

# City of Tontitown

Rev. 2011-05-13

Application #PUD- \_\_\_\_\_

## Planned Unit Development (PUD)

### Application & Checklist

Available online at <http://tontitown.com/pdfs/pudform.pdf>

<b>FOR STAFF USE ONLY</b>	Date Application Submitted: _____
Zone: City Council Meeting Date: _____	
Forward Date to NWRPC: _____	
Date Accepted as Completed: _____	

Please fill out this form completely, supplying all necessary information and documentation to support your request. Incomplete applications will not be accepted.

#### **Project Name:**

**Contact Information:** Indicate where correspondence should be sent.

Representative: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_

Business Name: \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **Property Owner Information**

Property Owner: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **Property Description:**

Site Address: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Proposed use(s) and amount of land devoted to each: \_\_\_\_\_

**Applicant / Representative:** I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

√ \_\_\_\_\_ DATE: \_\_\_\_\_

**Property Owner / Authorized Agent:** I certify that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

√ \_\_\_\_\_ DATE: \_\_\_\_\_

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## **Points of Contact:**

Engineer/Surveyor/Architect: \_\_\_\_\_ Phone: \_\_\_\_\_  
Developer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Majority Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

**Checklist: Your application will not be placed on the Planning Commission Agenda until this information is furnished.**

- A. Application.** Completed application form.
- B. Fees.** Payment of application fees found at [http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown\\_ar/titlexvlandusage/chapter155fees?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tontitown\\_ar\\$anc=](http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter155fees?f=templates$fn=default.htm$3.0$vid=amlegal:tontitown_ar$anc=)
- C. Written Description.** Written description to include:
  - 1.) Justification of compliance with the intent of the PUD District;
  - 2.) Description of proposed land uses and percentage of land area devoted to each.
  - 3.) Description of proposed zoning and development standards.
  - 4.) Description of structural design
  - 5.) Description of compliance with PUD Development criteria; and
  - 6.) If phasing is proposed, a schedule of construction.
- D. Master Site Plan.** A master site plan drawn in AutoCad or similar digital format to 1"=100' scale (blue lines for review may be presented at 1"=20', 1"-50') of all required information. **Two (2) copies** of the master site plan (24" by 36") folded to 8 ½ x 11 page size with title information on the outside and a digital copy in PDF format. Include a listing of all layers, symbols, and line types with a description of each. A digital copy will be required after approval.  
**"All DWG files submitted shall be on Arkansas State Plane North coordinate system."**
- E. Warranty Deed.** Copy of warranty deed showing ownership of property.
- F. Notification.** The applicant must notify, by certified mail, property owners within 200 feet of subject property at least 15 days in advance of the public hearing. A sample notification letter is attached. A vicinity map must be mailed with the notifications (staff can provide this map upon request.) Submit the mailing list to the Planning Department at least 10 days prior to the public hearing date. Do not mail notifications without a vicinity map.
- G. Legal Description.** An accurate legal description of the property to be rezoned to a PUD type written in Word provided to the Planning Department, either by e-mail or on a disk.
- H. Publication.** The City of Tontitown will publish a notice in a local paper at least 15 days prior to the public hearing date.

**The following information shall appear on the master site plan:**

## **General Information:**

- 1.** Names, addresses, telephone numbers, and fax numbers- if available, of all parties involved in project. Include registration and license number.
- 2.** North arrow, scale, date of preparation, zoning classification, and proposed use.
- 3.** Title Block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date, and revisions, and atlas page.
- 4.** Complete and accurate legend.
- 5.** Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.
- 6.** Boundary survey of the property shown on the plat/plan or separate sheet. The Surveyor shall seal, sign, and date the survey. The survey shall be tied to state plane coordinates.

- 7. Written legal descriptions including area in square feet or acres that read clockwise. (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
- 8. Point-of-beginning from a permanent well-defined reference point. This P.O.B shall be clearly labeled on the drawing.
- 9. Show 100 yr. Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date.
- 10. A general vicinity map of the project with a radius of 1 mile from the project.
- 11. The location of all existing structures.

