



Planned Unit Development

A planned unit development (PUD) means a type of development which, as a single project, is based on a design which incorporates all elements of land, structures, and uses in conformance with the applicable standards of the Carlton Development Code (CDC).^{*} The intent of a PUD is to provide a means whereby parcels of ground may be developed with more latitude with regards to site development, common areas, and open space, than is possible through traditional zoning controls in a manner that assures a well-related, harmonious development.

Lots created through the PUD process shall meet the Development Standards for Land Divisions found in CDC Chapter 17.88, and other applicable development standards found in the Carlton Development Code and Public Works Design Standards (PWDS). Each lot shall satisfy the dimensional standards of the applicable zoning district, unless a variance from these standards is approved. In addition, adequate public facilities shall be available to serve the existing and newly created lots (CDC 17.176).

A master plan is required for any application that leaves a portion of the subject property capable of redevelopment (CDC 17.176.010).

Application Process

Planned Unit Developments (PUDs) are reviewed in accordance with the Type II land use review procedures found in CDC Section 17.188.020. The Planning Commission conducts a public hearing to review the request and makes a final decision on whether or not to grant PUD approval. The Planning Commission's decision may be appealed to the City Council by filing an appeal application within 12 days following the final written notice of the Commission's decision.

Upon receiving PUD approval, the applicant has eighteen (18) months to show substantial progress toward the construction of the project. Final plats for PUDs that involve the subdivision of property must be recorded within eighteen (18) months after the date of the written decision in accordance with the provisions found in CDC 17.176.040-17.176.050. No final plat shall be approved by the city unless:

1. The plat is in substantial conformance with the Carlton Development Code and the provisions of the preliminary plan as approved, including any conditions imposed in connection therewith;
2. The plat contains free and clear of all liens and encumbrances a donation to the public of all common improvements, including but not limited to streets, roads, sewage disposal and water supply systems, the donation of which is required by

the Carlton Development Code or was made a condition of the approval of the preliminary plat;

3. Explanations of all common improvements required as conditions of approval of the preliminary plan have been recorded and referenced on the plat;
4. All reserve blocks shown on the preliminary plan or required as conditions of approval have been deeded in fee simple to the city;
5. The city has received adequate assurances that the applicant has agreed to make all public improvements that are required as conditions of approval of the preliminary plan. The following constitute acceptable adequate assurances:
 - a. Certification by the City Engineer that all required public improvements are completed and approved by the city; or
 - b. The City Engineer certifies that seventy-five (75) percent of the improvements are completed and a performance guarantee as provided by CDC Section 17.216.010.

Application Requirements

To request a PUD, there shall be submitted to the City Recorder:

_____ **One (1) paper copy and one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

_____ **Application filing fee**

Expiration of Approval

Approvals of any PUD shall be recorded eighteen (18) months after the date of the written decision. PUDs that do not involve the subdivision of property shall show substantial progress toward the construction of the project within the approval period or the approval shall lapse. For PUDs that involve the subdivision of property, the final survey plat must be recorded within eighteen (18) months or the preliminary approval shall lapse. The City Manager shall upon written request by the applicant and payment of the required fee; grant an extension not to exceed six (6) months provided that:

1. No changes are made to the approved preliminary plat;
2. There have been no changes in existing conditions, facts, or applicable policies or ordinance provisions on which the original approval was based (CDC 17.176.050).

The Planning Commission may extend the approval period for any PUD for not more than one (1) additional year at a time. Requests for extension of approval time shall be submitted in writing thirty (30) days prior to the expiration date of the approval period.

*The Carlton Development Code is available online at: www.ci.carlton.or.us/municode

Planned Unit Development Application

City of Carlton

Docket No.: _____

Date: _____

Fee: _____

Receipt No.: _____

Applicant: Name _____

Mailing Address _____

Phone _____

Title Holder: Name _____

Mailing Address _____

Surveyor and/or Engineer (if applicable):

Name _____

Phone _____

Location: Street Address _____

Tax Lot Number _____ Map _____

Description: Comprehensive Plan Designation _____

Current Zoning _____

Prerequisites: In accordance with Carlton Development Code Section 17.12.020, Planned Unit Development is defined as:

Planned Unit Development: A type of development of a site which, as a single project, is based on a design which incorporates all elements of land, structures, and uses in conformance with the applicable standards of this Ordinance.

