



CITY OF GRAHAM

Planned Unit Development Application

PLANNED UNIT DEVELOPMENT - MASTER PLAN

Required: Master Land Use Plan Document, Traffic Analysis
(if required)

AMENDMENTS & FINAL PUD PLAN

Required: Final PUD Document, Traffic Analysis
(if required)

1. Petitioner(s):

Check one: Owner Agent Lessee

Name:

Address:

Phone Number:

Fax Number:

E-Mail Address:

2. Property Owner(s):

Name:

Mailing Address:

Phone Number:

Fax Number:

Real ID of property owned:

Contract Purchaser Other _____

Name:

Address:

Phone Number:

Fax Number:

E-Mail Address:

Name:

Mailing Address:

Phone Number:

Fax Number:

Real ID of property owned:

3. Applicant's Attorney/Contact Person and Project Planner:

Attorney/Contact Person:

Name:

Address:

Phone Number:

Fax Number:

E-Mail Address:

Project Planner:

Name:

Address:

Phone Number:

Fax Number:

E-Mail Address:

4. Site Information:

If only part of a parcel is requested to be rezoned, then write "Part" after the Alamance County Parcel Identification Number and Real Identification number(s).

Alamance County Parcel Identification Number(s):

Address(es) or general street location from closest street intersection:

Existing Use of Property: _____ Area (acres or sq. Ft.): _____

Current Zoning (including overlay districts, if any): _____

If current zoning classification is a Conditional Use, please attach a copy of the existing zoning conditions.

Current Comprehensive Plan designation (including alternate uses, if any): _____

Ask Planning & Zoning Staff for assistance if necessary.

5. Attachments:

Application Fee (\$100 New PUD / \$100 Amendment to PUD) PUD Binder with all required plans

The undersigned states the above information is true and correct as s(he) is informed and believes.

Signature(s) of Applicant(s):

Date:

NOTARY STATEMENT

Sworn to and subscribed before me the _____ day of _____, 19____

_____/_____
Notary Public Printed

Notary Public in and for the State of North Carolina
My commission expires: _____

Seal:

FOR INSPECTION & PERMITS OFFICE USE ONLY

Petition PZ # _____
Amount Paid _____

Date Filed _____
Receipt # _____



CITY OF GRAHAM

Planned Unit Development Application

Traffic Impact Analysis Application

*Attach concept plan that shows all access points and adjacent streets.

1. Applicant:

Check one: Owner Agent Lessee Contract Purchaser Other
Name: _____ Phone Number: _____

Address: _____ Fax Number: _____

_____ E-Mail Address: _____
_____ Phone Number: _____

2. Contact Person:

Name: _____ Fax Number: _____

Address: _____ E-Mail Address: _____

2. Required Information:

Reason for Request: New Planned Unit Development Amendment to Approved Master Plan

Description of Proposed Project: (Estimated completion date, phasing plan if appropriate) _____

Proposed Land Use (be specific): _____

Potential Development Yield (number of residential units)/Building Square Footage (projected number of employees, hours of operation): _____

Address (es) or general street location from closest street intersection: _____

Existing Use of Property: _____ Area (acres or sq. ft.): _____

Current Zoning (including overlay district, if any): _____

Current Comprehensive Plan designation: _____

Ask Planning & Zoning Staff for assistance if necessary.

Signature(s) of Applicant(s): _____

Date: _____

FOR STAFF USE ONLY

Conformance with Comprehensive Plan: _____ By: _____



CITY OF GRAHAM

Planned Unit Development Application Packet

The purpose and intent of these planned unit development regulations are to promote innovative design in development by providing flexibility in regard to permitted uses and bulk regulations. These regulations are designed to promote the development of attractive, desirable communities of place, where residents and visitors can work and live in a development pattern that integrates residential and non-residential uses in a design that is accessible to pedestrians and encourages the use of alternative modes of transportation and shared parking and offers greater convenience to the residents of the City and its extraterritorial jurisdiction.

