



**APPLICATION FOR
PLANNED UNIT DEVELOPMENT APPROVAL**

APPLICATION NO.: _____

DATE FILED: _____

APPLICATION FEE: \$2500.00

(plus hourly Attorney, Consulting, and Engineering fees reimbursed as billed.)

The City intends for Planned Unit Developments (PUD) to encourage the development of large tracts of land as planned neighborhoods or communities. The City encourages flexible and creative concepts of site planning and wishes to preserve the natural amenities of the land by encouraging scenic and functional open areas within residential areas. PUDs accomplish a more desirable environment than would be possible through the strict application of the minimum requirements within the Land Development Regulations. PUDs must provide an environment of stable character compatible with surrounding residential areas. Developers must provide for an efficient use of land resulting in a smaller network of utilities and streets and thereby lower development and housing costs.

Prior to filing a formal application as a PUD, the applicant shall meet with city officials to discuss the general character of the plan, on the basis of a tentative land use sketch (if available) and to obtain information on projected programs. No person may rely upon any comment concerning a proposed development plan, or any expression of any nature about the proposal made by any participant at the preapplication conference, as a representation or implication that the proposal will be ultimately approved or rejected in any form.

This application must be supported by a development plan and a written summary of intent and shall show the relation between the proposed development and the surrounding area, existing and proposed. This supportive material shall be submitted to the City Commission for approval.

1. Applicant's name: _____

2. Applicant's address: _____

3. Applicant's daytime phone number: () - Fax number: () -

4. Location of parcel: _____

5. Between streets : _____ and _____

6. Property Appraiser's real estate number(s): _____

7. Total land area (acres): _____

8. Future land use designation: _____

9. Current zoning classification: _____

10. Name and address of the owner as shown in the public records of Baker County:



11. The following information shall be presented as part of this application;

- A general location map;
- Existing topographic conditions, including contour levels of one foot based on field surveys or photogrammetric methods;
- Existing and proposed land uses and the approximate location of all buildings and structures;
- Approximate location of existing and proposed streets and roadways;
- Location of all existing and proposed utilities, including a preliminary utility and drainage plan;
- Present zoning pattern in the area;
- Legal description of the subject property;
- Location and use of existing and proposed public, semipublic or community facilities, such as schools, parks and open areas. This includes areas proposed to be dedicated or reserved for community or public uses.
- If a proposed development creates special problems or involves unusual circumstances, additional information may be required in order to properly evaluate the proposal as follows:
 - An economic feasibility report or market analysis.
 - An off-street parking and loading plan.
 - A traffic study of the area, and a circulation plan within the development to and from existing streets and roadways.
 - Other information as may be required (discussed at pre-application conference)
- Written statement including the following information:
 - Statement of the present ownership of all land within the proposed development.
 - Explanation of the character of the proposed development, including a summary of acres, dwelling units and other uses, and gross density by type and land use.
 - Minimum standards for lot size and yard and spacing requirements.
 - General statement of the proposed development schedule and progression of unit division or staging.
 - Agreements, provisions and covenants that govern the use, maintenance and protection of the development of common or open areas.



12. Submit eight (8) copies of the plans drawn to a scale of one-inch equals one hundred (100) feet. The trim line sheet size shall be twenty-four (24) inches by thirty-six (36) inches. A three-quarter-inch margin shall be provided on all sides except for the left binding side where a two-inch margin shall be provided. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each. The front cover sheet must include:
- A general vicinity or location map drawn to scale;
 - A complete legal description of the property;
 - The name, address and telephone number of the owner of the property. Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be shown.
 - Name, business address and telephone number of those individuals responsible for the preparation of the drawing;
 - Each sheet shall contain a title block with the name block with name of the development, stated and graphic scale, a north arrow, and date.
 - The plan shall show the boundaries of the property with a metes and bounds description reference to section, township and range, tied to a section or quarter-section or subdivision name and lot number; and
 - The area of the property shown in square feet and acres.

PUBLIC HEARINGS AND POSTING OF SIGNS

No application will be accepted until all the requested information has been supplied and the required fee has been paid. Acceptance of a completed application does not guarantee its approval by the City Commission. The applicant will be notified of public hearing dates for the hearings on this application upon the filing of this application. The applicant or authorized agent **MUST BE PRESENT** at the public meetings.

The required sign(s) must be posted on the property by the applicant within five (5) days after filing the application. The sign(s) must remain posted for at least fourteen (14) days prior to the Planning and Development Review Board's public hearing. The applicant must also pay for the required public notice stating the nature of the proposed request which is required to be published in the *Baker County Press* at least fourteen (14) days prior to the public hearing. Advertising costs are payable by the applicant directly to the newspaper and the applicant must furnish proof of publication to the Building and Zoning Coordinator prior to the public hearing.



- 12. **APPLICATION CERTIFICATION:** I, hereby, certify that I am the owner or the authorized agent of the owner(s) of the property described herein, that all answers to the questions in this application and all information contained in the material attached to and made part of this application, are accurate and true to the best of my knowledge and belief. I also attest by my signature that all required information for this application is completed and duly attached in the prescribed order. Furthermore, if the package is found to be lacking the requirements listed above, I understand that the application will be returned for correct information.
- 13. Applicant is (check one): Owner Agent (see Item 14)

_____ Signature of Applicant _____ Date

STATE OF FLORIDA
COUNTY OF _____
Sworn and subscribed before me this ____ day of _____, 20____.

_____ Signature of Notary _____ Print, Type or Stamp Commissioned

Personally Known _____ or produced identification _____

Type of Identification Produced: _____

- 14. **OWNER AUTHORIZATION** Authorization of owner(s) if “Agent” is checked on Item 14 above.
- I hereby authorize _____ to represent myself/us on my/our behalf. In authorizing the agent, the owner(s) attest that the application is made in good faith and that any information by the owner(s) is accurate and complete.

_____ Signature of Owner(s)

_____ Date

STATE OF FLORIDA
COUNTY OF _____
Sworn and subscribed before me this ____ day of _____, 20____.

_____ Signature of Notary _____ Print, Type or Stamp Commissioned

Personally Known _____ or produced identification _____

Type of Identification Produced: _____