

## PLANNED UNIT DEVELOPMENT APPLICATION

In accordance with Unified Development Ordinance Section 2.16, a Planned Unit Development (PUD) is a type of Planned Development District (PDD) that encourages master planning of development and to manage such development with the impacts of the development on the provision of Town services and infrastructure. Completed applications shall include all of the submittal requirements included on Page 2 of this application and on the corresponding application checklist. Applications must be submitted in accordance with the schedule established by the Development Services Department.

<u>PROJECT INFORMATION</u>			
TYPE OF APPLICATION:	PLANNED UNIT DEVELOPMENT		
PROJECT ADDRESS:	_____		
WAKE COUNTY PIN(s):	_____		
PROPOSED PROJECT NAME:	_____		
PROPOSED USE:	_____		
PROPOSED SQ. FT.:	TOWN LIMITS/ETJ:	_____	
CURRENT ZONING DISTRICT:	PROPOSED ZONING DISTRICT:	_____	
PROPOSED LOTS:	DENSITY (DWELLING/ACRE):	_____	
<u>CONTACT INFORMATION</u>			
APPLICANT:	_____		
ADDRESS:	_____		
PHONE:	EMAIL:	_____	
SIGNATURE:	_____		
PROPERTY OWNER:	_____		
ADDRESS:	_____		
PHONE:	EMAIL:	_____	
SIGNATURE:	_____		
DEVELOPER:	_____		
ADDRESS:	_____		
PHONE:	EMAIL:	_____	
SIGNATURE:	_____		
<b>THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY</b>			
CASE NUMBER:	PUD - ____ - ____	SUBMITTAL DATE:	X-REFERENCE(s):
FILING FEE:	SKETCH PLAN MEETING DATE:		

**SUBMITTAL REQUIREMENTS**

NO APPLICATION SHALL BE ACCEPTED BY THE LAND USE ADMINSTRATOR UNLESS IT CONTAINS ALL OF THE INFORMATION NECESSARY TO DETERMINE IF THE DEVELOPMENT, IF COMPLETED AS PROPOSED, WILL COMPLY WITH ALL OF THE REQUIREMENTS OF THE UNIFIED DEVELOPMENT ORDINANCE. APPLICATIONS WHICH ARE NOT COMPLETE WILL BE RETURNED TO THE APPLICANT WITH A NOTATION OF DEFICIENCIES.

THE FOLLOWING ARE TO BE SUBMITTED AT THE TIME OF INITIAL SUBMITTAL. FAILURE TO SUBMIT ALL ITEMS WILL RESULT IN DELAY OF YOUR APPLICATION. APPLICATIONS ARE TO BE RECEIVED BY 5 PM ON THE SUBMITTAL DEADLINE DATES ESTABLISHED BY THE DEVELOPMENT SERVICES DEPARTMENT.

- **COMPLETED APPLICATION FORM.** Application must be signed by the applicant and the property owner.
- **PROCESSING FEE:** The fees below are based on the type of application being submitted. Fees are exact and not rounded up. Master Plans that accompany a request for conditional district will require a separate application and filing fee for Zoning Map Amendment (Re-zoning). Fee are subject to change July 1 of each year.

	MASTER PLAN:	SPECIAL USE PERMIT or CONDITIONAL DISTRICT:	PLANNED UNIT DEVELOPMENT:	COMMERCIAL SITE PLAN
NON-RESIDENTIAL	\$300 plus \$50 per acre	\$600	\$600	\$250 plus \$50 per acre
RESIDENTIAL	\$300 plus \$50 per acre	See Master Plan fee	\$600	

- All plan submittals are **electronic**. Please send all documentation via email or a file sharing service.
- For additional submittal requirements, refer to the corresponding checklist based on application type.