#### **Proposed and Existing Streets and Easements:**

- 12. The location and widths of all existing and proposed streets, alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; and private easements within and adjacent to the project.
- 13. A layout of adjoining property (within 300') in sufficient detail to show the affect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements. This information can be obtained from the master street plan, aerial photos, and the City GIS system as linked from [www.tontitown.com](http://www.tontitown.com).

#### **Proposed Subdivision and Use of Land:**

- 14. The proposed lot layout, size and building setbacks. The total number of lots shall be indicated on the plan along with a note regarding proposed residential density.
- 15. The designation of all "outlots" and anticipated uses, if known.
- 16. For phased development, a plat showing all phases is required.
- 17. For non-residential use, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use.

#### **Common Useable Open Space:**

- 18. The boundaries, acreage, and the use of existing and proposed common open space in and adjacent to the project. See PUD regulations regarding what can be counted toward the required 20% open space. Indicate whether land is to be offered for dedication for park and recreation purposes or if it is to be commonly held to be maintained by a property owner's association.
- 19. Location of buffer strips, fences or screen walls, where required (check with Community Development Director and Zoning Ordinance.)
- 20. Location of wetlands and water bodies, active detention ponds, landscape areas, trails, and public recreation facilities that are being counted toward the common open space requirement.

#### **Other Requirements:**

- 21. Draft of covenants, conditions, and restrictions, if any.
- 22. Any other data or reports as deemed necessary by the City Planner and City Engineer as described below.
- 23. Provide a benchmark (IF WITHIN ½ MILE) – clearly defined with an accuracy of 1/100 of a foot. This Benchmark must be tied to USGS Datum.

**A pre-application conference can be arranged and is encouraged to review the proposed project and discuss the checklist requirements.**

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## NOTICE OF INTENT TO REZONE TO PLANNED UNIT DEVELOPMENT

\_\_\_\_\_ has requested The Tontitown Planning Commission to set a public hearing date to consider rezoning the following property from \_\_\_\_\_ to \_\_\_\_\_ a Planned Unit Development (PUD).

The legal description of the property is as follows: \_\_\_\_\_

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The common description of the property is: \_\_\_\_\_

Proposed land use(s): \_\_\_\_\_

The public hearing will be held \_\_\_\_\_, 20\_\_ at 6:00 p.m. It will be held at 235 E. Henri DeTonti Blvd.

This notification is in response to the requirement that all property owners within 200 feet of said property must be notified. If you wish to express any comments about the requested rezoning, you may respond by the following methods:

1. Attend the public hearing and express your views.
2. Express your opinion in writing to The Planning Commission. You may mail this to:  
City of Tontitown Planning Department, P.O. Box 543, Tontitown, AR 72770. Email to [planning@tontitown.com](mailto:planning@tontitown.com) or fax to 501-421-0012.
3. Use the bottom of this form to express your opinion by checking the appropriate box. (This may also be delivered or mailed to the above address.).

For more information, you may call the Planning Department at (479) 361-2996 ext 3.

I/we have received notice of the public hearing for the rezoning of the above described property and:

- ( ) I/we have no objections to the rezoning.  
( ) I/we object to the rezoning because:

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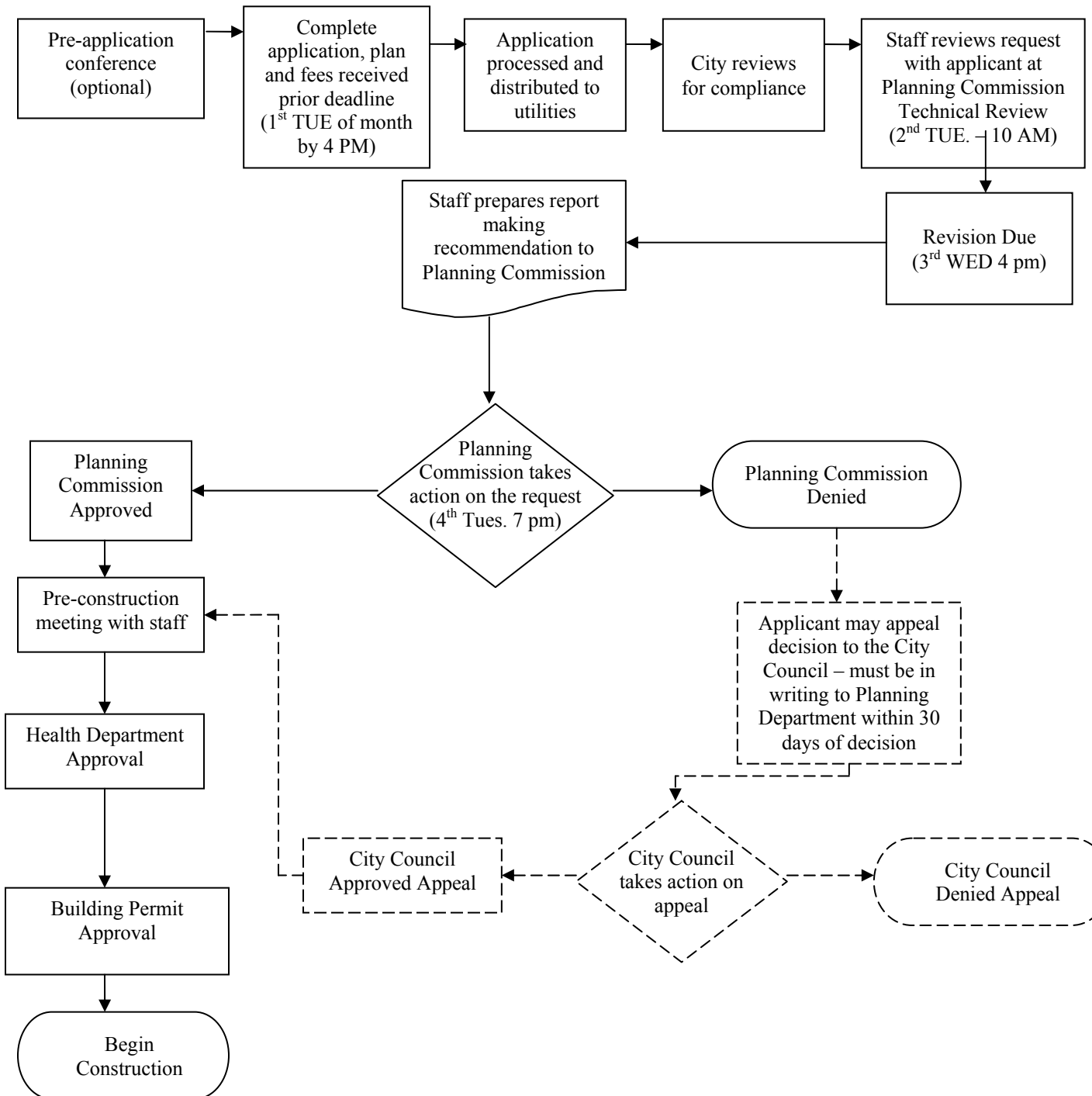
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## Planned Unit Development Review & Approval Process



## GIS Requirements per City Code Section 152.900, for “Planned Unit Development”

An ACAD file shall be submitted that must contain at a minimum **all items** shown visibly on the submitted original signed and sealed documents (may exclude professional seals). This includes both the Submitted Plats/plans and all As-Built documents.

The Plan/Plat and As-Built Documents bearing and coordinate system shall be based on Arkansas State Plane Coordinates using as a basis of bearings the City of Tontitown GIS Monuments or Monuments of equal or higher order utilizing the same datums. (This is to include both the original signed and sealed documents as well as all electronic files submitted.)

The Plan/Plat drawings shall label at least 2 exterior boundary corners with Arkansas State Plane Coordinates (based on City of Tontitown GIS Monuments or Monuments of equal or higher order utilizing the same datums.)

Any new, on or off-site easement, Right-of-way, deed restriction, or covenant documents effecting the submittal shall be provided in a (\*.pdf) file format showing a copy of the original recorded document including Recorders stamp and all required signatures.