



PLANNING DEPARTMENT
PO Box 330 • Phoenix, OR 97535
541-535-2050 • 541-535-5769 fax

Fee: \$4,200 - Residential/Commercial 50,000 sq ft or less
\$1,800 + \$130 per lot –Commercial over 50,000 sq ft

**PLANNED UNIT DEVELOPMENT
APPLICATION**

I. PROPERTY INFORMATION:

- A. LOCATION (address): _____
- B. ASSESSOR'S ID:
Township _____ Range _____ Section: _____ Tax Lot: _____
- C. Present Zoning: _____
- D. Present Use of Property: _____
- E. Describe adjacent land uses (i.e. single family, restaurant, auto repair, etc.):

North: _____ East: _____
South: _____ West: _____

II. PROJECT DESCRIPTION:

- A. Provide a detailed description of the proposed project:

- B. Size of proposed building(s): _____
- C. Time schedule for development: _____

III. SUBMITTAL REQUIREMENTS:

Submit one of each of the following Submittal Requirements for review by the City Planner. Once this "Application Package" is deemed complete, submit 20 additional "Application Packages" (excluding items 2 & 9) to the Planning Department.

1. Copies of plans drawn to scale and not larger than 24" x 36" in size including detailed site plan and architectural drawings for all elevations of any proposed structure. Landscape and parking detail are also required. In addition to the larger set of plans, the submittal shall include a set of 8 ½ x 11 inch reductions and one set of 8 ½ x 11 inch clear transparencies of the plans. The concept plan, data, and narrative shall include the following exhibits and information:

- a. Existing Conditions map, as defined in Chapter 4.2.5 – Site Design Review Application Submission Requirements;
 - b. Conceptual site plan (e.g., general land use, building envelopes, circulation, open space, utility connections, and other information necessary to convey the concept plan);
 - c. Grading concept plan (for hillside or sloping properties, or where extensive grading is anticipated);
 - d. Landscape concept plan. A tree survey shall be included showing the location of all existing trees with a caliper size of three inches and larger.
 - e. Architectural concept (e.g., information sufficient to describe architectural styles, building heights, and general materials);
 - f. Sign concept (e.g., locations, general size, style and materials of signs);
 - g. Copy of all existing covenants and restrictions, and general description of proposed restrictions or covenants (e.g., for common areas, access, parking, etc.).
2. Two sets of mailing labels for all property owners of record as specified in Chapter 4.1.5 – Type III Procedure (Quasi-Judicial), Section C (Notice of Hearing). The records of the Jackson County Department of Assessment and Taxation are the official records for determining ownership. The applicant shall demonstrate that the most current assessment records have been used to produce the notice list;
 3. A narrative report or letter documenting compliance with the applicable approval criteria contained in Chapter 4.5.10 – Overlay Zone and Concept Plan Approval Criteria.
 4. A statement of planning objectives to be achieved by the planned development through the particular approach proposed by the applicant. This statement should include a description of the character of the proposed development and the rationale behind the assumptions and choices made by the applicant.
 5. A development schedule indicating the approximate dates when construction of the planned development and its various phases are expected to be initiated and completed.
 6. A statement of the applicant's intentions with regard to the future selling or leasing of all or portions of the planned development.
 7. An impact study. The impact study shall quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, and the sewer system. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the City, the applicant shall either specifically agree to the dedication requirement, or provide evidence that shows that the real property dedication requirement is not roughly proportional to the projected impacts of the development.
 8. Completed application with property owner and applicant signatures.
 9. Application fee

IMPORTANT: Only completed applications will be processed. If you are unsure of the submittal requirements, please contact City staff for clarification.

IV. PROPERTY OWNER/APPLICANT INFORMATION: (PLEASE PRINT OR TYPE)

Property Owner Name: _____
(Please print or type)

Address: _____

Phone: _____ 2nd Phone: _____

Applicant's Name: _____

Address: _____

Phone: _____ 2nd Phone: _____

Other Contact Name: _____

Address: _____

Phone: _____ 2nd Phone: _____

V. AUTHORIZATION TO PROCESS:

PROPERTY OWNER'S CONSENT: I do hereby certify that I am the legal owner of record of the property described above and as such I am requesting that the City of Phoenix process this application in accord with State and local ordinances. I also certify that the information submitted hereto is true and correct to the best of my knowledge and belief.

Property Owner's Signature

Date

APPLICANT'S AUTHORIZATION: I do hereby certify that the information submitted herein is true and correct to the best of my knowledge and belief.

Applicant's Signature

Date

FOR CITY USE ONLY

RECEIVED BY: _____

DATE: _____

FEE RECEIVED: _____

RECEIPT NO.: _____

FILE NO. ASSIGNED: _____