GENERAL INFORMATION:

1. Applicants for new planned unit developments follow the application procedures starting on Page 2. Applicants for amendments to approved planned unit developments follow the procedures starting on page 8. All applicants shall follow the Final Plan Process.
2. No new information or revisions will be accepted from the applicant two (2) weeks before the Planning and Zoning Board meeting or two (2) days prior to the City Council. This will allow sufficient time for staff to generate the Impact Statement based on the information we have received up to that point.
3. When an application for approval of a planned unit development has been approved or denied by the City Council, or has been withdrawn by the applicant after notice has been given of the public hearing on the application, no application covering the same property shall be accepted or considered within 6 months after the date of the approval, denial, or withdrawal. This restriction shall apply regardless of whether the new application is for a different planned unit development than the original application. The waiting period by this Subsection may be waived in an individual case, for good cause, shown by the affirmative vote of three-fourths (3/4) of the members of the City Council.
4. The review and approval of planned unit developments may be coordinated with the review and approval of any preliminary subdivision plat. An application for planned unit development approval and any required application for preliminary subdivision plat approval may be filed simultaneously. The review and processing of these applications shall be coordinated and consolidated as much as possible. The Development Review Committee, the Planning and Zoning Board and the City Council, however, shall render separate reports, recommendations, and decisions on each application based on the specific standards applicable to each approval.
5. *If the developer chooses he/she may combine the Master Land Use Plan and Final PUD processes and submit all required documentation at the same time. The developer shall consult*

with the City of Graham Staff before proceeding.

6. At both the Master Planned Unit Development Application step and Final Planned Unit Development Application step a public hearing will be held and all property owners within 100 ft. will be notified.

NEW PLANNED UNIT DEVELOPMENT APPLICATION PROCEDURES: STEP ONE: PRE-APPLICATION

1. Before filing an application for a planned unit development approval, the applicant *is required to* meet with the Staff in a pre-application meeting to discuss the proposed planned unit development and to become more familiar with the applicable requirements and approval procedures of the City. Call (336) 570-6705 to schedule a meeting.
2. The applicant shall provide the Staff with the following information at the pre-application meeting:
 - a) Size and location of the parcel proposed for development as a planned unit development ; and
 - b) Proposed gross density of the proposed planned unit development and net density of individual parcels within the planned unit development; and
 - c) A concept plan showing general land uses proposed for the planned unit development including location and acreage; and
 - d) A schematic description of utility and circulation improvements for the planned unit development; and
 - e) Intent to submit application for any preliminary subdivision plat and/or site plan simultaneously with the planned unit development rezoning application.
3. The need for a Traffic Impact Analysis for your proposed planned unit development will be determined at this meeting.

STEP TWO: APPLICATION - PUD MASTER LAND USE PLAN

The Master Land Use Application for a PUD is a preliminary conceptual sketch plan that will lay the groundwork of the nature and character of the proposed development. The Master Land Use Application process allows the developer to receive feedback from the staff, public and elected officials on whether or not the proposed development is in keeping with the desires of the community, before doing detailed work on the project.

1. A complete Planned Unit Development Application and all required Attachments are to be submitted by **5:00 p.m.** of the posted deadline date (please talk with the City staff about deadline). Please submit the application, attachments, and associated fees to the Planning and Inspections Department, 201 S. Main Street. The Planning Staff shall determine whether the application is complete. If the application is not complete, the applicant will be notified of the deficiencies. Applications submitted or completed after the posted deadline will be placed in the next planned unit development application cycle.

2. All documentation for the proposed Planned Unit Development including maps shall be in a three-ring binder (as specified below) and in a digital format as specified by the City. Maps shall either be "pull out" or inserted in folders at the appropriate location. No maps shall exceed 24"X 36" in size.
3. An application for planned unit development may be initiated only by all of the owners of the parcel proposed for development as a planned unit development or by any person specifically authorized by all of the owners to file such application.
4. The items below are required in order to complete your application and shall be submitted when your application is filed:

Application Form

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants and notarized.

Application Fee

- \$100 New Planned Unit Development
- \$100 Amendment to Approved Planned Unit Development Master Plan
- Checks are to be made payable to City of Graham.

The following information is to be in a 3-ring binder format (plans/drawings are not to be larger than 24 X 36 inches) and in the following order:

Purpose Statement

- The purpose and intent of planned unit developments is to promote innovative design in development by providing flexibility in regard to permitted uses and bulk regulations. These regulations are designed to promote the development of attractive, desirable communities of place, where residents and visitors can work and live in a development pattern that integrates residential and non-residential uses in a design that is accessible to pedestrians and encourages the use of alternative modes of transportation and shared parking and offers greater convenience to the residents of the City and its extra territorial jurisdiction. The purpose statement is to state:

*Factual information and opinion in support of the Planned Unit Development request;
and

*A description of the relationship of the planned unit development to the surrounding land uses and the uses within the development of each other.

