



## APPLICATION – PLANNED UNIT DEVELOPMENT (PUD)

This form must be completed, signed, and accompanied with a complete Preliminary Development Plan and the appropriate fees before being placed on the Planning & Zoning Commission docket.

1. Proposed Land Uses (Primary & Accessory)

\_\_\_\_\_

\_\_\_\_\_

Residential Density of Project Site: \_\_\_\_\_  
Units per Acre

Commercial Density of Project Site: \_\_\_\_\_  
Gross Floor Area per Acre

Number of Parking Spaces Proposed: \_\_\_\_\_

**OFFICE USE ONLY**

Case #: \_\_\_\_\_

Date: \_\_\_\_\_

Zone: \_\_\_\_\_

Fee: **\$475**

Accepted forms of payment include cash, credit/debit, and check. **If paid by check, make out to the City of Rolla.**

2. PROJECT DESCRIPTION (Describe your project in as much detail as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. WHAT ASPECTS OF YOUR PROJECT REQUIRE ALTERNATIVE DEVELOPMENT STANDARDS?:

\_\_\_\_\_

\_\_\_\_\_

4. SUBJECT PARCEL(S) (Account Number(s) or Street Address(es)): \_\_\_\_\_

\_\_\_\_\_

5. CONTACT INFORMATION: All property owners must be listed. Agent, if one, is main contact.

- PROPERTY OWNER(S): \_\_\_\_\_

Address of property: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email & phone: \_\_\_\_\_

- AGENT or SURVEYOR: \_\_\_\_\_

Address of property: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email & phone: \_\_\_\_\_

5. AUTHORIZATION: The owner(s) herein understand and agree that this application will be placed on hold if a complete application is not filed or if a complete development plans are not submitted. The undersigned owner(s) of the subject parcels understand and agree that the employees of the City of Rolla may enter and post a yard-sign on their property. The undersigned further states that I am/we are the owner(s) of the property subject to this proposal and that if I/we do not maintain ownership throughout the review process, the application will be automatically withdrawn. The undersigned further states that I/we understand Division 14 of Rolla's Planning & Zoning Code and agree to the terms described in said Division 14.

\_\_\_\_\_  
 Signature of Owner or Authorized Agent

\_\_\_\_\_  
 Signature of Owner or Authorized Agent

NOTE: The petition must bear the signature of the property owner(s). If an authorized agent signs on the owner's behalf, the agent may be required to attach the owner's written notarized authorization to this application.

# Preliminary Development Plan Requirements

## Sec. 42-201.7 (Rolla Planning & Zoning Code). Preliminary Development Plan Application.

Five (5) copies of the completed Preliminary Development Plan application shall be submitted in a form and containing such information as shall be prescribed by the Community Development Director in written rules, but shall in all instances contain at least the following information which shall, taken together, constitute a Preliminary Development Plan:

- a. The applicant's name, address, phone number, and interest in the subject property;
- b. The owner's name and address, if different from the applicant, and the owner's signed consent to the filing of the application;
- c. The names and addresses of all professional consultants advising the applicant with respect to the proposed PUD.
- d. The legal description of the subject property and a survey, certified by a registered land surveyor, showing property lines and dimensions; all easements and rights-of-way, any part of which affects the subject property; and a statement that all necessary easements can be obtained; and
- e. One (1) or more maps at a scale of not less than one (1) inch to two-hundred (200) feet delineating the existing and proposed physical site characteristics of the site and adjacent property, including:
  - Topography at contours not more than five (5) feet;
  - Slopes of ten (ten) percent or more;
  - Property boundary lines and dimensions; existing buildings; existing utilities; easements, roadways, rail lines and other public rights-of-way crossing or adjacent to the property;
  - Water courses, drainage ways, sinkholes, ponds, lakes, marshes or flood plains, including the 100-year flood plain, where applicable;
  - A generalized depiction of the vegetation and tree cover, particularly the location of mature trees, and other significant natural features;
- f. The (1) or more maps at a scale of not less than one (1) inch to two-hundred (200) feet and/or a written statement of the proposed PUD describing the following:
  - The present zoning classification, existing land use and proposed land use describing the types and location of land use in each area of the development;
  - The proposed traffic circulation system illustrating external and internal traffic ways related to the development, showing the location of proposed rights-of-way and other transportation improvements with any proposed access restrictions. The City Council may impose standards and restrictions as are needed to protect the integrity and function of the City's thoroughfare system and to insure the safe and efficient circulation of vehicles and pedestrians within the district;
  - A generalized layout and description of proposed utility service, including storm water management systems;
  - Proposed landscaping for the development, including required buffer areas and other open spaces;
  - Information pertaining to the size, location, illumination, and relation to surrounding uses of signs within the proposed development.
- g. A tabulation of the following information:
  - The total number of dwelling units proposed by type of structure, if appropriate;
  - The total land area, expressed in acres and as a percent of the total development area for each land use by type of structure, for streets and other public or common areas, and for off-street parking and loading areas; and
  - The number of off-street parking and loading spaces for each type of land use.
- h. A phased PUD that extends beyond a single construction season shall include a development schedule stating the approximate beginning and completion date, the proportion of total open space to be provided, and the proportion of land uses to be constructed during each phase. All public improvements required for each phase shall be completed in sequence assuring adequate service for the PUD.
- i. Evidence that the applicant has sufficient control over the subject property to complete the proposed PUD. Evidence would include a statement of all legal, beneficial, tenancy, and contractual interests held in or effecting the subject property. (Ord. 3414)

