



PLAN COMMISSION

Planned Unit Development (PUD) Application

Provisions for Filing:

I) APPLICANT SUBMITTAL REQUIREMENTS:

A) Application

- 1) Applicant must submit a completed Planned Unit Development Application.
- 2) This application must be signed and notarized prior to submission to the Planning and Zoning Administrator.

B) Concept Plan

- 1) A Concept Plan must be submitted to the Planning Department for review.
- 2) The Concept Plan must include the following:
 - (a) An area map showing the property proposed to be developed as a PUD District and also adjacent property owners and existing land uses located within three hundred feet (300') of the parcel in question.
 - (b) A legal description of the parcel proposed as a PUD.
 - (c) A list of all requested variances from the Pendleton Unified Development Code and/or Article 157, Subdivision Regulations, that the Petitioner wishes to be a part of the PUD District.
 - (d) A list including location of all proposed uses to be contained within the PUD District.
 - (e) A sketch plan approximately to scale that shows the following:
 - (i) the existing features of the site including topography;
 - (ii) the proposed location of the various uses and their areas in acres;
 - (iii) the general outlines of the proposed interior roadway system and all existing rights-of-way and easements, whether public or private.
 - (iv) delineation of the various residential areas indicating for each such area its general extent, size, and composition in terms of total number of dwelling units and approximate percentage allocation by dwelling type;
 - (v) delineation of the various nonresidential areas such as commercial or industrial areas, indicating for each such area its general extent, size, and composition in terms of total number of buildings and approximate percentage allocation by unit type;
 - (vi) a calculation of the residential density in dwelling units per gross acre including interior roadways;
 - (vii) the interior open space system including land to be utilized for open space and/or recreational purposes;
 - (viii) where portions of the site are subject to flooding, the plan shall indicate extent and frequency;
 - (ix) where areas lie in aircraft approach and holding patterns such areas shall be indicated;
 - (x) the proposed provision for disposition of storm water and sanitary sewage and source of water service;
 - (xi) the substance of any covenants, grants, easements, or any other restrictions to be imposed upon the land or buildings including easements for public utilities;
 - (xii) the proposed provisions for streets, walkways, and parking, including locations and widths;
 - (xiii) the general description of the availability of other community facilities such as schools, fire and police protection services, parks, and how these facilities will be affected by the proposal;
 - (xiv) a general statement as to how common open space is to be owned and maintained; and
 - (xv) if the development is to be phased, a general indication of how the phasing is to proceed and how dedication of public facilities and performance bonds will be timed.
- 3) Once the Planning Department has reviewed the concept plan, the Petitioner may submit its formal proposed Planned Unit Development District Ordinance.

C) PUD Ordinance

- 1) The written text portion of the PUD District Ordinance shall contain at least the following:
 - (a) Name and address of Petitioner,
 - (b) Legal description of proposed PUD District,
 - (c) A copy of the recorded document showing Petitioner's ownership interest in this parcel,
 - (d) All Town construction, use, and development standards unless the variances to same are specifically delineated,
 - (e) Delineation of all uses and area in acres of each proposed use,
 - (f) Total number of residential units and percent of each type of each residential uses,
 - (g) Delineation of each commercial and/or industrial use, and total area in acres of each commercial and/or industrial use,
 - (h) Phasing schedule of development,
 - (i) Detailed description of location and proposed use for all proposed open and/or recreational spaces,
 - (j) General description of community services available to the proposed PUD District's residents including schools, fire and police protection, parks, and all public/private utilities, including statements of adequate capacity,
 - (k) General statement on proposed ownership and maintenance of common open space,
 - (l) Proposed construction schedule,
 - (m) A general statement how the proposed PUD District Ordinance conforms to the objectives of PUD Districts as set forth in Section 159.02 of the Town of Pendleton Code of Ordinances,
 - (n) A list of all proposed written commitments concerning the use and development of the land contained in the proposed PUD District Ordinance.
- 2) The drawing portion of the PUD District Ordinance showing the plan of development for this parcel shall include twenty (20) copies of the proposed plan of development with the following information:
 - (a) An area map showing the property under consideration and all properties and easements within three hundred feet (300') of Petitioner's property,
 - (b) A topographic map showing contour intervals of not more than two feet of elevation shall be provided,
 - (c) A transparent overlay or separate map showing all soils, areas, and their classifications, including those areas with moderate to high susceptibility to flooding and moderate to high susceptibility to erosion,
 - (d) The drawing shall also include:
 - (i) the name and address of the Petitioner;
 - (ii) the legal description of the proposed PUD District;
 - (iii) north arrow, scale, and date;
 - (iv) boundaries of the properties platted to scale;
 - (v) existing water courses;
 - (vi) a development plan showing location, proposed use, and maximum height of all buildings;
 - (vii) location and proposed development of all open spaces including parks, playgrounds, and open reservations;
 - (viii) all areas where natural vegetation will be preserved shall be noted;
 - (ix) location of outdoor storage, if any;
 - (x) location of all existing and proposed infrastructure improvements, including roads, sidewalks, pedestrian ways, bike paths and the like, drains, culverts, retaining walls and fences, retention or detention ponds and the like, descriptions of the methods of sewage and solid waste disposal and water utility, and location of such facilities, location and size of all signs, location and design of all signs, location and design of all streets, parking and truck load areas with ingress and egress drives relating to same and including proposed lighting for parking or truck loading areas.