Property Survey

- Perimeter boundary and topographical survey (with minimum contour intervals of 5 feet and at a minimum scale of 1 inch equals 200 feet) showing:
 - *Total acreage of the planned unit development
 - *Parcel boundaries
 - *Existing site conditions and utilities
 - *Present zoning classification(s)

- *Existing use classifications of adjacent properties
- *All buildings within 100 feet of the proposed planned unit development
- *General vegetation analysis
- *Existing hydrological features

□ **Master Land Use Plan**

- The master land use plan and any additional supporting plans shall be at a minimum scale of 1 inch equals 200 feet. The plan shall indicate the concept of the development with refinements to indicate overall land use pattern, general circulation system, open space and/or park system and major features of the development. This Section does not require a detailed site plan of building, walks, etc. The following items of information shall be included (*NOTE: The master land use plan is to be general in nature-specific building footprints and/or parking are not to be included):
 - *Boundary line and dimensions of the subject site
 - *Existing and proposed easements - general location and purpose
 - *Streets on, adjacent, or proposed for the tract
 - *Land use patterns proposed for the subject site
 - *Map data - name of development, name of site planner, north point, scale, and date of preparation

□ **Site Data**

- The list of pertinent site data should include:
 - *Acreage of site
 - *Number of dwelling units proposed and anticipated population
 - *General areas of industrial, commercial, institutional, and recreational, land uses proposed
 - *Densities of residential areas
 - *List of uses to be included within development and general location
 - *List of open space/park space acreage and location

□ **Environmental Information**

- The data identifying existing natural and environmental site conditions should include:
 - *Topography - a topographic map, if possible underlying the Master Land Use Plan
 - *Floodplain - information from the most current source specified by the City indicating the location and extent of the regulatory floodplain
 - *Location and extent of existing vegetation
 - *A depiction of existing surface drainage patterns and proposed drainage

□ **Utilities**

- The statement indicating that sanitary sewer, storm sewer, and water are directly available to the site, or if a well and septic system are proposed, approval from the health department is required. If utilities are not available to the site, but will be made available by the developer, preliminary plans depicting how the site will be serviced. In addition, a statement indicating the estimated improvement costs and the project source of funding for the necessary improvements.

Traffic Impact Analysis (if required)

- The need for a Traffic Impact Analysis will be determined during the pre-application meeting. If you have questions in regards to your Traffic Impact Analysis Application, call (336) 570-6705.
- A Traffic Impact Analysis Application should be submitted to the City of Graham Development Review Division a minimum of 30 days prior to the planned date for submission of the Planned Unit Development Application. In any event, a planned unit development application will not be deemed complete until the final Traffic Impact Analysis is received by the City and all appropriate fees have been paid.
- A Traffic Impact Analysis is required to be submitted if the proposed planned unit development is projected to generate over 100 peak hour trips or 1,000 daily trips as determined by staff during the pre-application meeting. The zoning conditions specified at time of submission of Traffic Impact Analysis Application are not to change prior to submission of Planned Unit Development Application. If zoning conditions change, applicant may be subject to submit an application for a revised Traffic Impact Analysis.

Conceptual Vehicular and Pedestrian Circulation Plan

- Vehicular and Pedestrian Circulation Plan showing conceptual primary and secondary traffic circulation patterns including an analysis of anticipated traffic volumes and all planned street connections, proposed sidewalks, and greenways.

Conceptual Storm Drainage Plan

- Storm Drainage Plan showing conceptual plans for an adequate storm drainage system to be constructed in accordance with City standards.

Conceptual Phasing Plan

- Phasing Plan showing the conceptual delineation of areas to be constructed in phases or sections and the sequential order that will be followed in development.

Natural Features Plans

- On-site soils analysis/map including parcel boundaries.
- Slope Analysis Map showing slope conditions in categories from 10 to 15 percent, and slopes greater than 15 percent.
- Hydrology Plan showing perennial and intermittent streams, wetlands, if any 100-year floodplain boundaries, stream corridor buffers, acreage and location of land within a Reservoir watershed Protection Overlay District, if any, and other existing or proposed water bodies or impoundments for the purposes of flood control, irrigation, or stormwater management.

