



CITY OF WINSTON PLANNED UNIT DEVELOPMENT

INFORMATION SHEET

The application for a (PUD) Planned Unit Development is a two step process as follows: (1) the Preliminary Site Plan approval is a quasi-judicial action before the Winston Planning Commission; and (2) final site plan approval is a quasi-judicial action before the Planning Commission.

As part of the application process, the applicant shall demonstrate that: a) The proposed development will create a harmonious planned environment that will result in superior living or development arrangements; b) The subject property contains significant landscape features or open space whose preservation requires planned development rather than conventional lot-by-lot development; c) Planned development of the subject property will promote increased energy conservation or use of renewable energy resources; d) The subject property contains natural hazards, the avoidance of which requires planned development of the property; or e) planned development of the subject property will produce more efficient use of the land, housing, circulation systems, utilities and their maintenance than conventional lot-by-lot development. The PUD application shall consist of the following information.

1. Written Documents

- a. A legal description of the total site proposed for development, including a statement of present and proposed ownership, and present zoning, or any proposed zoning.
- b. A statement of planning objectives to be achieved by the PUD through the particular approach proposed by the applicant. This statement should include a description of the character of the proposed development and adjacent areas, discussion of how the proposed development will relate to the natural environment and significant landscape features of the site and adjacent areas, and the rational behind the assumptions and choices may by the applicant.
- c. A development schedule indicating the approximate date when construction of the PUD or phases of the PUD can be expected to begin and be completed.
- d. A statement of the applicant's intentions with regard to the future selling or leasing of all or portions of the PUD, such as land areas, dwelling units, commercial and industrial structures, etc.
- e. Information regarding the establishment of a property owners association or other similar entity, if any common space or facilities are contemplated.
- f. Quantitative data for the following: total number and type of dwelling units; parcel sizes; proposed lot coverage of buildings and structures; approximate gross and net residential acreage; total amount of open space; amounts of private, common and public open space; total area and types of nonresidential construction; economic feasibility studies or market analysis where necessary to support the objectives of the development.
- g. Proposed covenant, if any.

2. Site Plan and Supporting Maps. A site plan prepared by a licensed engineer or architect and any maps necessary to show the major details of the proposed PUD, containing the following minimum information:
- a. The existing site conditions, including contours at 5-foot intervals, water courses, floodplains and other areas subject to natural hazards, significant landscape features and forest cover.
 - b. Grading plan detailing proposed excavation, earth-moving procedures, and other changes to the landscape, in order to ensure the preservation of the character of the area to be retained in open space.
 - c. Proposed property lines and layout design.
 - d. The location and floor area size of all existing and proposed buildings, structures, and other improvements, including maximum heights, types of dwelling units, and non-residential structures, including commercial and industrial facilities, and elevation plans of major structures. Major structures do not include single-family and two-family dwellings.
 - e. The location and size in acres or square feet of all areas to be conveyed, dedicated, or reserved as common or public open spaces or recreational areas, school sites, and similar public and semi-public uses.
 - f. The existing and proposed circulation system of arterial, collector and local streets, including off-street parking areas, service areas, loading areas and major points of access to public rights-of-way. Notations of proposed ownership--public or private--should be included where appropriate.
 - g. The existing and proposed pedestrian and bicycle circulation system, including its interrelationships with the vehicular circulation system indicating proposed treatment of points of conflicts.
 - h. The existing and proposed systems for providing sewage disposal, water, electricity, gas, fire protection and telephone services.
 - i. A general schematic landscape plan indicating the technique and materials to be used for private, common and public open spaces.
 - j. A preliminary subdivision or partition plan if the land is to be divided, including all information required for filing a preliminary subdivision or partition plan as specified in the Winston Subdivision Ordinance.
 - k. Enough information on land areas adjacent to the proposed PUD, including land uses, zoning classifications, densities, circulating systems, public facilities and significant landscape features, to indicate the relationships between the proposed development and the adjacent areas.
 - l. The proposed treatment of the perimeter of PUD, including materials and techniques to be used, such as landscaping, screens, fences, and walls.

The preliminary development plan shall be reviewed as a quasi-judicial action involving a public hearing before the Planning Commission. Unless phasing is employed or extensions applied for and granted, a final development plan prepared by an Oregon registered engineer shall be submitted to the Planning Commission for approval within twelve (12) months of the date of tentative approval. The content of this final development plan is described in Sections 4.310.19 through 4.310.25 of the Zoning Ordinance.

Following approval of the PUD preliminary site plan, the PUD final site plan shall be submitted within 12 months.

The final site plan shall include:

- a. The site plan and maps submitted pursuant to the Section 4.310 of the Zoning Ordinance in their final, detailed form.
- b. The documents submitted pursuant to Section 4.310 amended to incorporate any conditions imposed upon the preliminary development plan approval.
- c. Final subdivision plat or partition map, if the land is to be divided; which maps shall conform to applicable provisions of the Subdivision Ordinance.
- d. Declaration of creation of a planned community as required by ORS 94.550 to 94.785, including, but not limited to:
 - Documents to assure funding and implementation mechanisms for permanent maintenance of the common or public open space
 - Documents conveying common open space to a Home Owners Association, including the restrictive covenants and conditions.
 - Articles of incorporation of the Homeowners= Association formed to maintain common open space and other common improvements.
- e. Certification by the Public Works Superintendent that public improvements have been installed in conformance with applicable standards.