To request a hearing and approval of a planned unit development, there shall be submitted to the City Recorder with this application and filing fee, the following information:

____ A preliminary planned unit development plan on sheets that are no greater than 24 by 36 inches in size. Preliminary plans shall be drawn to a scale of one-inch equals 100 feet or larger.

1. The following general information shall be shown on the preliminary plan:
 - a. Vicinity map extending 1,200 feet in each direction showing all streets, property lines, streams, and other pertinent data to locate the proposal.
 - b. North arrow, scale of drawing, and date of preparation.
 - c. Tax map and tax lot number or tax account of the subject property.
 - d. Dimensions and size in square feet or acres of the subject property.
 - e. The names and addresses of the property owner, subdivider (if different), and engineer, surveyor, or other individual responsible for laying out the partition.
 - f. Location of all existing easements within the property.
 - g. Location of City utilities (water, sanitary sewer, storm drainage) within or adjacent to the property proposed for use to serve the development.
 - h. The location and direction of watercourses or drainage swales. The location and disposition of any wells, wetlands identified on the State Wetland Inventory, septic tanks, and drain fields in the development.
 - i. Existing uses of the property, including location of existing structures on the property. It should be noted whether the existing structures are to be removed or to remain on the property.
 - j. Contour lines related to an established benchmark, having the following minimum intervals:
 - (1) Areas with less than 5% slope: One-foot contours
 - (2) Areas with slope between 5% and 10%: Two-foot contours.
 - (3) Areas with slope greater than 10%: Five-foot contours.
2. The preliminary plan shall clearly show to scale the following:
 - a. Proposed name of the planned unit development.
 - b. Locations, approximate dimensions and area in square feet of all proposed lots. Identification of each lot and block by number.
 - c. Proposed streets and their names, approximate grade, radius of curves, and right-of-way widths.
 - d. Any other legal access to the planned unit development, other than a public street.
 - e. Location, width and purpose of any proposed easements.
 - f. If the development is to be constructed in phases, indicate the area of each phase.
3. Supplemental Information.
 - a. Proposed deed restrictions, if any, in outline form.
 - b. Calculations justifying the proposed density of development as required by Development Code Subsection 17.112.050 (C).
 - c. Proposed uses of the property, including sites, if any, for attached dwelling units, recreational facilities, parks and playgrounds or other public or semi-public uses, with the purpose, condition and limitations of such reservations clearly indicated.
 - d. The approximate location and dimensions of all commercial or multi-family structures proposed to be located on the site.

- e. Statement of improvements to be made or installed including streets, sidewalks, bikeways, trails, lighting, tree planting, landscaping, and time such improvements are to be made or completed.
- f. Written statement-outlining proposals for ownership and maintenance of all open space areas, private streets and any commonly owned facilities.

_____ The Names and addresses of all property owners within 100 feet of the planned unit development property boundaries, as shown on the last preceding tax roll of the Yamhill County Assessor. Note: A list of property owner names and addresses within 100 feet of the property may be obtained from a title company or the Yamhill County Assessor Department located at: 535 NE 5th Street, Room 42, McMinnville, OR, phone: (503) 434-7521.

_____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

Review Standards: All planned unit developments shall conform to all applicable Zoning District standards, development standards, and other provisions of the Carlton Development Code.

Variance Application: When necessary, the Planning Commission may authorize variances to the requirements of the Carlton Development Code in conjunction with a planned unit development request. Application for a variance shall be made by petition of the subdivider, stating fully the grounds for the application. The Planning Commission shall review the Variance in accordance with CDC Section 17.148. An Application for a Variance _____ **Does** _____ **Does Not** accompany this planned unit development application.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.