

# PLANNED UNIT DEVELOPMENT CHECKLIST

**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 required 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 concept plan and such other graphic information the applicant deems pertinent to the 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 \$500 Application Fee.** This form completed and each item checked off indicating general compliance.
- Copy of recorded Warranty Deed showing ownership of property
- Accurate legal description in Word Format
- 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, making sure to include calculations for greenspace;
  - 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 five (5) 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.

*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: \_\_\_\_\_