D) Filing Fee

- 1) Applicants must submit the appropriate non-refundable filing fee:
 - (a) PUD Conceptual Plan = \$1,200
 - (b) PUD Ordinance = \$750 + \$50 per acre
 - (c) PUD Amendment = \$500 + \$50 per acre affected
- 2) The Planning Department accepts cash, credit cards, or check. Please make checks payable to the "Town of Pendleton".
- 3) A legal notice of the scheduled public hearing will be prepared and submitted by the Planning and Zoning Administrator to the local newspaper in sufficient time to meet the notice deadlines. A portion of your filing fee will be used to pay for this publication.

II) PUBLIC HEARING - PLAN COMMISSION MEETING

- A) Meetings start promptly at 7 p.m. at the Pendleton Town Hall, located at 100 West State Street.
- B) Applicant may appear on their own behalf or be represented by counsel or an agent.
- C) The public hearing procedure is as follows:
 - 1) The Chairperson gives a restatement of the case as an introduction to the item.
 - 2) The Staff presents evidence and offers a recommendation.
 - 3) The Commission members examine the Staff.
 - 4) The Applicant presents evidence and any necessary witnesses.
 - 5) The Commission members examine the Applicant and any witnesses.
 - 6) The President asks for any Objectors to present evidence.
 - 7) The Commission members examine the Objectors.
 - 8) The Applicant is given a rebuttal period.
 - 9) The Commission discusses information that has been presented and asks any additional questions.
 - 10) Commission makes favorable recommendation, unfavorable recommendation, or no recommendation to Town Council regarding the PUD District Ordinance.

III) TOWN COUNCIL MEETING

- A) The Council must consider the proposal for a PUD District Ordinance in accordance with I.C. 36-7-4-608.
- B) The Council may vote to accept the PUD District Ordinance. At a subsequent Town Council meeting, the Council may vote to adopt the PUD District Ordinance.

IV) AFTER THE PUBLIC HEARING

- A) In the event the PUD District Ordinance is adopted, the Petitioner may then proceed with Primary and Secondary plat approval before the Commission. Contact the Planning Department at (765) 778-8370 or visit the Town of Pendleton website (www.town.pendleton.in.us) to obtain the filing applications.

**Plan Commission
2018 Meeting Schedule
7 p.m. at Town Hall**

MEETING DATES	FILING DEADLINES
January 10, 2018	December 11, 2017
February 14, 2018	January 15, 2018
March 14, 2018	February 12, 2018
April 11, 2018	March 12, 2018
May 9, 2018	April 9, 2018
June 13, 2018	May 14, 2018
July 11, 2018	June 11, 2018
August 8, 2018	July 9, 2018
September 12, 2018	August 13, 2018
October 10, 2018	September 10, 2018
November 14, 2018	October 15, 2018
December 12, 2018	November 12, 2018



Planned Unit Development (PUD) Application

1. PROPERTY INFORMATION

Property Location

Circle one: CONCEPTUAL PLAN

ORDINANCE

Proposed Name of PUD

AMENDMENT

16-digit Parcel ID

Township Name

Present Zoning

Total Acreage of Site

Acreage of Open/Recreational Space

Acreage of Commercial Use

Acreage of Industrial Use

Total Number of Residential Units

Number of Single-Family Units

Number of Two-Family Units

Number of Multi-Family Units

2. APPLICANT INFORMATION

Name of Applicant

Applicant Email Address

Applicant Phone Number

Applicant Address

City/Town

State

Zip code

3. OWNER INFORMATION

Name of Property Owner

Property Owner Email Address

Property Owner Phone Number

Property Owner Address

City/Town

State

Zip code

4. ATTORNEY INFORMATION

Name of Company

Contact Name

Contact Email Address

Contact Phone Number

Attorney Address

City/Town

State

Zip code

5. ENGINEER INFORMATION

Name of Company

Contact Name

Contact Email Address

Contact Phone Number

Engineer Address

City/Town

State

Zip code

6. SURVEYOR INFORMATION

Name of Company

Contact Name

Contact Email Address

Contact Phone Number

Surveyor Address

City/Town

State

Zip code

7. ATTEST AND SIGNATURES

The above information, to my knowledge and belief, is true and correct.

Signature of Applicant

Signature of Property Owner

State of Indiana, County of Madison

Subscribed and sworn to before me this _____ day of _____, 2017.

My Commission expires:

Notary's Signature

A resident in the County of:

Type or Print Name

Planning Department Use Only

Petition Number

Check Number

Receipt Number

Date Filed

Meeting Date