Landscape Plan

- A description of the important landscape features which have been incorporated into the master plan and a description of how these features will be maintained and preserved. In addition to major tree groupings, other significant features such as rock outcroppings and

important view corridors of scenic vistas need to be located.

- Incorporation of street tree plans, revegetation plans, and implementation measures necessary to restore a site to a habitable condition as stipulated in the master land use plan. Unless otherwise noted, these provisions shall be determined as set forth in Article 5 of the City of Graham Development Ordinance.
- This plan shall show buffers around the perimeter of the proposed planned unit development and adjacent to proposed streets and between proposed parcels and subdivided parcels. Buffers not otherwise stipulated in the master land use plan shall be determined under the provisions set forth in Article 5 Reservoir watershed Protection District of the City of Graham Development Ordinance.

Park Facility Plan

- Buffers, Open space, and Recreational Facilities Plan showing planned parks, playgrounds, and open areas to be developed, preserved or dedicated in accordance with the provisions of Article 4, Division 8 of the City of Graham Unified Development Ordinance.
- Acreage in common open space and acreage in dedicated open space (including acreage of dedicated open space within the 100-year floodplain, if any) shall be noted. This plan shall include the means of providing for the organization, arrangements for the ownership, maintenance, and preservation of common open space and private recreational facilities.
- Worksheet showing proposed construction of park facilities instead of the dedication required by Article 4, Division 8. The worksheet shall show the proposed facilities, their cost and time of construction.

Health and Safety Statement

- A statement of intent regarding access of fire fighting and refuse disposal equipment and including the method of refuse disposal, such as compactors, dumpsters, etc.

STEP THREE: CONSIDERATION OF PUD MASTER LAND USE PLAN REQUEST

1. *Review and Report - Planning Department* - The Planning Department, with the help of city staff, shall prepare a staff report that reviews the PUD Master Land Use Plan application. The staff report shall be forwarded to the Planning Board, City Council and the applicant.
2. *Review and Action - Planning Board* - The Planning Board shall hold a hearing on the PUD Master Land Use Plan application within 60 days of the date that a complete application is filed, provided that required notice can be given within that time. At the close of the hearing, the Planning Board shall recommend approval, modified approval, or denial of the PUD Master Land Use Plan application and transmit a written summary of its action and proceedings to the City Council.
3. *Review and Action - City Council* - Within 30 days of the close of the Planning Board meeting, the City Council shall hold a public hearing on the PUD Master Land Use Plan application. The City Council shall act to approve, approve with modifications, or deny the proposed amendments within 60 days of the date of the close of the City Council public hearing.

4. *PUD Master Land Use Plan Review Criteria* - Applications for PUD Master Land Use Plan approval shall be approved if the following criteria are met:
 - a. The plan represents an improvement over what could have been accomplished through strict application of otherwise applicable base zoning district standards, based on the purpose and intent of this development ordinance.
 - b. The PUD Master Land Use Plan is in conformance with the PUD standards of the overlay district.
 - c. The existing or proposed utility services are adequate for the proposed development.
 - d. The development is consistent with and implements the planning goals and objectives of the City, as contained in the Comprehensive Plan and other adopted policy resolutions; and
 - e. The PUD Master Land Use Plan is consistent with good planning practice and the development with promote the general welfare of the City.
5. *Effect of PUD Master Land Use Plan Approval* - Approval of a PUD Master Land Use Plan shall constitute acceptance of the overall general planning concepts for the proposed PUD development and is a prerequisite for the filing of a PUD Final Plan.
6. *Expiration of PUD Master Land Use Plan* - An approved PUD Master Land Use Plan shall expire and be of no further force and effect if a PUD Final Plan for the PUD (or a phase of the PUD) has not been approved within two (2) years of the date of approval of the PUD Master Land Use Plan.

After the Master Planned Unit Development Plan has been approved the developer can proceed with Steps 4 and 5.

