

**PLANNED UNIT DEVELOPMENT (PUD)
GENERAL DEVELOPMENT PLAN (GDP)
APPLICATION**

Part A: Contact Information.

Property Addresses (List all...): _____

1. Owner's Name and Address _____

Owner's Phone number: _____ Fax Number: _____

2. Applicant's Name and Address (if different from Property owner): _____

Applicant's Phone: _____ Fax: _____

3. Architect/Engineer/Surveyor/Attorney Name and Address: _____

Architect/Eng/Surveyor/Attorney Phone: _____ Fax: _____

4. Who from above is the primary contact for this application? (Who should receive correspondence/letters?)

_____ Primary Contact E-mail: _____

Part B: Submission Requirements.

Submittal Due Date: The six weeks before consideration by the Plan Commission.

U Checklist—See the Attached Sheet for All PUD General Development Plan Submission Requirements.

For Village Staff Only:

Initial Application Received: _____

Technical Review Committee date: _____

Complete Application Received: _____

Fees paid – Amount and Date: _____

Receipt #: _____

MEETING DATES

Tentative Date for Plan Commission Review of PUD General Development Plan: _____

NOTES:

General Development Plan (GDP) Submission Requirements Checklist

Initial Applications Must Include the Following:

- U Completed “Planned Unit Development-PUD General Development Plan” Application Form
- U Proof of ownership
OR letter of consent from property owner (if the applicant is not the property owner)
- U Current legal description of the property from a licensed engineer, surveyor or attorney
- U 15 copies of a Map (11” x 17”) showing
 - The subject property for which the Planned Unit Development (PUD) is proposed and illustrating its relationship to the nearest street intersection
 - All lands within 600 feet of the boundaries of the subject property
 - The current zoning for the subject property and all lands within 600 feet of its boundaries
 - All lot dimensions for the subject property
 - Graphic scale and north arrow
- U 15 copies (8 ½” x 11”) of a Written Description of the proposed PUD, including
 - General project themes and images
 - Approximate residential densities as described by dwelling units per acre and floor area ratio
 - The general treatment of natural features
 - The general relationship to nearby properties and public streets
 - A statement of Rationale as to why PUD zoning is proposed. This shall identify barriers that the applicant perceives in the form of requirements of standard zoning districts and opportunities for community betterment the applicant suggests are available though the proposed PUD zoning.
 - A complete list of zoning standards which will not be met by the proposed PUD and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed PUD and the location(s) in which they apply shall be identified. Essentially, the purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
- U 15 copies (22” x 34” ANSI ‘D’) and one copy (11” x 17”) of a General Development Plan Drawing, at a minimum scale of 1” = 100’ of the proposed project showing at least the following information in sufficient detail to make an evaluation against the criteria for approval:
 - A conceptual plan drawing of the general land use layout and the general location of major public streets and/or private drives and parking areas;
 - Location of institutional, recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use;
 - Statistical data on minimum lot sizes in the development, the approximate areas of large development lots and pads, density/intensity of various parts of the development, floor area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Plan Commission or Common Board;
 - Anticipated uses of land within 600 feet of the proposed PUD in regard to roads, surface water, zoning and compatibility with adjacent land use;
 - For any public or private streets, details including: curb location; travel lanes; turn lanes; lane striping; terrace widths; sidewalk locations and widths, etc...; and
 - Notations relating the written information provided in the Written Description (above).