You may also be required to enter into an Agreement for Improvements and file a performance bond with the City to complete all improvements required by the final site plan.



PLANNED UNIT DEVELOPMENT APPLICATION

A Planned Development consists of innovative application of Winston's land use regulations for a specific area of land and includes variations in use and property development standards. Since such variations generally affect surrounding lands and may have a regional impact, requests for a planned unit development must be carefully considered. Therefore, it is imperative that you complete this application form as completely and accurately as possible. An evaluation of your request will be based on the answers and information you provide.

Oregon Supreme Court decisions have established that the applicant for a planned unit development bears the burden of proving the request is acceptable. In establishing such proof, you will have to address a number of considerations. Depending on the type of change you are seeking, the location of your property and the types of uses you desire, other topics will also become important.

Many interrelating factors have been considered in developing the City of Winston Comprehensive Plan. It will be necessary for you to become familiar with the plan and be able to explain how your request conforms to the provisions of the Plan and the City's goals for land development and use.

1. APPLICANT:

Name _____ Phone _____

Address _____

TITLEHOLDER OF THE SUBJECT PROPERTY:

Name _____ Phone _____

Address _____

CONTRACT PURCHASER OF LESSEE OF SUBJECT PROPERTY:

Name _____ Phone _____

Address _____

2. Will a representative assist the applicant with this development request? _____

Name of Representative _____ Phone _____

Address _____

3. SPECIFIC DESCRIPTION OF SUBJECT PROPERTY:

DEED RECORD, VOL. _____ PAGE _____, PROPERTY I.D. NO(s). R _____

T _____ S, R _____ W, SEC. _____ TAX LOT NO(s). _____

SIZE OF PARCEL: _____

LEGAL DESCRIPTION (**Attach copy of legal description of property**)

Planned Unit Development Criteria and Information:

- 4. Provide a statement of planning objectives to be achieved by the PUD through the particular approach proposed by the applicant. This statement should include a description of the character of the proposed development and adjacent areas, discussion of how the proposed development will relate to the natural environment and significant landscape features of the site and adjacent areas, and the rationale behind the assumptions and choices made by the applicant.

- 5. Please provide details on the proposed development schedule:
 - a. Will the Planned Unit Development be completed in phases? _____
If so, how many phases? _____

 - b. What is the proposed development schedule (Lots per year)? _____

 - c. Construction will begin _____

 - d. Construction completion date _____

- 6. Describe in detail plans for the future selling or leasing of all or portions of the PUD (including land areas, dwelling units, commercial & industrial structures, etc):

- 7. The common open space will be deeded to a Homeowners' Association. Please supply draft copies of the following documents:
 - Homeowners' Association
 - Declaration and Bylaws
 - Declaration of Covenants and Restrictions.

- 8. Submit necessary Economic Feasibility Studies or Market Analyzes to support the objectives of the development.

9. PROVIDE THE FOLLOWING QUANTITATIVE DATA:

| | |
|---|-------|
| Total Number and Type of Dwelling Units | _____ |
| Parcel Sizes | _____ |
| Proposed Lot Coverage of Buildings and Structures | _____ |
| Gross Residential Acreage | _____ |
| Net Residential Acreage | _____ |
| Total Amount of Open Space | _____ |
| Private Open Space | _____ |
| Common Open Space | _____ |
| Public Open Space | _____ |
| Total Area and Type of Non-Residential Construction | _____ |

10. Provide a DETAILED SITE PLAN AND SUPPORTING MAPS outlining the following items:
(A more specific check-list is attached).

- Existing site conditions, including contours at 5 foot intervals, water courses, floodplains and other areas subject natural hazards, significant landscape features and forest cover.
- Proposed lot lines and layout design.
- Location and floor area size of all existing and proposed structures and other improvements, maximum heights, types of dwelling units, and non-residential structures, and elevation plans for major structures.
- Location and size in acres or square feet of all areas to be conveyed, dedicated or reserved as common or public open spaces or recreational areas, school sites, and similar public and semi-public uses.
- Location of existing and proposed traffic circulation, including off-street parking and loading areas and major points of access, and pedestrian and bicycle circulation.
- Location of existing and proposed utilities.
- Proposed landscaping plan for areas to be used for private, common or public open space.
- Preliminary subdivision or partition layout, if the land is being divided.
- Information on land areas adjacent to PUD, as required by the Zoning Ordinance, to determine relationship between proposed development and the adjacent areas.
- Proposed screening for exterior/perimeter boundaries of the PUD.

11. Your proposed use(s) may impact the City's transportation system, including traffic circulation, bicycle and pedestrian facilities, etc. The jurisdiction providing access (State, County or City) may require you submit a completed Traffic Impact Study (TIS) to evaluate the proposed impacts.

