

## CITY OF BEAVERCREEK PUD CONCEPT PLAN/AMENDMENT

### CHECK LIST OF REQUIRED INFORMATION

- 1. Verification of a completed pre-application meeting with city staff.
  
- 2. Application fee (\$500.00) and two copies of the application form (attached) completed showing:
  - A. Applicant's name, address, phone number.
  - B. Name, address, phone number of all owners of the property.
  - C. Signature by applicant.
  - D. If applicant is not the property owner, submit current notarized written statement signed by property owner(s) appointing applicant as owner's agent (form attached).
  - E. Name, address, phone number of contact person for information and questions.
  - F. Name and phone number of Engineer.
  
- 3. Two copies of a written legal description of the property proposed for PUD classification. If a multiple PUD project is involved, the legal description for each proposed individual PUD shall be provided.
  
- 4. Two copies of a signed letter of intent regarding development of property including:
  - A. Brief description of proposed development.
  - B. Existing and proposed uses of the property.
  - C. Detailed description of common ownership or unified control of entire property.
  
- 5. Two copies of estimated time schedule including proposed starting and completion dates.
  - A. Timing and generalized location of development of generalized land uses and functional areas.
  - B. Various phases of project.
  - C. Improvements to be constructed.
  - D. If multiple PUD, sequencing, timing and functional relationship between each proposed individual PUD.
  
- 6. Two sets of a list of names and addresses of all owners of property within

500 feet, from Greene County Recorder's Office records ([www.co.greene.oh.us](http://www.co.greene.oh.us)) current to within 14 days prior to application submission. These shall be submitted on white self-adhesive 1" x 2 3/4" address labels. Two copies of location map showing all properties within 500 feet of project boundaries.

- \_\_\_\_\_ 7. Twenty-two copies of conceptual plan at 1" = 200' (preferred) sketch plans (not to exceed 24" by 36") and development concepts re:
  - \_\_\_\_\_ A. Land use.
  - \_\_\_\_\_ B. Type of residential or non-residential development.
  - \_\_\_\_\_ C. General location of various land uses.
  - \_\_\_\_\_ D. General street access and circulation pattern.
  - \_\_\_\_\_ E. Proposed setbacks from surrounding properties and streets.
  - \_\_\_\_\_ F. General concepts for screening and buffering.
  - \_\_\_\_\_ G. General type and location of proposed recreational or open space areas and facilities.
  - \_\_\_\_\_ H. Conceptual layout and arrangement of property.
  - \_\_\_\_\_ I. Proposed building locations (optional).
  - \_\_\_\_\_ J. Current zoning classification of each property included in the development.
  - \_\_\_\_\_ K. Proposed street improvements.
  - \_\_\_\_\_ L. Location map and vicinity map at 1" = 1,000' showing location and boundary of PUD and names of existing streets surrounding proposed PUD.
  - \_\_\_\_\_ M. Boundary survey of PUD drawn at 1" = 100 feet or 1" = 200 feet scale (not to exceed 24" by 36") showing:
    - \_\_\_\_\_ a. Dimensions and bearings of property lines.
    - \_\_\_\_\_ b. Area in acres.
    - \_\_\_\_\_ c. Existing topography at 2-foot contours.
    - \_\_\_\_\_ d. Existing natural and man-made features of site including wooded areas, floodplains, wetlands, structures, streets, easements, utility lines, current land uses.
    - \_\_\_\_\_ e. If multiple PUD, dimensions, bearings and acreage for each district.
  - \_\_\_\_\_ N. Schedule and listing of total proposed building square footage for each proposed PUD.
  - \_\_\_\_\_ O. For R-PUD or MX-PUD, proposed gross residential dwelling unit density, total number and type of dwelling units.
- \_\_\_\_\_ 8. For C, I, or MX-PUD, list by phase indicating coverage or per cent of total land area covered by all other impervious surfaces.
- \_\_\_\_\_ 9. For R-PUD, list by phase per cent of open spaces to be provided.
- \_\_\_\_\_ 10. One 8 1/2" X 11" version showing the information required in # 7.

- \_\_\_\_\_ 11. Evidence of availability of water supply and sanitary sewer services and estimated vehicular traffic volume generated by the proposed development.
- \_\_\_\_\_ 12. List of intended uses of the proposed PUD. List of uses which may require a conditional use application; list of uses not currently listed as permitted or accessory in any type of PUD zoning district, and list of uses which may require a determination of similarity of use.
- \_\_\_\_\_ 13. If available or requested by the City, 15 copies of conceptual elevations of proposed buildings indicated true colors and materials.
- \_\_\_\_\_ 14. Upon receipt of final review comments from the Planning Department, applicant shall submit 15 copies of the revised plans required in check list #7 and any other revised or amended documents at least seven (7) days before the date of the Planning Commission meeting.