- U 15 copies (22" x 34" ANSI 'D') and one copy (11" x 17") of a General Conceptual Landscape Plan for the subject property, noting approximate locations of foundation, street, yard and paving, landscaping, and the compliance of developments with all landscaping requirements of the Village (expect those as noted in the listing of exceptions...) and the use of extra landscaping and buffer yards.
- U 3 full size (22" x 34" ANSI 'D') copies and one reduced size (11" x 17") copy of a Utility Plan of the subject property, showing existing utilities to be abandoned and how new public and/or private utilities (water, sewer, electrical...) and easements will be provided.
- U 3 copies of a Preliminary Stormwater Management Plan for the proposed project, including characteristics of the soils and existing topography. Please see the Village's "Requirements for Erosion Control and Stormwater Management Plans" document.
- U 3 full size (22" x 34" ANSI 'D') copies and one reduced size (11" x 17") copy of a Preliminary Grading and Erosion Control Plan of the subject property. Please see the Village's "Requirements for Erosion Control and Stormwater Management Plans" document.
- U 15 copies (11" x 17") of a General Signage Plan for the project, including all
 - o Project identification signs;
 - o Concepts for public fixtures and signs (street light fixtures and /or poles or street sign faces and/or poles) which are proposed to vary from Village standards or common practices.
- U 15 copies (8 ½" x 11") of a Written Justification for the proposed Planned Unit Development that addresses the following:
 - o How the proposed PUD (in general—independent of its proposed location...) is in harmony with the purposes, goals, objectives, policies and standards of the Village of Belleville Comprehensive Plan, the Zoning Code, and any other plans, programs and Village regulations;
 - o How the proposed PUD (in its specific location) is in harmony with the purposes, goals, objectives, policies, and standards of the Village of Belleville Comprehensive Plan, the Zoning Code, and any other plans, programs, and Village regulations;
 - o Does the proposed PUD, in its proposed location and as depicted on the required General Development Plan Drawing, result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the Zoning Code, the Comprehensive Plan, or any other plans, programs, and Village regulations;
 - o Does the proposed PUD maintain the desired consistency of land-uses, land use intensities, and land use impacts as related to the environs of the subject property;
 - o Is the proposed PUD located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities, or services provided by public agencies serving the subject property; and
 - o Do the potential public benefits of the proposed PUD outweigh any and all potential adverse impacts of the proposed PUD, after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate the impact.
- U This Checklist (or a photo-copy of this check-list)

Final Applications Must Include the Following:

- U Consultant engineering, legal and planning fee deposit of: TBD

Please note: At the time the applicant files the petition, the applicant shall pay a deposit in an amount to be set by the Village Board to be drawn upon in the event that the fees and costs incurred by the Village in reviewing and processing the petition are not timely paid by the applicant. The owner shall also execute an agreement requiring the owner to reimburse the Village for costs incurred by outside consultants as part of the PUD review process.

Please note also: Any portion of the deposit that is *not* used by the Village will be returned to the applicant.

- U 15 reduced-size copies (11" x 17" minimum) AND 3 full-size copies (22" x 34" ANSI 'D') of the General Development Plan Drawing, showing any changes required by staff.
- U 15 reduced-size copies (11" x 17" minimum) AND 3 full-size copies (22" x 34" ANSI 'D') of the General Conceptual Landscape Plan, showing any changes required by staff.
- U One set of Mounted Display Copies (22" x 34" minimum) of the General Development Plan and of the Conceptual Landscape Plan for use at the public hearing. Color copies are preferred, if possible.

The following items may also be required:

- U Lighting plan
- U Landscaping plan
- U Grading plan
- U Utility plan
- U Sediment and Erosion Control plan (for during construction period)
- U Fence details and screening plans for mechanical equipment, dumpsters, etc...
- U Sign plans/elevations/details
- U Traffic study
- U Travel Demand Management (TDM) plan
- U Other: _____

The following fees may also be required:

- U Park dedication fee
- U Sewer connection fee
- U Water Connection fee
- U
- U Other: _____

Format Requirements—all plan submittals must meet the following format requirements:

- A **Title Block** stating the name of the applicant & address/location of the project is required.
- A **Date** is required on the plans, including the **date** of any revisions/changes to the plans
- A **North Arrow** is required.
- The **Scale** must be appropriate for the size of the project.
(1 inch = 10 feet or 1 inch = 20 feet is preferred in most cases. Minimum scale of 1 inch = 100 feet...)