**PLANNED UNIT DEVELOPMENT  
APPLICATION CHECKLIST**

TO BE COMPLETED BY APPLICANT	YES	N/A
<b>PRE-SUBMITTAL REQUIREMENTS</b>		
1. Pre-Application Conference	<input type="checkbox"/>	<input type="checkbox"/>
2. Sketch Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>
3. Neighborhood Meeting in accordance with UDO Ch.15.3.C	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUBMITTAL REQUIREMENTS</b>		
1. Completed Application	<input type="checkbox"/>	<input type="checkbox"/>
2. Processing Fee	<input type="checkbox"/>	<input type="checkbox"/>
3. Public Hearing Postage Fees	<input type="checkbox"/>	<input type="checkbox"/>
4. <a href="#">Wake County Public Schools Residential Development Notification</a> , if applicable	<input type="checkbox"/>	<input type="checkbox"/>
5. Traffic Impact Analysis, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUBMITTAL SPECIFICATIONS</b>		
1. <b>Neighborhood Meeting Report:</b> The report must include a list of those persons and organizations contacted about the neighborhood meeting, the date, time, and location of the meeting, a roster of the persons in attendance at the meeting, and a summary of issues discussed at the meeting; including a description of how the applicant proposes to respond to neighborhood concerns or changes made as a result of the meeting.	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Vision and Intent Statement:</b> (reference UDO Ch. 2.15.C)	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Unified Development Ordinance Consistency:</b> Provide a statement of consistency with the UDO. Any variation from the UDO must be explained and alternate means of compliance provided.	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Comprehensive Plan Consistency:</b> Provide a statement of consistency with the adopted KnightdaleNext 2035 Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Design Guidelines:</b> Provide a comprehensive list of proposed design guidelines that demonstrate the project will be appropriate within the context of the surrounding properties and the larger community. This includes architectural elevations representative of the proposed structures.	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Zoning Designation:</b> Include a request for a zoning designation that matches the proposed density (reference UDO Ch. 2)	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Boundary &amp; Significant Feature Survey:</b> The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, perennial streams, wetlands, easements or other significant features of the tract	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Scale &amp; North Arrow:</b> Scale denoted both graphically and numerically with north arrow	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Vicinity Map:</b> A vicinity map at a scale no smaller than 1 inch equals 1,200 feet showing the location of the PUD with respect to adjacent streets and properties	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Site Data:</b> Calculations must include total acreage, acreage in parks and other non-residential uses,	<input type="checkbox"/>	<input type="checkbox"/>

total number and acreage of parcels, and the total number of housing units		
11. <b>General Layout Map:</b> A map delineating the boundaries of proposed uses and building types. This map should include descriptive conditions indicating the use, density, and building type of each distinct area of the proposed district.	<input type="checkbox"/>	<input type="checkbox"/>
12. <b>Dimensional Standards:</b> Description of dimensional standards and any modifications to the general use regulations (reference UDO Ch. 2)	<input type="checkbox"/>	<input type="checkbox"/>
13. <b>Transportation:</b> Show all major streets and any collector/arterials required, as well as connectivity to adjacent parcels. Any modifications to street sections or request for modified street sections shall be included (reference: UDO Ch. 9 and Ch. 17)	<input type="checkbox"/>	<input type="checkbox"/>
14. <b>Recreational Open Space:</b> All open space shall be provided as required in UDO Ch. 7. Any variation shall provide the same area of open space and must be consistent with the general spirit and intent of the UDO.	<input type="checkbox"/>	<input type="checkbox"/>
15. <b>Landscaping:</b> Tree protection and landscaping shall meet the criteria of UDO Ch. 8, except in cases where variations would meet the general spirit and intent of the UDO.	<input type="checkbox"/>	<input type="checkbox"/>
16. <b>Signs:</b> Signs shall meet the criteria of UDO Ch. 12, except in cases where variations would meet the general spirit and intent of the UDO.	<input type="checkbox"/>	<input type="checkbox"/>
17. <b>Public Facilities:</b> PUDs require all necessary infrastructure improvements to provide adequate transportation, water, sewer, and all other infrastructure improvements required by UDO Ch. 17.	<input type="checkbox"/>	<input type="checkbox"/>
18. <b>Phasing Plan:</b> This is required if more than one phase is proposed. In mixed-use proposals the non-residential component shall be phased in association with a percentage of the total residential units not to exceed 75%. Phasing must be consistent with the installation of public infrastructure improvements.	<input type="checkbox"/>	<input type="checkbox"/>
19. <b>Stormwater Management:</b> A generalized stormwater management plan (reference UDO Ch. 6)	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADDITIONAL REQUIREMENTS</b>		
1. Water Allocation Policy Compliance	<input type="checkbox"/>	<input type="checkbox"/>

*See UDO Chapters 2.15 and 16.5 for additional description of all requirements*