**PLANNED UNIT DEVELOPMENT APPLICATION**

CITY OF BEAVERCREEK  
1368 Research Park Drive  
Beavercreek OH 45432  
937-427-5512

Case Number: PUD \_\_\_\_\_ - \_\_\_\_\_  
Zoning and Concept Plan \_\_\_\_\_  
PUD Amendment \_\_\_\_\_  
Specific Site Plan \_\_\_\_\_  
Modification \_\_\_\_\_  
Conditional Use \_\_\_\_\_  
Prior Case Reference \_\_\_\_\_

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location of property: \_\_\_\_\_

Book \_\_\_\_\_ Page \_\_\_\_\_ Parcel Number(s) \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Total acres included in this application: \_\_\_\_\_

Type of Development: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Office \_\_\_\_\_ Industrial \_\_\_\_\_  
Other \_\_\_\_\_

Brief description of application request: \_\_\_\_\_

Applicant's status: Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Purchaser \_\_\_\_\_ Agent \_\_\_\_\_

Name of Engineer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Applicant's Signature

BY THE ABOVE SIGNATURE, THE APPLICANT HEREBY ATTESTS TO THE TRUTH AND EXACTNESS OF ALL INFORMATION SUPPLIED AND SUBMITTED ON AND WITH THIS APPLICANT. BY THE ABOVE SIGNATURE, THE APPLICANT FURTHERMORE CONSENTS TO BE BOUND BY THIS APPLICATION, BY ANY AGREEMENT MADE BY THE APPLICANT OR ITS AGENT, AND BY ALL DECISIONS MADE BY THE CITY OF BEAVERCREEK RELATING TO AND IN CONNECTION WITH APPLICATION AND REQUESTS.

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Date Received in Planning Dept. \_\_\_\_\_ Fee Paid \_\_\_\_\_ Received by \_\_\_\_\_

The undersigned, owner(s) of the certain real property described in the attached Exhibit "A" (the "Property"), do hereby appoint and expressly grant full authority to \_\_\_\_\_ to act as the sole agent of and on behalf of the undersigned in all matters related to and in connection with the attached PUD Application for rezoning and concept plan of the property, specific site plan approval for the property or modification to the PUD. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Beavercreek in connection with this same case, and by all decisions made by the city in connection with this same case.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Sworn to before me and subscribed in my presence by the said \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public

**STATEMENT OF APPLICANT OBLIGATION FOR PAYMENT  
OR CERTAIN PROFESSIONAL COSTS AND EXPENSES**

The Applicant is obligated by Ordinance 85-32 to pay the City of Beavercreek ("City") for all costs and expenses incurred by the City if this application or request causes the City to incur expenses and costs for an independent consultant to either review, evaluate or comment on data or information submitted by the Applicant, or to prepare information or data in connection with the City's review and evaluation of the application or request. If an application or request filed with the City causes the City to devote to that same application or request time and professional skills of a City employee who is an engineer or surveyor (or other member of a so-called "learned professional", the members of which are licensed by or registered with the State of Ohio), the costs and expenses to the City of the time devoted to that application or request shall be the obligation of the Applicant. The total amount of such costs and expenses shall be derived by the method of calculation pursuant to the then current legislative policy for such calculation.

The payment of expenses and costs referred to in this statement shall be made to the City of Beavercreek in accordance with the then current administrative policy for such payment. An application or request may require funds to be deposited in advance with the City for such costs and expenses. The payment of such costs and expenses shall be in addition to any other application fee required by the City.

The person whose signature appears below as Applicant states that she/he has full and complete authority to agree to, bind and obligate the Applicant to pay the costs and expenses referred to in this statement and to fully comply with the above statement.

By the signature below, the Applicant herein states she/he has fully and completely read the above statement, understands the above statement, and agrees to fully comply with the above statement.

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Witness

Date: \_\_\_\_\_

Project: \_\_\_\_\_

**CITY PROCEDURE FOR COLLECTION OF REVIEW COSTS**

Upon receipt of application by the Planning Department, the City Engineer will review the application and prepare an estimate of review costs.

If the estimate is for more than \$1,000.00, the applicant will be required to submit a deposit of the estimated cost to the City of Beavercreek. Such deposit must be received by the City before the application will be presented to the appropriate Board or Commission.

Upon completion of the application process, deposits in excess of actual costs will be refunded to the applicant. Cost in excess of the deposit will be billed to the applicant and must be received by the City before any permits from development of the property will be approved and issued.