



# CITY OF PRICEVILLE

## PLANNED DEVELOPMENT ZONING APPLICATION

**OFFICE USE ONLY**

Date Received \_\_\_\_\_

Clerk \_\_\_\_\_

### 1. Applicant Information

Name		Phone No.	
Mailing Address			

(If other than the owner, a Certified Statement from the Owner of Record must be attached stating that the Applicant is acting as the Agent for the owner)

### 2. Owner(s) of Record Information

Printed Name(s)	1)		2)	
Signature(s)	1)		2)	
Mailing Address		Phone No.		
Attest: Notary Public		Seal		

Note: A true and exact copy of the Deed of Record must be attached to and made a part of this application.

### 3. Location of Property

Geographic location, street, road, highway	
Legal description (including section, township, and range)	

### 4. Current Use of Property:

(Single-family, Multi-family, Business, Manufacturing, Place of Worship, Etc.)

### Proposed Use of Property:

(Single-family, Multi-family, Business, Manufacturing, Place of Worship, Etc.)

### 5. Current Zoning:

**Requested Zoning: PD, PLANNED DEVELOPMENT**

(see page 2 for additional information)

**SEE PRICEVILLE ZONING ORDINANCE §6.03 AND §13.04  
FOR FULL PLANNED DEVELOPMENT  
DESIGN AND SUBMITTAL REQUIREMENTS, AND PROCEDURE DETAILS**

**\*\*\* A PRE-APPLICATION CONFERENCE MUST BE HELD WITH THE TRC \*\*\*  
PRIOR TO ANY PLANNED DEVELOPMENT APPLICATION**

GENERAL APPLICATION REQUIREMENTS (see also ZO §6.03 and §13.04)

- Copy of property deed must be attached
- Application must be signed by all owners shown on the deed
- Application must be submitted by the last Monday of the preceding month in which consideration is requested
- Non-refundable fees:
  - \$200 fee due at time of application
  - Mail and legal notice costs due – TBD following review
- Vicinity map showing the site and zoning of adjacent properties
- A statement from all applicable utilities that said utilities are available to serve the proposed use
- Any supplemental information which will assist the planning commission in reviewing the zoning amendment
- Application and accompanying items must be submitted in both paper and PDF format
- NOTE: Planned Development design must also meet all requirements found in the Priceville Subdivision Regulations, where applicable.

GENERAL PROCEDURE

- 1) The City Building Official reviews the application with the TRC. Review determines, but is not limited to, the following:
    - a) Application and submittal completeness
    - b) Mail and legal notice costs for public notice
    - c) If any special studies or reports are needed (other than those specifically found in written regulations)
  - 2) Upon completion of its review, TRC submits its findings to the Commission and Council regarding, but is not limited to, the following:
    - a) Appropriateness of the proposed development to the site and surrounding areas
    - b) Compatibility of the proposed development with the Comprehensive Plan
    - c) Provision of open space and/or other public benefits or amenities commensurate with the flexibility inherent in the PD designation
    - d) Traffic access and circulation, stormwater management, utilities and other facilities and services;
    - e) Adequacy of evidence on unified control and suitability of any proposed agreements, deed restrictions, sureties, dedications, or other instruments, or the need for such instruments, or for changes in instruments proposed (with findings as to such matters based on opinions of the City Attorney)
    - f) The suitability of plans as proposed, or recommended changes with reasons therefor; and
    - g) The appropriateness of any requested modifications of applicable regulations
  - 3) Planning Commission considers the TRC's findings and sets a public hearing if mail and legal notice costs for public notice have been paid.
  - 4) Planning Commission holds the public hearing and makes a recommendation to the City Council for approval, approval with changes, or denial. (Commission recommendation is not guaranteed the same night as the hearing and may be delayed if deemed necessary)
  - 5) City Council considers the Commission's recommendation and sets a second public hearing.
  - 6) City Council holds the public hearing and either approves, approves with changes, or denies the zoning amendment. If approved with changes, such changes are binding to the MDP (Master Development Plan).
- Public Hearings must be set during a Commission / Council meeting. Public hearings are generally set to be held during the following month from which the hearing was set.
  - The Final MDP for the entire development, or at least the first phase, must be submitted to the Commission within 90 days after the Council approves the PD zoning.
  - A Final MDP is considered the full civil engineering and construction plans, referred to as the 'Preliminary Plat' in the Priceville Subdivision Regulations.