## Final Development Plan Requirements

### **Sec. 42-201.7 (Rolla Planning & Zoning Code). Final Development Plan Purpose and Application.**

The Final Development Plan is intended to particularize, refine and implement the Preliminary Development Plan. The application for Final Development Plan may include the entire area included in the approved Preliminary Development Plan or one or more phases thereof in accordance with the phasing schedule as part of the Preliminary Development Plan. The application shall contain a plan which is in substantial conformity with the Preliminary Development Plan. Additional information shall be provided as prescribed by the Planning and Zoning Commission or City Council, but shall in all cases include the information and documentation found in the Preliminary Development Plan, and:

- a. A legal description of the property for which the Final Development Plan approval is sought;
- b. If necessary, a subdivision plat that includes a survey of the entire property certified by a registered land surveyor shall be submitted. Plats shall be in compliance with the Rolla subdivision regulations;
- c. A Landscape Plan that specifies the design, description and arrangement of required landscaping for all areas, including materials and techniques used in accordance with Section 42-201.12. The articles of incorporation and by-laws of the private organization charged with maintaining the open space and buffer yards, if appropriate, shall be provided, in accordance with Section 42-302;
- d. Copies of any restrictive covenants that are to be recorded with respect to the property included in the Final Development Plan;
- e. Development plans, indicating placement of water mains, sanitary and storm sewers, gas, electric and telephone lines, and related facilities
- f. A statement summarizing all changes which have been made in any document, plan, or data previously submitted, together with revised copies of any such document, plan, or data, if appropriate;
- g. Proof of recording any easements and restrictive covenants prior to the sale of any land or structure or portion thereof within the PUD and of the establishment of any entity that is responsible for the management and maintenance of any public or private open space or buffer yard;
- h. All certificates, seals and signatures required for the dedication of land and the recordation of documents;
- i. Such other information as the Planning and Zoning Commission and City Council shall find necessary to a full consideration of the entire PUD or any phase thereof.

If the Planning and Zoning Commission finds that there is substantial conformity between the Preliminary and Final Plans, including the provisions of this Article and all other federal, state, or city codes, it shall recommend approval of the Final Development Plan with any conditions imposed by such recommendation. (Ord. 3414; Ord. 3493, §6)

**Sec. 42-201.10 (Rolla's Planning & Zoning Code). Substantial Conformity Defined.**

A Final Development Plan shall be deemed to be in substantial conformity with an approved Preliminary Development Plan if it:

- a. Does not increase maximum density approved in the Preliminary Development Plan more than five (5) percent;
- b. Does not increase the maximum height of any structure by more than five (5) percent,
- c. Does not decrease by more than five (5) percent the area approved for open space or change the general location of such areas;
- d. Does not alter the approved traffic circulation elements that would decrease the ability of such elements to function efficiently or adversely affect their relation to surrounding land uses and circulation systems;
- e. Does not significantly alter the arrangement of land uses within the PUD;
- f. Does not violate any provision of the codes and ordinances applicable to the proposed PUD; and
- g. Does not depart from the Preliminary Development Plan in any manner which the Planning and Zoning Commission and City Council shall, based on the stated findings and conclusions, determine to materially alter the development concept for the proposed PUD. (Ord. 3414)

**Sec. 42-201.12 (Rolla's Planning & Zoning Code). Landscape Plans.**

Landscape Plans are a required component of Development Plans under the PUD regulations of this Article. Landscape Plans shall contain the minimum following information:

- a. A minimum scale drawing of one (1) inch to fifty (50) feet;
- b. The location of all trees to be preserved;
- c. The location of all plant and landscaping materials to be used;
- d. A list of all plant materials (canopy, under-story, ornamental or evergreen tree; shrub; etc.) to be used;
- e. The size of all plant material to be used;
- f. The spacing of plant material, where appropriate; and
- g. The entity responsible for preparing the Landscape Plan.

Landscape Plans shall provide, to the maximum extent practicable, for the preservation of existing mature trees in the City. A Plan that provides for the clear cutting of a development tract or lot shall only be approved if the developer or contractor establishes by clear and convincing evidence that the development will not be economically viable unless clear cutting is permitted. (Ord. 3414)