

# PLANNED UNIT DEVELOPMENT APPLICATION

FORM MUST BE COMPLETED IN INK



\*\*\*A PRE-APPLICATION MEETING WITH CITY STAFF IS REQUIRED FOR THIS APPLICATION\*\*\*

<b>DATE STAMP FOR CITY USE ONLY</b>	<b><u>TO BE FILLED OUT BY APPLICANT</u></b>
	<b>PROJECT NAME (IF ANY):</b>
	<b>PROJECT STREET ADDRESS OR ACCESS STREET:</b>
	<b><u>FOR CITY USE ONLY</u></b>
	<b>APPLICATION NUMBER:</b>
	<b>DATE RECEIVED:</b>
	<b>APPLICATION FEE: \$200 PLUS \$25.00 PER LOT</b>
	<b>TREASURER'S RECEIPT NUMBER:</b>

*All applications are subject to review by city staff for completeness. Staff will notify the applicant of deficiencies or completeness within fifteen days.*

<b>SUBMITTAL REQUIREMENTS</b>	
<b>APPLICATION</b>	<i>One original (which must contain an original signature of owner/agent)</i>
<b>FULL-SIZE DRAWINGS</b>	<i>THREE (3) copies</i> of the required drawings must be provided. Drawings <i>must be 18" x 24" or 24" x 36"</i> in size.
<b>REDUCED DRAWINGS</b>	<i>TWO (2) copies</i> of the drawings reduced to <i>8.5" x 11"</i> or <i>11" x 17"</i> must be provided.
<b>ENVELOPES</b>	<i>Stamped envelopes</i> addressed to all property owners within 300 feet of the property boundary lines.
<b>SIGN</b>	<i>Weather resistant sign no smaller than 36" x 48" securely attached to the ground</i> via a pole posted on the property at least three (3) days prior to the public hearing.
<b>FEES</b>	Preliminary Plat - \$200.00 plus \$25.00 per lot Final Plat - \$200.00 plus \$25.00 per lot
<b>ATTACHED SUBMITTAL CHECKLIST</b>	Please refer to attached Submittal Checklist for further information. <b>Note:</b> when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.

**A. GENERAL INFORMATION**

1. Name of property owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Name of property owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Attach additional owner information if necessary.**

*If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.*

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2. Applicant or contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

3. Name of land surveyor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

4. Description of proposal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Does the property/site contain hillside slopes over 25%?       yes     no     unknown  
 6. Does any portion of the property/site reside in the FC-1 flood zone?     yes     no     unknown  
 7. Are any restrictive covenants existing or proposed? (If yes, please attach.)     yes     no  
 8. Are there underlying/overlying agreements on the property?       yes     no     unknown

If yes, check as appropriate and provide a copy of the decision document:

- Conditional Use Permit
- Zoning Variance
- Planned Unit Development
- Other:

Under which jurisdiction was the approval given?

- City of Moab                       Grand County

Approval date: \_\_\_\_\_

**I hereby certify that I have read this application and know the same to be true and correct.**

\_\_\_\_\_  
\*Signature of owner or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
\*Signature of owner or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

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*\*If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized*

FOR PLANNING OFFICE USE ONLY	
<input type="checkbox"/> Small Scale PUD	<input type="checkbox"/> Large Scale PUD
<input type="checkbox"/> Zone _____	<input type="checkbox"/> Zone _____
<input type="checkbox"/> Acreage _____	<input type="checkbox"/> Acreage _____
<input type="checkbox"/> Unit per acre _____	<input type="checkbox"/> Units per acre _____
<input type="checkbox"/> Number of lots _____	<input type="checkbox"/> Number of lots _____
<input type="checkbox"/> Affordable Housing Bonus _____	<input type="checkbox"/> Affordable Housing Bonus _____
<input type="checkbox"/> Open Space 25% x _____ acres = _____	<input type="checkbox"/> Open Space 40% x _____ acres = _____
<input type="checkbox"/> Fee Calculations	$\$200 \text{ plus } \underline{\quad} \text{ lots } \times \$25.00 = \underline{\quad}$
<input type="checkbox"/> DIRT meeting date _____	
Utility Companies Required:	_____
	_____
<input type="checkbox"/> PC Call for Public Hearing	_____
<input type="checkbox"/> PC Public Hearing	_____
<input type="checkbox"/> City Council meeting date	_____
<input type="checkbox"/> Additional Notes or Comments:	_____
	_____
	_____

