

PLANNED UNIT DEVELOPMENT APPLICATION

APPLICANT INFORMATION

Property Owner*: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____	Agent: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____
Surveyor: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____	Engineer: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____

*If necessary, Please attach separate sheet for additional owners. Unless otherwise specified all written correspondence will be sent to the listed agent. If no agent is specified, all correspondence will be sent to the property owner(s).

PROPERTY INFORMATION

Address or Property Location: _____

Present Subdivision Name: _____

Lot(s): _____ Block(s): _____

Total Property Area (to nearest 1/10th of an acre or sq. ft.): _____

Present Zoning: _____ Flood Zone Category: _____

Present Use of Property: _____

Adjacent Land Uses: North _____ South _____

East _____ West _____

Proposed Use of Property: _____

Proposed number of lots and outlots: _____

Existing Structures: Yes No

Existing easement(s) to be modified or vacated: Yes No

Will the subdivision of the PUD area be phased? Yes No

SIGNATURE

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final plat approval. I hereby authorize the listed agent to act on my behalf throughout the City review and approval process for this application and supporting documents. I understand that all communication regarding this application and supporting documents will be transmitted to my listed agent, unless I specify differently in writing.

(Signature of Property Owner)

(Date)

(Signature of Property Owner)

(Date)

APPLICATION INFORMATION

Pre-application Conference

Pre-application conferences are required prior to submittal of all PUD applications. The purpose of these meetings is to discuss the proposed development and to become familiar with city code requirements and procedures. Applicants are strongly encouraged to avail themselves of the City’s Development Review Committee (DRC), which allows the applicant to speak with all of the City divisions that may review the application. Pre-application and DRC appointments can be scheduled by contacting Sue Goodman, Planning Technician, at (307) 675-4226 or by email at sgoodman@sheridanwy.net.

Submission review

All applications are subject to completeness review prior to acceptance by the Planning Office for routing and review. The PUD checklist details the required number of copies and documents needed to complete the application submittal. In order to ensure clarity and efficiency in the review process, application submissions will be received **by appointment only**. The PUD checklist must be submitted with this application.

Public Hearings and Notice

PUD applications require a submittal hearing before the Planning Commission and three readings before the City Council. Public hearings require notice through both newspaper legal ads, a sign posted at the site, and nearby property mailings. Due to press requirements, legal notification must be placed approximately four weeks prior to the public hearing. Applications which propose modifying existing public easements or rights-of-way will require an additional 30 days to allow for certified mailings to impacted parties. No public hearing will be scheduled until the application has been deemed complete, and staff review comments have been addressed.

Planned Unit Development Submittal Checklist*

Description: A Planned Unit Development is a zoning designation for a unified development governed by a PUD Master Plan.

Submittal Items:

A completed PUD application

An executed (signed and notarized) petition for rezoning.

A completed PUD submittal checklist

A PUD review fee

The applicant shall also submit the following items in electronic format.

An electronic file listing the names and addresses of all property owners within three hundred feet from the boundary of the proposed subdivision (List must be obtained from the Sheridan County Planning Office and be no more than 14 days old at the time of submittal).

Verification that required information regarding the proposed development has been properly posted at the site.

Certificate of Title or other documentation specifically verifying ownership or enforceable proprietary interest in the site.

Other documents that may be determined as part of the pre-application meeting, or staff review.

Any corrected materials for the public meetings.

A PUD Master Plan prepared in accordance with Sheridan City Code Appendix B §806.2 (stamped and signed by a Wyoming licensed engineer or surveyor) in both electronic format and 2 hard copies:

PUD Layout Plan

PUD Design Report

Packet material:

An additional 10 copies of the PUD Layout Plan and Design Report for Planning Commission packets and 2 copies for City Council. These copies should be submitted independently of the staff review copies to allow the applicant to make revisions if necessary.

* All applicants must attend a pre-application meeting prior to submitting a PUD application.
Last Revised: 11/5/2015