
 - (3) Improvements for common usage include landscaping, recreational components and all other facilities either located in common areas or designated for common use, and shall be included in the first phase ~~Improvements for common usage include landscaping, recreational components and all other facilities either located in common areas or designated for common use.~~
- (b) The petitioner shall make all such improvements at his or her expense, without reimbursement from the participating jurisdiction or any public improvement district within it, unless that public entity agrees to share those expenses. The signed agreement to share expenses shall be included in Final Detailed Plans.

B-4-2 ACCEPTABLE FORMS AND TERMS OF SURETY:

- (a) The petitioner may choose to provide surety in any of the following forms:
- (1) a certificate of deposit;
 - (2) a performance bond;
 - (3) a certified check; or
 - (4) an irrevocable letter of credit.

- (b) Surety shall be equal to 100% of the completion cost of public improvements and/or improvements for common usage included in the final plat being submitted. The appropriate **Administrative Officer** shall approve the amount of surety the petitioner must provide.
- (c) Surety shall comply with all statutory requirements, and shall be satisfactory to **APC's** Legal Counsel in form, sufficiency and manner of execution. Examples of these forms are shown in B-4-3 through B-4-5 below.
- ~~(e)(d) If the selected form of surety is an Irrevocable Letter of Credit, the period of surety shall be approved by the **Administrative Officer** prior to issuance and delivery to the **APC**.~~
- ~~(d) The period of surety shall not exceed 2 years from the date of final plat approval. The **APC** may, at the time of rezoning, specify a shorter period within which improvements must be completed. If so, this shall be reflected in the surety. The **APC** may grant the petitioner a single extension of up to 1 year, provided that new surety for 1 year is filed, should he or she prove difficulty.~~
- (e) The **APC** may at any time during the period of surety, accept a substitution of principal.



TIPPECANOE COUNTY
AREA PLAN COMMISSION

Planned Development
Submission Checklist

2014

INSTRUCTIONS

With the conclusion of the Presubmission Conference stage and clearance by staff to submit draft plans, the Planned Development submission process occurs in the three stages: Draft Plan submission, Preliminary Plan submission, and Final Detailed Plan submission. The following checklist is designed to inform the petitioner of all the requirements for a complete submission. **This checklist is also required to be completed by the petitioner and submitted with each submission stage in the process.**

Except in situations where the re-use of existing structure is present in the planned development rezone petition, all applicable items in this checklist must be accounted for by signifying "X" in the "Petitioner" column. Non-applicable items shall be accounted for by signifying "N/A" in the "Petitioner" column.

In situations where the re-use of existing structures is present in the planned development rezone petition, the petitioner shall contact APC staff prior to making their submission to verify which checklist items are required to be satisfied in order for the submission to be complete.

After the first submission is made, if staff identifies any unaccounted for items in the submission they will indicate which ones in the column provided by leaving the item blank. Items that staff accounts for shall be marked with an "X" in the staff column. Staff may also provide related comments concerning unaccounted-for items in the "staff notes" column.

For the submission to be complete, all items must be accounted for. An incomplete submission shall require the petitioner to address the outstanding items and resubmit. If subsequent resubmissions fail to address the outstanding items, staff will indicate so in the appropriate numbered "Staff Reviews" column. Once all items are accounted for staff will notify the petitioner accordingly and proceed to set up a draft plan review meeting.

For Final Detailed Plan submissions all elements of the approved Preliminary Plan shall be included as an appendix of the Final Detailed Plan set as well as all applicable items found in this checklist and in Section 2-28 and Appendix B of the UZO.

Petitioners are strongly encouraged to send APC staff an electronic copy (and if requested, a printed copy) of each submission type (Draft, Preliminary or Final Detailed Plan) in the process prior to making their formal submission in order that any errors or omissions may be identified and corrected before final prints are made for the submission.

Please contact that the staff of APC if there are any questions.