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## PLANNED UNIT DEVELOPMENT APPLICATION

SUPPLEMENTARY INFORMATION

### SUBMITTAL DOCUMENTS

**PLEASE DETACH AND KEEP FOR YOUR RECORDS**

A complete application shall include the items listed below (unless waived in writing by the director or project manager):

- Completed application form provided by the city containing the original signatures of all property owners;
- Narrative describing the project (number and size of lots, total acreage, etc) including proposed types of uses, time frame for completion of improvements, how development complies with the development code and general plan. Please include correspondence with other governmental agencies and utility providers.
- Vicinity plan showing a simple sketch of the major features of the development in relation to existing structures within one-fourth mile of the outside boundaries of the development;
- Environmental analysis statement;
- Preliminary plan (see additional checklist);
- Proposed declaration of management policies and covenants and restrictions;
- Documents providing for adequate control and maintenance of all phases of development if development is divided into two or more ownerships;
- Improvements agreement (see attached sample);
- An application fee in the amount specified by the fee schedule, check made payable to the City of Moab;

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SUPPLEMENTARY INFORMATION

### PRELIMINARY PLAT CHECKLIST

**PLEASE DETACH AND KEEP FOR YOUR RECORDS**

#### 17.66.090 Preliminary Plan

After approval of vicinity plan:

- Submit 5 copies of preliminary plan at least two weeks prior to planning commission meeting
- Preliminary plan must be drawn to a scale not smaller than one inch equals one hundred feet and shall show the following information:
  - Type of development
  - Name of development
  - Name and address of petitioner; a current deed and an abstract of title or an ownership and encumbrance report showing record title holder and all liens and encumbrances affecting title
  - Name and address of designer
  - Position of all buildings and structures to be constructed. Also, design of dwellings shall be shown, accompanied by estimates of the cost to purchasers or renters
  - Proposed parks, playgrounds, school sites, and other open spaces. Also, proposed buildings and other facilities for the common use of the occupants or for the public
  - Facilities and services to be supplied by the petitioner or by the association and the cost thereof to the occupants
  - North point and scale
  - Township, range, and section lines
  - Zone boundary lines and zone designations
  - Topography shown by contours at an interval no greater than two feet unless greater interval was permitted by zoning administrator or authorized representative
  - Boundary of the development including a legal description thereof
  - Total acreage of the development
  - Adjacent property ownership
  - Preliminary subdivision plan showing layout of all proposed lots.
  - Proposed circulation pattern including private and public streets, sidewalks and nonmotorized pathways and trails
  - Typical street or roadway cross-sections
  - Existing and proposed canals and waterways, public utility lines and easements
  - Proposed sewage disposal facilities
  - Existing and proposed storm drains, bridges, and other storm water management measures
  - Location and type of water sources.
    - Sources shall be shown either on preliminary plan or on an accompanying map drawn at a scale not smaller than one inch equals two thousand feet

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

217 EAST CENTER STREET • MOAB, UTAH • 84532

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Website: www.moabcity.org

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- Supporting documents showing that potable water will be available to the project in quantities required by the water superintendent, State Health Department, and fire marshal
- Such water will be made available to each dwelling site through a properly designed distribution system
- Tentative location and size of water mains
- Tentative location of fire hydrants
- Location and size of sewers
- Additional information required by zoning administrator or planning commission

## PLANNED UNIT DEVELOPMENT APPLICATION

SUPPLEMENTARY INFORMATION

### FINAL PLAT CHECKLIST

**PLEASE DETACH AND KEEP FOR YOUR RECORDS**

- Submit 5 copies of final plan to zoning administrator at least two weeks prior to planning commission meeting

#### 17.66.150 Final plan and approval

Final plan shall show in detail the following information:

