



Planned Unit Development (PUD) Review

I. Property Information

- a. Physical Address if available: _____
- b. Parcel Number: _____
- c. Present Zoning: _____
- d. Proposed Zoning: _____
- e. Total Site Area: _____
- f. Total existing structures and square footage: _____
- g. Total proposed structures and square footage: _____
- h. Total existing lots: _____
- i. Total proposed lots: _____
- j. Number of Existing and/or Proposed Parking Spaces: _____
- k. Do protective covenants exist on the property: _____ Yes _____ No

II. Applicant Information

1. Applicant: _____

Full Address: _____

Telephone: _____ E-mail: _____

2. **Owner:** _____

Full Address: _____

Telephone: _____ E-mail: _____

3. **Developer/Engineer:** _____

Full Address: _____

Telephone: _____ E-mail: _____

**It is warranted in good faith by the applicant, whose name is signed hereto,
that all the facts are true and correct.**

Applicant (or representative)

Date

Owner (or representative)

Date

FOR DEPARTMENTAL USE ONLY:

Date Received: _____ Fee Received: _____ Certified List of Property Owners: _____

M. Bailey: ____ T. Irons: ____ B. Smith: _____



Planned Unit Development (PUD) Information Sheet

(Keep for your records)

Meetings

The Planning Commission meeting is held the fourth (4th) Tuesday of each month at 5:00 p.m. in the City auditorium on Pine Street. Deadline for submittal of requests, along with all required information, will be 22 days prior to the meeting date by noon.

All applicants, owners, and/or representative are highly encouraged to attend the meeting at which the request is being considered.

Purpose

The purpose of the PUD regulations, standards, and criteria contained in this section is to provide and alternate zoning district under which land can be subdivided, developed, or redeveloped with innovation, imagination, and creative architectural design when sufficiently justified under the provisions provided. Further, to encourage a higher level of design and amenity than is possible to achieve under otherwise applicable zoning regulations and to insure the harmonious and appropriate mixture of uses; to facilitate the adequate and economic provision of streets, pedestrian ways, bikeways, utilities, and city services; to preserve the natural, environmental and scenic features of the site; and to encourage and provide a mechanism for arranging improvements on sites so as to preserve these desirable features.

The end result shall be a development which fulfills the objectives of the Comprehensive Plan and planning policies of the City of Florence while departing from the strict application of the use and bulk regulations of the zoning ordinance and the design standards of the subdivision control regulations.

The development of a PUD allows flexibility from the restraints of the conventional Zoning Ordinance and Subdivision Regulations and shall be granted upon a recommendation of the Planning Commission and approval by the City Council.

Procedures

Review procedure by the City of Florence Planning Department shall be based upon submittal of a site development plan prepared by a registered engineer, architect or surveyor. **No application will be considered unless all items have been completed in full.** Other information as deemed necessary by the Florence Planning Department for accurate assessment of the project may be required.

*The application must be accompanied by eight (8) copies of a site development plan, or plat, drawn to scale, 24"x36" **and** 11"x17" paper sizes **and** in electronic format illustrating the following:*

Preliminary Approval

- All potential PUD's must be a minimum of Forty Acres in size. The Planning Commission may consider a lesser area upon sufficient justification by the applicant that the proposed application meets the intent of these regulations and the Comprehensive Plan of the City of Florence.
- Survey of land area to be considered a PUD with topography. (Not to exceed two foot intervals).
- A written legal description of the proposed PUD for rezoning purposes must be prepared to the centerlines of the streets.
- Master Plan of proposed PUD which includes building layout, parking, landscaping, and access plans.
- Elevations of all proposed structures.
- Cross Sections of streetscaping and sidewalks as relates to residential and non-residential uses.
- Preliminary Density Calculations for Single Family, Multi-Family, and non-residential development as well as open space ratios.
- Letter from the applicant outlining the PUD in full, including but not limited to construction dates, intended phasing, elements of the PUD.
- A list of all adjoining property owners with addresses for the proposed PUD certified by and abstract title company.
- A complete listing of proposed land uses for the PUD.
- Preliminary approval is void after one year if General, or Final Approval is not obtained.

General Approval

- All contingencies of Preliminary Approval must be addressed.
- Complete survey data, engineering drawings, and calculations on all interior parcels, rights-of-ways, access easements, existing and proposed utilities, and grading plans.
- Storm water detention designs drawings and calculations as outlined in the Code of the City of Florence, Appendix A, Subdivision Regulations.
- A complete site development plan.
- A master landscaping plan.
- Architectural elevations of all proposed structures.
- Phasing intent and proposed schedule for construction updated from Preliminary Approval.
- Complete calculations on development density and open space for the entire PUD.
- General Approval is void after one year if Final Approval is not obtained.

Final Approval

- All contingencies of Preliminary and General Approval must be addressed.
- All materials and plans submitted for the General Plan indicating additions, changes, or deletions from the General Plan to the Final must be submitted in detail.
- Legal documents defining various associations within the PUD.
- A final plat for recording, including all necessary signature certificates.
- Detailed final engineering, storm water detention, landscaping, elevation, and design drawings (if different from the General Plan).
- Proper surety to cover the costs of all public improvements.
- A final proposed schedule for construction if modified from the General Plan.

- A plat recording fee payable to the probate judge.
- A Final Plan for a PUD must be recorded within 6 months of approval by the Florence City Council.
- After approval by the Florence City Council the development will have one year to begin construction, or the plan is considered void.

*The City of Florence Planning Commission is a recommending body to the Florence City Council on all PUD request. If granted General and Final Approval a public hearing will be set for the first available Florence City Council meeting.

Fees

A fee in the amount of three hundred dollars (\$300) will be required for Planning Commission review of a Planned Unit Development (PUD).

Protective Covenants

Although it is the practice of the City not to be involved with private property covenants, if a re-classification of property is requested from single-family use to another zoning classification, the application must be accompanied by a certificate from an abstract title company stating there are no restrictions on this property contained in protective covenants which would prohibit property from being used for purposes other than residential. This information is required by the Florence City Council.