PLANNED DEVELOPMENT PETITION CONTACT INFORMATION

Project Title: _____

Project Address: _____

Property Owner: _____

Address: _____

Phone: _____

E-mail: _____

Petitioner (if different from owner) _____

Address: _____

Phone: _____

E-mail: _____

Petitioner's Representative (if any) _____

Address: _____

Phone: _____

E-mail: _____

Planned Development Submission Checklist					Submission Type (Please indicate with an "X")	
Draft Plan Submissions: Unless otherwise specified by staff, 3 copies at a scale not exceeding 1"=100' and 24" x 36" in sheet size and electronic format to APC and 1 copy to each checkpoint agency.						
Preliminary Plan Submissions: Unless otherwise specified by staff, 8 copies at a scale not exceeding 1"=100' and 24" x 36" in sheet size and electronic format to APC.						
Final Detailed Plan Submissions: Unless otherwise specified by staff, 10 copies at a scale not exceeding 1"=100' and 24" x 36" in sheet size and electronic format to APC.						
General Drawing Requirements: All sheets shall indicate title and. Site Analysis and Proposed Site Plan sheets shall be done at the same scale. In the case of intense detail notation, staff may require additional detail sheets at a more readable scale.						
Petitioner shall put "N/A" in any box not applicable to the project otherwise provided item shall be indicated by "X".	Petitioner	Staff Reviews				Staff Notes
		1 st	2 nd	3 rd	4 th	
1. <u>Cover Sheet</u>						
A. Project name, zoning case file number and submission type (draft plan or preliminary plan submission).						
B. Table of contents, revision numbers and dates.						
C. Development team contact information (name / address / phone) for: Owner, Petitioner, Attorney, Engineer, Surveyor, Architect, Landscape Architect, etc...						
D. Prior to preliminary plan submission, as requested by staff: Renderings or perspective images (including PDFs) of the project which can either be placed on the cover or, if multiple images are requested, on additional sheets.						
2. <u>Existing and Proposed Zoning</u>						
A. Vicinity map (which may be on the Cover Sheet if room allows) at a scale not exceeding 1" = 1000' showing streets, landmarks and significant natural features in context with the project's boundaries.						
B. Proposed site (including acreage), boundaries and ownership of existing adjacent parcels, the existing and proposed uses and zoning on the proposed site, the existing zoning of and uses on all adjacent parcels.						

3. <u>Site Analysis</u>	Petitioner	1 st	2 nd	3 rd	4 th	
A. Aerial Photo Sheet: Current aerial photographic image of full site and adjacent parcels including boundaries and all paved areas (streets, sidewalks, parking lots, etc...).						
B. Existing Utilities and Topography Sheet: Location and size of existing utilities (water, storm and sanitary sewer, electric, gas and all private utilities) and topography at a 2-foot contour interval.						
C. Existing Vegetation and Tree Survey Sheet: Identify all existing vegetation by species name on site including trees with caliper of 3-inches or greater.						
D. Soils Map Sheet: provide the location and identification of all soil types on site as well as any unique natural features particular to the site such as a rock out-cropping, pond, vista, etc...						
4. <u>Narrative and Tabulations</u>						
A. Tabulation in chart form of the square footage of all proposed uses, by floor, and the totals for all floors.						
B. Tabulation in chart form of parking (by garage level if applicable) including handicap, standard and compact spaces, parking ratios per unit and bicycle spaces both internal to the site and in the public right-of-way.						
C. Tabulation in chart form of the total number of residential units by type, number of bedrooms, and by floor area, per floor and total for all floors.						
D. If applicable, tabulation in chart form of total number of hotel units by floor area, per floor, and total						
E. Project Narrative: A detailed description of the use and function of the project and how it fulfills the intent of Section 2-28-1 of the UZO.						
F. Restrictive Covenants: Proposed restrictions governing the use and function of the property.						

