



City of Centerton
PLANNED UNIT DEVELOPMENT
CONDITIONAL USE PERMIT
 Application & Checklist

Project # PUD _____ - _____

Staff Use Only	Submittal Date _____ Date Accepted as Complete _____ \$500.00 Fee Paid _____ R# _____ on Date _____ _____ Planning Approval: Yes No Date _____ Conditions of Approval: _____	Public Hearing Date: _____/_____/_____
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Fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be placed on the Planning Commission agenda until this information is furnished and the application fee is paid. Submittal deadlines are according to the Planning Submittal Calendar.

Project (or Business) Name _____

Site Address _____

Location _____

Acreage _____ **Parcel No.** _____ **S-T-R** _____

Lot _____ **Blk** _____ **Subdivision** _____

Property is located in: ___ **City Limits** ___ **County** (Centerton Planning Area) **Current Zoning:** _____

Current Use: _____

Proposed Use: _____

Type of Development: _____

_____ **# of Buildable Lots Proposed and/or** _____ **# of Dwelling Units Proposed**

Applicant Name: _____ **Email:** _____

	OWNER	DEVELOPER
Name		
Contact		
Address		
Phone		
Email		

	DESIGN PROFESSIONAL / FIRM	OTHER
Name of Firm		
Contact Person		
Address		
Phone		
Email		

FINANCIAL INTERESTS: The following entities and / or persons have financial interest in this project / property upon which a PUD Conditional Use Permit is being requested:

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of the application completeness, determination, or approval. I understand that the City might not approve what I / We are applying for, or may set conditions of approval.

Name(s) - printed _____ Date: _____

Signatures: _____

PROPERTY OWNER(s) / AUTHORIZED AGENT: I/We certify under penalty of perjury that I am/We are the owner(s) of the property that is the subject of this application and that I/We have read this application and consent to its filing. ***(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her/their behalf as proxy.)***

Name(s) - printed _____ Date: _____

Signatures: _____

PROXY (Assigning Authorized Agent):

TO: THE CENTERTON PLANNING COMMISSION

I, _____ hereby authorize _____
(property owner, trustee/managing partner/etc.***) (circle one) (authorized representative)

to represent me and to make decisions on my behalf for the proposed PUD request, which is to be presented to the Centerton Planning Commission at their meeting to be held on _____, 20__.

Property Owner/ Applicant (circle one)

Date

Property Owner/ Applicant (circle one)

Date

State of AR County of _____

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public _____ My Commission Expires ____/____/____

Footnote: ** = provide documentation of individual's authority and their authorization to sign document(s)

DESCRIPTION & INTENT: The intent of the PUD Conditional Use Permit is to encourage and provide means for effecting desirable and quality development by permitting greater flexibility and design freedom than that permitted under the basic district regulations, and to accomplish a well-balanced, aesthetically satisfying city and economically desirable development of building sites within a PUD. The PUD Permit has been established to permit latitude in the development of the building site and is intended to permit and encourage diversification, variation and imagination in the relationship of uses, structures, open spaces and heights of structures for developments conceived and implemented as comprehensive and cohesive unified projects. It is further intended to encourage more rational and efficient development with relationship to public services, and to encourage and facilitate the preservation of open lands.

The below checklist is a summary of the items and regulations that constitute a PUD submittal with the City of Centerton. It is required that the developer become familiar with all regulations pertaining to subdivisions and developments adopted by and with all standard practices followed by the City in the development plan approval process. The formal application for a PUD Permit includes a concurrent Large Scale Development Plan and/or Preliminary Plat and Plans for review and approval. (See Section 14.04.12 of the Centerton Municipal Code)

CHECKLIST: {To be completed by Applicant, Agent or Design Professional with Submittals}.

A. Pre-Application Plan and Conference: A pre-application plan and/or conference is recommended for the review of the area and proposed uses relative to the compatibility of a PUD project with existing development in the surrounding area and the Comprehensive Plan of the City. It is the responsibility of the applicant to request the pre-application conference from planning staff. Staff will furnish the applicant with appropriate recommendations to inform and assist the applicant prior to preparing the components of the PUD application. The pre-application plan may include the following as applicable:

- Scaled site plan and such other graphic information the applicant deems pertinent to the town's initial review and evaluation of the potential of the PUD proposed, which may include:
 - Boundaries of the property;
 - Existing zoning of the area and land uses of adjoining properties;
 - Existing easements and restrictions affecting the property;
 - Physical characteristics such as drainage, topography, vegetation and existing structures;
 - Development characteristics such as existing streets and availability of utilities; and
 - General plan of development, at a level of detail sufficient to indicate to the city the nature and scope of the project as to its magnitude in terms of density; approximate number and types of dwelling units; location and extent of nonresidential elements; proposed major open space areas and community facilities; proposed phasing; and circulation and access.
- Narrative description of the proposed use including the intent of the PUD, proposed land uses and percentage of land area devoted to each, and whether phasing is proposed.

