



**PLANNED UNIT DEVELOPMENT (PUD) AMENDMENT
APPLICATION**

Date : _____ Project Name: _____

Amendment: (1st, 2nd, 3rd, ___)

1. Applicant's Name: _____
Company's Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ E-mail: _____

2. Property Owner's Name(s): _____
Company's Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ E-mail: _____

3. Engineer's Name: _____
Company's Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ E-mail: _____

4. Landscape Architect: _____
Company's Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ E-mail: _____

5. The property generally located and list adjacent streets: _____

6. Size of property in Acres: _____ Square Feet: _____
7. Zoning District: _____ Future Land Use Category: _____
8. Provide description of the proposed use: _____

9. State the reason for this request (attach written summary if additional space is needed):

10. Has an application been filed within the last 12 months (describe, if yes)? _____

11. Provide justification (include data, analysis, etc): _____

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal pursuant to the City's Land Development Code. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Owner/Applicant Signature

Date

SUBMITTAL CHECKLIST

Collate submittal requirements into ten (10) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]

The following items must be submitted:

1. **Application Fee: \$1,500.00**

Note: Additional costs incurred by the city engineer, city attorney, or outside consultants shall be billed directly to the applicant.

2. Completed application.
3. List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Lake County Property Appraisers. Provide written list (see attached) and provide list in Excel Spread Sheet Format and copy Excel spread sheet to CD with submittal packet.
4. The Property Card(s) from the Lake County Property Appraiser's office.
5. Location Map.
6. Proof of ownership (warranty deed or title certificate).
7. Final Development Plan (Master Plan).
8. Boundary Survey signed and sealed (recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to engineering scale). Legal description of the property (also include legal description in MS word format and copy to CD).
9. If required, four (4) Drainage Calculations, Traffic Impact Analysis, Soils Report, and applicable engineering reports.
10. Provide reduced copy of Final Development Plan (Master Plan), survey, and plan sets not larger than 11" x 17" paper size.
11. Owner authorization letter, notarized from the owner(s), designating the applicant to act on their behalf.
12. Electronic version (emailed or copied to a CD) of the full application submittal (application, site plan, survey, all reports, owner Excel spread sheet, drawings, etc.) in PDF.

PROCEDURES

1. Application Submittal Due Date: Completed application form with support documents must be submitted on or before the first Monday on any month.

***** Incomplete submittals will not be accepted*****

2. If application is complete, it will be submitted to the Development Review Committee on the last Wednesday of the month.
3. If approved by the Development Review Committee the application will be forwarded to the next available Planning and Zoning Commission meeting.
4. Following action by the Planning and Zoning Commission, the application will be forwarded to the City Council at their next available meeting for final action.

SURROUNDING OWNERS LIST

List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Property owners obtained from the Lake County Property Appraisers web site. Provide a written list (see below). Also provide the owners list in Excel Spread Sheet Format and copy to CD with submittal packet.

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Note: Hearing Notifications (Mailings): The applicant shall pay, as part of the application fee, mailings to surrounding owners for the initial 200 notices. The applicant shall reimburse the City the mailing cost for all notices after 201 and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing. Such cost shall be billed directly to the applicant.