STEP FOUR: APPLICATION - PUD FINAL PLAN

The Planned Unit Development Final Plan shall be the template that guides the development of the planned unit development. This document shall include maps, diagrams, and detailed written information laying the framework of the planned unit development. The following items must be included in the Final Plan in addition to all required elements of the approved Master Land Use Plan:

Site Plan

- Location of all existing roads
- Water, sewer, and other utility locations
- Lots (including sizes)
- Setbacks for development
- Landscaping plan showing type and location of plantings, berms, and other features
- Location & Quantity of parking
- Any other information deemed necessary

Other Information & Data:

- List of uses allowed within the planned unit development and locations of uses
- Density of proposed development within each Residential and Non-Residential area
- Any design standards that will be required within the planned unit development

- Open space location, quantity, function, and ownership

☐ **Open Space**

- All common open space shall either be conveyed to a municipal or public corporation, conveyed to a not-for-profit corporation or entity established for the purpose of benefiting the owners and residents of the planned unit development, or retained by the developer with legally binding guarantees, in a form approved by the City Attorney, verifying that the common open space area will permanently be preserved as open space.

☐ **Covenants and Deed Restrictions**

- The developer will supply the City with a copy of all final agreements or covenants which will govern the use, maintenance, and protection of the planned unit development.

STEP FIVE: CONSIDERATION OF PUD FINAL PLAN REQUEST & AMENDMENTS

1. *Review and Report - Planning Department* - The Planning Department shall prepare a staff report that reviews the Planned Unit Development Final Plan application in light of the approved Planned Unit Development Master Land Use Plan and all other applicable development standards and planning policies. The Planning Department shall provide a copy of the report to the City Council, Planning Board, and the applicant.
2. *Review and Action - Planning Board* - The Planning Board shall consider the Planned Unit Development Final Plan application, and within 30 days of its consideration, the Planning Board shall recommend to approve, approve with modifications, or deny the Planned Unit Development Final Plan application.
3. *Review and Action - City Council* - Within the 30 days of the close of the Planning Board meeting, the City Council shall hold a public hearing on the Planned Unit Development Final Plan application. The City Council shall act to approve with modifications, or deny the proposed amendment within 60 days of the date of the close of the City Council public hearing on the amendment.
4. *PUD Final Plan Review Criteria* - A Planned Unit Development Final Plan shall be approved by the City Council if it is determined by the City Council to be in substantial compliance with the approved Planned Unit Development Master Land Use Plan. The Planned Unit Development Final Plan shall be deemed to be in substantial compliance with the Planned Unit Development Master Land Use Plan so long as, when compared with the Planned Unit Development Master Land Use Plan, it does not result in:
 - a) An increase in project density or intensity, including the number of housing units per acre or the amount of nonresidential floor area per acre;
 - b) A change in the mix of housing types or the amount of land area devoted to nonresidential uses;
 - c) A reduction in the amount of open space;
 - d) Any change to the vehicular system which is a significant change in the amount or location of streets, common parking areas, and access to the PUD;

- e) A change in use categories; or
 - f) A substantial change in the layout of buildings.
5. *Modifications to Master Land Use Plan* - Changes which alter the concept or intent of the planned unit development including but not limited to increases in density, changes in the height of buildings, reductions in the proposed open space, changes in the mix of dwelling units, alterations to the road design and standards, and changes to any agreements must be approved by the City Council and amended on the master land use plan before Planned Unit Development Final Plat approval.
 6. *Effect of Approval* - Approval of a Planned Unit Development Final Plan shall confer upon the applicant the right to develop the subject property in accordance with the approved Planned Unit Development Final Plan.

STEP SIX: FINAL PLAN APPROVAL

1. The approval of an application for a planned unit development approval and a final plan shall not become effective until the applicant has submitted the following information to the Planning Department: two copies of the PUD Final Plan incorporating all changes that were required as conditions to City Council approval and such additional information as the City Council may have required as a condition of planned unit development or final plan approval in a three-ring binder and a digital copy in the formats specified by the City.
2. Upon receipt of all required submittals, the Planning Department shall mark and sign the PUD Final Plan as approved, return a marked and signed copy of the final plan to the applicant. A copy marked "ORIGINAL" shall be retained for the records of the Planning Department.
2. Sites governed by an approved Planned Unit Development Final Plan shall be designated on the Official Zoning Map with the letters "PUD" and a case file name for the approved Planned Unit Development Final Plan.
4. Actual development of the property comprising the approved planned unit development shall subject to all applicable plat approvals, site plan approvals, and other permits and approvals otherwise required by the City of Graham's Development Ordinance.