Give an estimated traffic count (average daily trips) for the proposed use. How will the potential traffic resulting from the increased use or activity be controlled?

How will access to public roads be located to ensure traffic safety?

Please explain how the proposed change in use will affect the road system serving your area.

What other methods of transportation are available to your area (limited route bus, van pooling, bicycling, walking)? Explain how they will be included as part of your development.

PLANNED UNIT DEVELOPMENT SITE PLAN

The applicant shall provide a detailed site plan which includes the following information:

1. The total site layout including present and proposed ownership and zoning.
2. Development Schedule
3. Homeowners Association Declaration of Covenants Deeding Open Space, Declaration and Bylaws, and Declaration of Covenants and Restrictions.
4. Site conditions noted (contours, watercourse, floodplains, natural hazards, etc.)
5. Lot line and layout design
6. Existing and proposed structures and improvements, and elevation plans of major structures
7. Location and size of open space (common or public open spaces)
8. Location of recreational structures and facilities
9. Existing and proposed circulation system and utilities -
 - Streets
 - Pedestrian ways
 - Bicycle paths
 - Water
 - Sewage Disposal
 - Storm Water & Drainage
 - Electricity
 - Gas
 - Fire
 - Telephone
10. Schematic landscape plan for open space areas (private, common and public open spaces)
11. Subdivision or partition plan
12. Relationship with Adjacent land
13. Screening treatment of perimeter boundaries
14. Building Spacing –
 - Size of lots
 - Building coverage
 - Net residential acreage
 - Gross residential acreage
 - Number of lots per phase
 - Waiver of property development standards

15. Recreational Facilities -

- Number
- Type

16. Open Space -

- Gross acreage of open space (and percentage)
 - Gross acreage – common (and %)
 - Gross acreage – private (and %)
 - Gross acreage – public (and %)
- Water
- Storm Drainage Retention Area (within Open Space)
- Distribution
- Improvements
- Coordination of improvements
- Homeowners' association
- Declaration of covenants and restrictions
- Enforcement provision
- Maintenance & Funding Mechanism(s)

17. Environmental Design -

- Preservation of significant landscape features
- Preservation of historic sites
- Grading plan
- Floodplain and natural hazards
- Treatment and maintenance of manufactured slopes
- Storm water and drainage plan
- Conservation of energy/use of solar or other renewable energy

18. Traffic Circulation -

- Street width
- Street surface
- Pedestrian ways
- Bicycle ways
- Parking areas
- Total parking spaces:

For entire development:

By area & type of use (i.e. condos, dwelling units, golf course, club house, hotel lodging, etc):

Disabled/Handicapped Spaces

Compact Spaces

- Compatibility with neighboring road systems

19. Perimeter Design

- Designs to minimize impacts to adjacent uses
- Special setbacks
- View retention
- Screening

SIGNATURE REQUIRED:

I (we) _____
(Print Name in Full)

am (are) the titleholder or contract purchaser (under a duly executed recorded contract) of the property described in this application and herein certify that the statements and information contained herein are in all respects true, complete and correct to the best of my (our) knowledge and belief.

Signed: _____

Date: _____

A lessee or agent of the property owner may sign this application provided that written permission from the property owner is attached.

FEE: A non-refundable fee, as specified in the most recent City of Winston fee schedule, must accompany this application. Make all checks payable to the City of Winston.

REQUEST FOR EXTENSION OF TIME FOR FINAL LOCAL DECISION

The City of Winston Land Use and Development Ordinances authorizes the City Administrator to choose, in his discretion, whether to make an Administrator=s decision (subject to possible appeal to the Planning Commission) or to refer applications directly to the Planning Commission for the initial City decision. An Administrator=s decision that is not appealed generally becomes the City=s final decision faster than an application that is referred directly to the Planning Commission for the initial City decision. Whether an applicant grants an extension of the time limit set forth in the A120 Day Rule@ (see ORS 227.178) is up to the applicant. The City will not compel an applicant to grant an extension of the time limit as a condition for taking any action on an application. The total off all extensions may not exceed 245 days.

The reason for the extension of time to complete the final local decision _____

I (We), as applicant(s) in this request for approval of a: _____

hereby irrevocably offer to extend the date for the final City decision on the above land use request to the _____ day of _____, 200__.

Signed: _____
Applicant

Signed: _____
Applicant

COMPLETENESS CHECK

The City Administrator shall check an application for completeness as per Zoning Ordinance 11.065. The Administrator shall notify the applicant of any missing materials within 30 days of receipt of the application. The applicant shall have 180 days from the date the applicant was informed what materials were missing to submit the missing materials. The application shall be deemed complete when all required materials are received, when 180 days have expired since the applicant was notified of the missing material(s) or on the 31st day after submittal of any incomplete application if the applicant has submitted a written statement that the missing materials will not be submitted.

This application has been inspected by me and found to be sufficiently complete to initiate the review process.

Planner: _____

Fee Receipt No: _____

Date: _____