- All information required for submission with preliminary development plans
- Tabulations of all dwelling units to be constructed by types and number of bedrooms per unit
- Detailed site plan with complete dimensions showing precise locations of all buildings and structures, lot or parcel sizes and locations, designations of common open spaces and special use areas, detailed circulation pattern including proposed ownership
- Detailed landscaping plans showing the types and sizes of all plant materials and their locations, decorative materials, recreation equipment, special effects and sprinkler or irrigation systems
- Dimensioned parking layout showing location of individual parking stalls and all areas of ingress or egress
- Detailed engineering plans and final subdivision plat showing site grading, street improvements, drainage and public utility locations
- Engineering feasibility studies if required by zoning administrator
- Copy of protective covenants, articles of incorporation, bonds and guarantees as required by the zoning administrator and/or city attorney
- Certificate of title showing the ownership of the land
- Certificate of acceptance by the city council for any dedication of public streets and other public areas, if any, that are made by the owners
- Certificate of accuracy by an engineer or land surveyor registered to practice in the state of Utah
- Approval from planning commission

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## 17.66.170 Stage construction permitted

Large scale planned unit developments may be carried out in progressive stages, provided assurance is given to the city that the requirements and intent of this title will be fully complied with

- Each stage shall be considered as a separate application
- Initial stage covers at least two and a half acres and is part of the overall project as shown on approved preliminary plan

## 17.66.180 Performance guarantee

- Adequate guarantees shall be provided for permanent retention of the open space as follows:
  - Furnish and record protective covenants, guaranteeing the retention of the open land area.
  - Creation of a corporation granting beneficial rights to the open space to all owners or occupants of the land
  - Develop and maintain all open space, unless part of or all of it is contiguous to and made part of an existing park
  - In the case of private reservation, the open space to be reserved shall be protected against subsequent building development by conveying to the city as part of the condition for project approval, an open space easement over such open areas, restricting the area against future building or use, except as approved on the final development plan
  - Care and maintenance of open space reservation shall be ensured by the petitioner by establishing a private association or corporation responsible for such maintenance which shall levy the cost thereof and an assessment of the property owners within the planned unit development.
  - Ownership and tax liability of private open space reservations are established in an acceptable manner and made part of the conditions of final plan approval
- Applicant of any planned unit development being developed as a condominium project under the provisions of the Condominium Ownership Act of Utah, shall prior to the conveyance of any unit submit to the zoning administrator a master deed consisting of a declaration of covenants, conditions and restrictions relating to the project, which shall become part of the final development plan and shall include management policies which set forth the quality of maintenance that will be performed and who is responsible for such maintenance within such condominium development. The document shall, as a minimum, contain the following:
  - Establishment of a private association or corporation responsible for all maintenance, which shall levy the cost thereof as an assessment to each unit owner within the condominium development
  - Establishment of a management committee with provisions setting forth the number of persons constituting the committee, the method of selection and the powers and duties of such committee



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- Method of calling a meeting of the members of the corporation or association, with the members thereof that will constitute a quorum authorized to transact business
- Method proposed for maintenance, repair and replacement of common areas and facilities, and distribution of costs therefore
- Manner of collection from unit owners for their share of common expenses, and the method of assessment
- Provisions as to percentage of votes by unit owners which shall be necessary to determine whether to rebuild, repair, restore or sell property in the event of damage or destruction of all or part of the project
- Method by which the declaration may be amended. The declaration required herein, any amendment and any instrument affecting the property or any unit therein shall be approved by the planning commission and recorded with the city recorder. Neither the declaration nor any amendment thereto shall be valid until approved and recorded. The declaration and amendments thereto shall be maintained as part of the final development plan
- Petitioner shall post a bond or mortgage or other valuable assurance acceptable to the city council in the form of:
  - Surety bond
  - Letter of credit
  - Cash escrow
  - First deed of trust
  - Similar collateral in an amount equal to 125% of the estimated cost of all required landscaping, road improvements, pedestrian ways, curbs and gutters, hard-surfacing, water and sewer lines and domestic sewage disposal facilities and common facilities as shown on final plat/plan.
  - Bond duration shall be equivalent to the time deadlines specified in the improvements agreement, which, in any case shall not exceed twenty-four months from the date of approval.
  - Final determination of the amount of the bond or other assurance shall be made by the legislative authority
  - Building permits for any portion of the planned unit development will not be issued until the final plan has been approved by planning commission
  - Compliance with all material terms of the improvements agreement and final plat/plan are a prerequisite to the developer obtaining a building permit for individual dwellings and/or a certificate of occupancy or zoning compliance