<p>G. Final Plat Submission Record-By Date (Optional): (To be final negotiated during the draft plan phase) In order to record the Construction Plans portion of the Final Detailed Plans ahead of the Final Plat, present a record-by date for the Final Plat submission in the Narrative.</p>						
<p>5. <u>Preliminary Plat</u>: See Section B-1 of the UZO for preliminary plat submission requirements for draft and preliminary plans.</p>						
<p>6. <u>Proposed Site and Utility Plan</u>: (Multiple sheets may be used to clearly represent all required items)</p>						
<p>A. North arrow, dimensions and area of overall lot and rezone area including individual parcel dimensions and area (if any individual parcels within the overall rezone area is being proposed). Include future right-of-way lines, easements and covenants.</p>						
<p>B. Building Envelope and Building Footprint (combine if they're one in the same) and setbacks to property line for each proposed structure and existing structures to remain. Indicate existing proposed building heights from average grade. Also include a limits of clearing and grading.</p>						
<p>C. Building footprints and heights for all adjacent structures and structures across streets.</p>						
<p>D. Nearest dimensions from all adjacent structures and structures across streets to all proposed structures.</p>						
<p>E. Locate, dimension describe the means for trash removal and mail delivery.</p>						
<p>F. Public street and right-of-way dedications, with square footages, and site area before and after dedication.</p>						
<p>G. Proposed grading at 2-foot contour intervals.</p>						
<p>H. Location, dimension, connection, label and description of proposed and existing underground, surface, and aerial utilities and structures within the property, on the periphery of the site and in the full street. Show relationship of underground and aerial utilities to proposed landscaping and street tree placement.</p>						

I. Utilities to account for in the site and utility plan: Water meter vaults and water meter clear zones, electric transformer vaults or pads, storm sewer, gas, sanitary sewer, water, electric, cable TV, telephone, fiber optics and all other private utilities.						
J. Parking layout: indicate quantity and size (standard, compact, handicapped) and percentages of standard and compact spaces.						
K. Open spaces and buffers: locate and describe all open spaces and buffers.						
L. Full street sections and intersections, including all driveways.						
M. Curbs and gutters.						
N. Sidewalks: dimension full sidewalk width from the back of curb and the clear sidewalk width.						
O. Street lights and utility poles: indicate proposed, existing to remain and those proposed to be relocated.						
P. Bus stops and bus shelters: indicate all proposed, existing to remain and those proposed to be relocated.						
Q. All proposed (and existing to remain) street trees, tree pits and/or tree planting strips.						
R. All proposed (and existing to remain) fire hydrants and fire department connections.						
S. All proposed (and existing to remain) crosswalks, including width and length dimensions.						
T. All proposed (and existing to remain) ADA ramps and driveway entrances.						
U. All proposed (and existing to remain) traffic signal poles and cabinets.						
V. Indicate all ground floor pedestrian entrances to all proposed structures and existing structures to remain. Indicate type of entrance (residential, office/retail, etc.).						
W. Corner vision obstruction area: demonstrate no site distance conflicts at all intersections and driveways.						
X. Location and dimension of all loading docks or loading areas.						

Y. Proposed spot elevations at: ramps, sidewalks, first floor and all entrances, garage and loading dock entrances and top/bottom of all privacy walls and fences.						
Z. Lot coverage: indicate the percentage of lot coverage and the percentage of green and pervious open space.						
7. <u>Proposed Landscape Plan</u>						
A. Identify, by species, all existing vegetation to remain and to be removed. Include caliper size for all trees.						
B. Identify all existing and proposed retaining walls and berms and provide their proposed top and bottom spot elevations.						
C. Identify all proposed landscaping and include a plant schedule table that contains the species type and quantity.						
D. Identify all proposed streetscape enhancements including sidewalk type, street furniture, street lighting, street signage, etc...						
E. Identify proposed public art or decorative elements of the project that contribute to overall aesthetic of the project.						
F. For existing vegetation to remain and tree save areas, include details on how it will be protected during the construction period.						
G. Identify the total area and percentage of proposed landscaped greenspace, including any structured soil environments.						
8. <u>Striping and Marking Plan</u>						
A. Provide the number, direction and width of existing and proposed travel and parking lanes, crosswalks, medians, bike lanes, planting areas, street lights, existing traffic signals (poles, span wires and/or mast arms), label and delineate fire lanes, if applicable.						
9. <u>Street Cross-Sections Plan</u>						
A. Provide existing and proposed street cross-sections that include: building wall lines and dimensions of sidewalks (both total and clear sidewalk), planting areas, curb and gutters, medians, parking, bike and travel lanes.						

