City of Ottawa Community Development Department

101 S. Hickory, P.O. Box 60
Ottawa, KS 66067
(785) 229-3620 Fax (785) 229-3625
www.ottawaks.gov

Preliminary PUD Checklist for Developer & Application

Date:

Name of Subdivision:
(The name shall not duplicate or closely resemble the name or names of any existing subdivision)

Subdivision Location:

Name of Preparer of the Plat:

Does the preliminary PUD meet the following criteria?

1.   The applicant shall satisfy the Planning Commission that he or she has the ability to carry out the proposed plan and shall prepare and submit a schedule of construction.

2.   The proposed construction shall begin within a period of eighteen (18) months following approval of a final plan by the Governing Body. The time period established for the commencing of the plan may be modified from time to time by the Planning Commission upon the showing of good cause by the developer. In the event the landowner shall fail to commence the planned unit development within eighteen (18) months after final approval has been granted by the Governing Body, such approval shall terminate and shall be deemed null and void unless such time period is extended by the Planning Commission upon written application by the landowners.

3.   The site shall be accessible from pubic road that are adequate to carry the   traffic   that   will   be generated by the proposed development. The streets and driveways on the site of the development shall be adequate to serve the residents or occupants of the proposed development. Streets may be either public or private streets, however all private streets shall be of a size that will carry anticipated traffic and shall be paved. If it is determined that traffic control signals are required to prevent traffic hazards or congestion upon adjacent streets, the control signals shall be provided at the developer's expense.

4.   The development shall not impose an undue burden on public services and facilities.

5.   The application for a planned unit development shall be signed by all owners of the Land at the time of application. The plan may have areas designated for sale after platting or development.

6.   The location and arrangement of structures, parking areas, walks, lighting and facilities shall be compatible with the surrounding land uses, and any part of a planned unit development not used for structures, parking, loading areas, or access ways shall be landscaped or otherwise improved.

7.   When a commercial or industrial planned unit development or a commercial or industrial use within a mixed-use development abuts a residential district, either adjacent to or within the planned development, a solid or semi-solid fence or wall from six (6) feet in height and having a visual density of not less than ninety percent (90%) per square foot shall be erected. Such fence or wall shall be on or within three (3) feet of the property line separating the use from the residential zone. Screen plantings may be used provided the type, size and number are shown on the final development plan

and are approved by the Planning Commission.   All required screening and plantings shall be maintained.

8. Setbacks shall be as required in the base zone in which the planned unit development is located unless otherwise specifically approved by the Planning Commission and Governing Body.

9. The planned unit development shall include such provisions for ownership, and maintenance of the common open spaces and private streets as are reasonably necessary to insure its continuity, care, conservation and maintenance, and to insure that remedial measures will be available to the Governing Body if such is allowed to deteriorate, or is not maintained in a condition consistent with the best interest of the planned development or of the entire community.

10. No individual residential use shall have vehicular access onto an arterial or collector street.

11. Sidewalks shall be provided for on all private streets in accordance with the size, construction and location or sidewalks on public streets. An alternative pedestrian and sidewalk plan may be developed which provides pedestrians access between each use in the planned unit development, and consideration shall be given to providing for bicycle traffic along arterial and collector streets and along the approved pedestrian sidewalk system.

12. The applicant shall prepare and submit number of copies of the preliminary development plan for review listed below:

Submittals	Number of Copies
1st	2 – 24 X 36 and 1 electronic
2nd	2 – 24 X 36 and 1 electronic
Final	2 – 24 X 36 and 1electronic

13. A site plan prepared by a licensed engineer or land surveyor shall include:

  1. Contours at intervals of two (2) feet.

  2. General location, size and use of all proposed structures, with all setbacks shown or the design of individual lots that are to be later developed or sold including lot, block, easements and public right-of-way if required.

  3. All points of ingress and egress, driveways, parking lots parking spaces and service areas.

  4. All streets adjoining subject property and the width of the existing right-of-way of such streets.

  5. All public or private streets desired in the planned unit development along with any required and proposed sidewalks or pedestrian ways.

  6. Areas set aside for public open space with the type of facilities planned   for   each   area indicated.

  7. Intensity of use of each space.

  8. Location of natural features such as ponds, tree clusters, etc.

  9. Location and proposed type of all required and proposed screening.

10. A full legal description of the boundaries of the property or properties to be included in the PUD.

11. Total Acreage.

12. Number of Lots.

13. Zoning.

14. A vicinity map showing the general arrangements of streets and use of land of property within one thousand (1,000) feet from the boundaries of the proposed PUD.

15. If the proposed development includes common open spaces, streets, recreational facilities, or other common ownership, a statement describing the provisions for the care and maintenance of such common spaces. If it is proposed that such open spaces be owned and/or operated by an entity other than a governmental authority, copies of the proposed articles of incorporation and bylaws of such entity shall be submitted.

16. Where a proposal calls for construction in parcels over a period of years, a proposed schedule showing a proposed time and sequence for final approval of all sections shall be submitted.

17. Other items to be attached:
    a. Proof of Ownership – (copy of deed, contract for purchase)
    b. The applicant is responsible to submit the required ownership list of the names and addresses of the owners of all property located within two hundred (200) feet of the city limits and within one thousand (1,000) feet excluding rights-of-way of the county boundaries of the property included in the application. The applicant can obtain this list from one of the title companies or the Franklin County Appraisers Office.

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Preliminary PUD Application

Date:_____   Application Fee: **Date Received:**_____
                             $150.00 plus $5.00 for every lot.

Name of Subdivision:_____

Name of Applicant:_____

Mailing Address:_____

Phone:_____   E-Mail:_____

Name of Local Agent:_____

Mailing Address:_____

Phone:_____   E-Mail:_____

Owner of Record:_____

Mailing Address:_____

Phone:_____   E-Mail:_____

Surveyor:_____

Mailing Address:_____

Phone:_____   E-Mail:_____

Proof of Ownership attached.   Yes ☐   No ☐

List of Property Owners attached. Yes ☐   No ☐

The Owner/Applicant hereby declares that all information submitted is true to the best of his/her/their knowledge and acknowledge receipt of the Preliminary PUD Procedures and Application from the Community Development Department office or City's Web Site.

The owner/applicant realize that ALL items must be completed and submitted with the application. Incomplete applications will not be processed until all items have been received.

Applicant/Owner: Authorized Agent:

_____   _____
Signature   Signature

_____   _____
Print Name   Print Name

_____
Signature

_____
Print Name