



Application for a Planned Unit Development - Preliminary

PLAN COMMISSION

APPROVAL STEPS FOR A PRELIMINARY DEVELOPMENT PLAN

STEP 1 Preliminary Conference

Prior to the preparation of a formal application, contact the Secretary of the Plan Commission at (217) 384-2440 to discuss the proposed development and determine if the project qualifies for a planned unit development (PUD) under requirements found in Section XIII-3 of the Urbana Zoning Ordinance.

STEP 2 Submit Completed Preliminary Development Plan Application, Preliminary Development Plan, and Fee

If the proposed development qualifies for a PUD, submit a completed application form to the Secretary of the Plan Commission together with five copies of a preliminary development plan, and a \$350.00 application fee. (See application form for materials that must be included with the preliminary development plan.)

STEP 3 Zoning Map Amendments, Subdivision Plats, and/or Subdivision Code Waivers (if necessary)

If the preliminary development plan requires zoning map amendments, subdivision plats, and/or subdivision code waivers, these requests may be submitted concurrently with or subsequently to the Preliminary Development Plan application.

STEP 4 Plan Commission Review

The Plan Commission will hold a public hearing to consider the preliminary development plan application and supporting information. The Plan Commission will then recommend either approval, approval with changes, or disapproval of the preliminary development plan to City Council.

STEP 5 City Council Review

The City Council will review the preliminary development plan application including all supporting information along with the Plan Commission's recommendation and either approve, approve with changes, or disapprove the preliminary development plan for the proposed PUD. Any waiver of the Urbana Zoning Ordinance requirements must be expressly written. Approval of the preliminary development plan by City Council will constitute approval of the basic provisions and outlines of the plan, and approval of the representation and provisions of the applicant regarding the plan. City Council approval is valid for **one year** from the date of approval. A Final Development Plan application must be submitted for the PUD before the expiration of the preliminary development plan approval.



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The application fee must accompany the application when submitted for processing. Please refer to the City’s website at <http://www.urbanaininois.us/fees> for the current fee associated with this application. **The Applicant is also responsible for paying the cost of legal publication fees.** Estimated costs for these fees usually run between \$75.00 and \$225.00. The applicant will be billed separately by the News-Gazette.

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Petition Filed _____ Plan Case No. _____
Fee Paid - Check No. _____ Amount _____ Date _____

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): _____ Phone: _____
Address (*street/city/state/zip code*): _____
Email Address: _____
Property interest of Applicant(s) (*Owner, Contract Buyer, etc.*): _____

2. OWNER INFORMATION

Name of Owner(s): _____ Phone: _____
Address (*street/city/state/zip code*): _____
Email Address: _____
Is this property owned by a Land Trust? Yes No

If yes, please attach a list of all individuals holding an interest in said Trust.

NOTE: Applications must be submitted and signed by the owners of more than 50% of the property’s ownership.

3. PROPERTY INFORMATION

Name of Planned Unit Development: _____
Address/Location of Subject Site: _____
PIN # of Location: _____
Lot Size: _____
Current Zoning Designation: _____

Current Land Use (*vacant, residence, grocery, factory, etc:*

Proposed Land Use:

Present Comprehensive Plan Designation:

How does this request conform to the Comprehensive Plan?

Legal Description (*If additional space is needed, please submit on separate sheet of paper*):

4. CONSULTANT INFORMATION

Name of Architect(s): Phone:

Address (*street/city/state/zip code*):

Email Address:

Name of Engineers(s): Phone:

Address (*street/city/state/zip code*):

Email Address:

Name of Surveyor(s): Phone:

Address (*street/city/state/zip code*):

Email Address:

Name of Professional Site Planner(s): Phone:

Address (*street/city/state/zip code*):

Email Address:

Name of Attorney(s): Phone:

Address (*street/city/state/zip code*):

Email Address:

5. PLANNED UNIT DEVELOPMENT REQUIREMENTS

Has the applicant arranged for a preliminary conference as specified in Section XIII-3.F of the Zoning Ordinance?