B. Conditional Use PUD Application

- Conditional Use (PUD) Application Checklist, **along with \$100 Application Fee.** This form completed and each item checked off indicating general compliance. **NOTE: The owner/developer will be responsible for engineering review fees as incurred by the contracted City Engineer.**
- Copy of recorded Warranty Deed showing ownership of property and/or survey showing accurate legal description.
- Large Scale Development Plan or Preliminary Plat Application & Checklist submitted concurrently (optional); OR a sufficiently detailed Site Plan including the above listed concept plan information and any other pertinent details to confirm compliance with PUD development criteria.

- The applicant shall provide a written description of the proposed planned unit development per PUD code 14.04.12, and including the following:
 - Justification of compliance with the intent of the PUD ordinance;
 - Description of proposed land uses and percentage of land area devoted to each;
 - Description of compliance with PUD development criteria; and
 - If phasing is proposed, a proposed schedule of construction.

C. Notification and Publication Requirements

- Notice of Public Hearing.** The Planning Department will review the application submittals and sign the “Notice of Public Hearing” for the Planning Commission Chairperson. This notice will be returned to the Applicant for notification purposes.
- Certified Mailing.** Applicant shall mail a copy of the signed “Notice of Public Hearing”, with a site location map provided by the City, by certified mail, return receipt requested, to anyone who owns or leases property within 300 feet of the property boundary, at least fifteen (15) days in advance of the public hearing to be conducted by the Planning Commission, in addition to the below:
 - Applicant shall obtain a certified mailing list (from abstract company or Benton County Assessor’s Office) of anyone who owns or leases property within 300 feet of the property boundary to be rezoned. The Applicant will be responsible for any fees charged for this service.
 - Applicant shall provide the City with a digital copy of the complete list of all adjacent Property Owners to be notified. **If more than 10 owners** the list should be provided in Excel Format and include the following information, respectively each in their own column: Owner Name (last, first); Mailing Address; Parcel ID #; Property Address; and Lot # (if platted lands).
 - Applicant shall provide the City with a signed Affidavit provided in the PUD Application, along with proof of mailing at least seven (7) days prior to the public hearing date. This includes: all original mailing receipts; returned post cards or USPS Tracking Report; and undeliverable notices.
- Publication. At the applicant’s expense** the City will publish a Notice of Public Hearing at least one time in a newspaper of general circulation in the City at least fifteen (15) days in advance of the public hearing. The City will also post notices of the hearing in 6 business locations on E. Centerton Blvd., by way of the attached Public Hearing Notice form to be completed by applicant/representative and submitted with the application.
- Sign Posting.** The applicant will be responsible to post one or more signs, provided by the City, on the property subject to the Conditional Use PUD request at least fifteen (15) days prior to the Public Hearing date. Applicant will also be responsible for the removal/disposal of the sign within one day following the hearing date. The sign must be viewable to the public and may be displayed on a fence with zip ties, or in the ground in front of the property where the Conditional Use PUD applies, alongside the easement area, with visibility of both sides of the sign.

NOTICE OF PUBLIC HEARING
BEFORE THE CENTERTON PLANNING COMMISSION
ON AN APPLICATION FOR A PUD

To All Owners of land lying adjacent to the property at:

Location: _____

Owned by: _____

NOTICE IS HEREBY GIVEN THAT a Public Hearing will be held before the City of Centerton, Arkansas Planning Commission on the ____ day of _____, 20__ at _____ o'clock in the P.M. at the Centerton City Hall, 290 Main St., on the application submitted by _____, for a Planned Unit Development (PUD) on the above said property.

Said lands are located in City of Centerton, Benton County, Arkansas and are described as follows:

PROPERTY DESCRIPTION:

SITE MAP ATTACHED:

NARRATIVE DESCRIPTION OF PROPOSED USE:

All parties interested in this matter may appear and be heard at said time and place or may notify the Planning Commission of their views on this matter by letter/email. All interested persons are invited to attend the hearing, or may call, visit, or email the Planning Office to review the application and/or discuss the same with Planning Staff, Centerton City Hall, 290 Main Street, (479) 795-2750 Ext 27, planning@centertonar.us.

Lorene Burns, Planning Director



Planning Department

AFFIDAVIT FOR NOTIFICATION Public Hearing

I, _____, acting as agent/owner, hereby certify that I have provided notice to affected parties in accordance with the requirements set forth in the instruction given with the City of Centerton regarding Conditional Use Approval Application and that the notice information provided is to the best of my knowledge true and factual. The following supporting documents have been or will be provided to the City of Centerton:

- List of persons to be notified within 300-ft of parcel boundary;
- Copy of Notice and any attachments;
- All certified mailing receipts;
- All returned post cards or USPS tracking results; and
- Any mailed notices that were undeliverable

It is understood that the I/we shall be responsible to reimburse the city for the public hearing publication within the newspaper and that delaying payment may lead to delays in final project completion.

Printed Name

Signature: Property Owner/Authorized Agent

Date

FOR OFFICE USE ONLY

PROXY RECEIVED Y N NA

ADJACENT PROPERTY OWNER LIST Y N

UNDELIVERABLE NOTICES Y N

RETURNED POST CARDS OR

USPS TRACKING LIST Y N

CERTIFIED MAILING LIST RECEIVED Y N

PUBLICATION REIMBURSEMENT RECEIVED Y N