



# PUD Amendment Application Checklist

## APPLICATION SUBMITTAL CHECKLIST

- Complete the OpenGov application form with information from both the applicant and the property owner. If the applicant is not the property owner, a Property Owner Registration Form is required.
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- The applicant is responsible for picking up the zoning signs and placing them in a location on the property that is clearly visible from the road.
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- Provide documentation demonstrating the owner's affiliation with the LLC or organization, if applicable.
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- Provide a copy of the most recently recorded subdivision plat, including the book and page number, for each parcel included in the request (if applicable)
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- Provide a copy of the Hamilton County Tax Assessor's Property Information Card for each parcel included in the request.
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- If the rezone request includes more than five parcels, provide a table listing the property owner names, deed references, subdivision plat book and page numbers, and tax map numbers.
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- Provide a copy of the resolution and the approved PUD plan proposed for abandonment.
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- Provide a site plan that meets the minimum requirements of the Site Plan Policy or the applicable zoning regulations.
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- "Provide a written narrative describing the proposed changes between the approved PUD and the PUD amendment, including any modifications to boundary acreage, land use or density, and the amount of open space.
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## MINIMUM SITE PLAN REQUIREMENTS

PUD development plans must be drawn at a minimum scale of 1" = 100', prepared on tabloid-size paper (11" × 17"), and must include the following information:

Proposed PUD boundary line with dimensions.

Identified land-use areas, including but not limited to single-family detached dwellings, two-family attached dwellings, multi-family attached dwellings, non-residential uses, open space, and detention/retention ponds.

Lot lines and structures for two-family and multi-family attached dwellings.

Public and private streets.

Sidewalks or a paved internal pedestrian circulation system.

Location of the floodway and the 100-year and 500-year floodplains as currently mapped by FEMA or Hamilton County GISMO.

A table comparing the approved PUD figures with the proposed PUD amendment, including PUD boundary acreage, the number and type of residential units, density, and acreage of open space.

A legend including the following information:

1. Total acreage of each land-use category
2. Total number of proposed single-family detached units
3. Total number of proposed two-family attached units
4. Total number of proposed multi-family attached units
5. Permitted gross residential units per acre
6. Proposed gross residential units per acre