10. <u>Architectural Plans</u>						
<p>A. Floor plans of each garage level (if applicable), including:</p> <ol style="list-style-type: none"> 1. Elevations 2. Dimensions of overall structure 3. GFA of overall structure 4. Layout and number of parking spaces 5. Label and dimension typical standard, compact and handicapped spaces 6. widths of each aisle 7. Label and size of storage, mechanical, retail parking, bicycle parking, and other non-parking areas 8. Garage lighting types & locations 9. Ventilation details 						
<p>B. Ground Floor Plan</p> <ol style="list-style-type: none"> 1. Overall dimension, elevation and GFA 2. Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, trash collection areas, and garage and parking areas. 3. Label building entrances for pedestrians and vehicles 4. Location and information on landscaping, plazas and other site features. 						
<p>C. Typical Floors</p> <ol style="list-style-type: none"> 1. Overall dimension, elevation and GFA 2. Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, trash collection areas, and garage and parking areas. 						
<p>D. Roof Plan</p> <ol style="list-style-type: none"> 1. Provide elevations, showing main roof and penthouse roof elements and all mechanical units. 						
<p>E. Building Elevations (in color as requested by staff) of each building from the north, south, east and west showing:</p>						
<ol style="list-style-type: none"> 1. Height in feet of proposed building as measured from average site elevation, to the top of main roof, penthouse, and structures above the penthouse. 						
<ol style="list-style-type: none"> 2. Number of floors and elevation of each floor including main roof, penthouse roof and any structures above penthouse roof, and slab-to-slab heights of all retail spaces. 						

3. Height, location and general design of structures above building height limit.						
4. Label location and access to underground parking and loading.						
5. Label façade and exterior surface materials and colors.						
6. Complete street frontage, ground level elevations showing complete design details, façade materials and colors at a scale of 1/8" = 1'.						
7. Distance from shared property line and percentage of building wall openings.						
8. General size and location of vents for garage air intake and exhaust, HVAC, and laundry.						
F. Vertical Cross Sectional Views showing:						
1. Average elevation of the site						
2. Height in feet of proposed structure(s) as measured from average site elevation.						
3. Number of floors and elevation of each floor, including main roof, penthouse, and structures above the penthouse.						
4. Height, location, and general design of structures proposed above the building height limit.						
5. Label location and access to underground parking and loading.						
6. Elevation of all floor grades above and below ground.						
7. Buildings in relationship to surrounding uses:						
a. Distance between proposed buildings and adjacent lots.						
b. Distance between proposed buildings and adjacent buildings.						
c. Distance between proposed buildings and adjacent streets.						
d. Heights of proposed buildings and adjacent buildings.						
e. Distance of building wall from the shared property line.						
8. Plazas and landscape areas above structures, soil depth for all landscaping, and elevations at finished grade.						
9. Key map showing where cross-sections are taken.						

H. Screening Plans for:						
1. Mechanical equipment						
2. Parking areas						
3. Loading areas						
4. Trash areas						
5. Penthouse areas						
11. <u>Signage Plan</u>						
A. Provide locations, elevations and full schematic details (in color as requested by staff) of all proposed signage for the project including building signage, tenant signage, window signage, wayfinding signage, freestanding and monument signage and all other signage types. Include details on signage lighting.						
12. <u>Lighting & Photometric Plan</u>						
A. Provide locations, elevations and full schematic details of all proposed lighting for the project, including street and building lighting, decorative lighting, common area lighting and all other lighting for the project.						
B. At staff's request, provide a complete photometric plan for the project.						
13. <u>Additional Submission Items</u>						
A. At staff's request, provide a traffic impact analysis.						
B. If applicable, provide horizontal property ownership documents and/or owners association documents.						
C. Development Phase Plan (Optional): (To be final negotiated during the draft plan phase) Present a timeline and phase plan for the phasing of the project and the submission of the Construction Plans. The final negotiated Phase Plan shall be added to the Preliminary Plan set.						
D. Community Benefits Letter (to be included with the petition): A detailed explanation of the project's benefit to the community.						
E. Public Art: Plans, illustrations and descriptions of all proposed or (if negotiated during the draft plan phase) agreed upon public art offerings including public art easement areas.						