Yes No Date of Preliminary Conference:

Type of PUD proposed: (*See Section XIII-3.A for descriptions of the following.*)

Residential Commercial Mixed Use Industrial

In order to qualify as a PUD, the development plan must include a gross site area of **at least one-half acre** and meet **at least one** of the following:

- a) *Mixed-Use*. Either in the same building or with a “campus” approach, provide for a mixture of single-family, two-family, multi-family, commercial, office, and/or recreational uses.
- b) *Conservation*. Protect natural, cultural and/or historical resources and harmoniously utilize such features as part of the development. This may include environmentally sensitive or “green” building and site design.
- c) *Infill*. Redevelop properties within the urban area that are vacant or underutilized due to obstacles such as lot layout, utility configuration, and road access.
- d) *Unique Development*. Development that significantly responds to the goals and objectives of the Comprehensive Plan and other relevant plans and policies and/or addresses unique features of the site.

Briefly describe the proposed PUD and how it meets the above criteria. (Attach additional sheets if necessary)

Provide a narrative explaining how the proposed PUD is consistent with the following general goals of a PUD. In doing so, please identify which goals are applicable to the PUD and why.

- a) To encourage high quality non-traditional, mixed use, and/or conservation development in areas identified in the Comprehensive Plan;
- b) To promote infill development in a manner consistent with the surrounding area;
- c) To promote flexibility in subdivision and development design where necessary;
- d) To provide public amenities not typically promoted by the Zoning Ordinance;
- e) To promote development that is significantly responsive to the goals, objectives, and future land uses of the Urbana Comprehensive Plan;
- f) To provide a higher level of street and pedestrian connectivity within the development and the surrounding neighborhood in accordance with the Urbana Comprehensive Plan.
- g) To coordinate architectural styles, building forms, and building relationships within the development and the surrounding neighborhood;
- h) To encourage the inclusion of a variety of public and private open space, recreational facilities, greenways and trails not typically promoted by the Zoning Ordinance;
- i) To conserve, to the greatest extent possible, unique natural and cultural features, environmentally sensitive areas, or historic resources, and to utilize such features in a harmonious fashion.

(Attach additional sheets if necessary)

Section XIII-3 of the Urbana Zoning Ordinance allows for the following standards to be varied from, if justified by the circumstances particular to the site or the project and approved by the City Council: lot width, building height, floor area ratio, setbacks, off-street parking and loading, landscaping and screening, and fences.

Briefly describe any/all waivers that are anticipated as part of the development plan including justification for the waivers. Please note for each waiver whether approval is requested now, at the preliminary development plan approval stage, or will be requested at the final development plan approval stage. (Attach additional sheets if necessary)

A.

B.

C.

D.

Does the proposed development plan involve a zoning map amendment? Yes No
If yes, please describe:

Does the proposed development plan involve a subdivision plat? Yes No

Table XIII-2 of the Urbana Zoning Ordinance outlines recommended design features for PUD's. Please identify which design features are anticipated to be incorporated into the proposed PUD.

5. PRELIMINARY DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS:

A preliminary development plan must be submitted with this application and should be conceptual but must minimally include the following materials: *(Blanks are provided to help in determining whether submission is complete)*

A general location map of suitable scale which shows the location of the property within the community and adjacent parcels.

A site inventory and analysis to identify site assets and constraints, such as floodplains, wetlands, soils, wooded areas, existing infrastructure and easements, existing buildings, and public lands.

A conceptual site plan with the following information:

Any adjacent and/or contiguous parcels of land owned or controlled by the petitioner(s).

Proposed land uses, building locations, and any conservation areas.

Existing and proposed streets, sidewalks, and multi-use paths.

Buffers between different land uses.

Any other information deemed necessary by Secretary of the Plan Commission.

NOTE: If additional space is needed to accurately answer any question, please attach extra pages to the application.

By submitting this application, you are granting permission for City staff to post on the property a temporary yard sign announcing the public hearing to be held for your request.

CERTIFICATION BY THE APPLICANT

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner’s behalf.

Applicant’s Signature

Date

PLEASE RETURN THIS FORM ONCE COMPLETED TO:

City of Urbana
Community Development Department Services
Planning Division
400 South Vine Street, Urbana, IL 61801
Phone: (217) 384-2440
Fax: (217) 384-2367