



City of Tallahassee APPLICATION FOR PUD or U-PUD REZONING REVIEW

The undersigned, owner of the hereinafter-described property, hereby petitions the City of Tallahassee for the following amendment to the Official Zoning Map changing the zoning designation:

From:				
To:	<input type="checkbox"/> PUD		<input type="checkbox"/> UPUD	
Type:	<input type="checkbox"/> Residential Concept Plan	<input type="checkbox"/> Non-Residential Concept Plan	<input type="checkbox"/> Mixed Use Development Concept Plan	<input type="checkbox"/> Density or Concept Revisions
Project Name:				
Parcel Number:				
Total Project Acreage:		Total Number of Dwelling Units:		
Legal Description:	Attach a legal description of the property requested to be rezoned.			

Disclaimer: Granting of requested zoning district does not grant the applicant all development rights prescribed within the zoning district. Subsequent permitting, preliminary site plan and plat review, and final plat review may limit the ability to construct allowable land uses as well as construct allowable land uses to the maximum intensity and/or density of the approved zoning district. All proposed development shall be subject to the applicable land development regulations including, but not limited to the *Tallahassee Land Development Code*, *Environmental Management Ordinance*, and the *Concurrency Management System Policy and Procedures Manual*.

* **UPUD applications:** Please note that a complete site plan must be submitted as part of a UPUD application. A complete site plan must be submitted to the Growth Management Department and a receipt issued. The receipt must then be submitted to the Planning Department with the UPUD application.

Note: An electronic version of this application and all supporting documentation shall be submitted via email in PDF format to beth.perrine@talgov.com. Once the application has been reviewed and deemed complete, staff will email the applicant/agent instructions on how to submit the application fee. Once the application fee is paid, staff will then email the sign posting information to the applicant/agent. The application is considered complete once the application fee and sign posting has been processed. The direct notice and advertising fee will be billed separately once these items are completed.

Submittal Review Fees: <i>(payable to the City of Tallahassee)</i>	FEE	To be completed by applicant – enter appropriate amount
1. Residential Concept Plan <i>(maximum fee: \$3,500)</i>	\$1500	
plus \$2.00 per dwelling unit	<i>varies</i>	
2. Nonresidential Concept Plan	\$1500	
plus \$10.00 per acre	<i>varies</i>	
3. Mixed Use Developments <i>(maximum fee: \$3,500)</i>	\$1500	
plus \$2.00 per dwelling unit	<i>varies</i>	
plus \$10.00 per nonresidential acre	<i>varies</i>	
4. Final Plan Review (PUD/U-PUD). This amount is due to the Growth Management Dept. at the time of final site plan submittal. Please contact the City Growth Management Dept. at 891-7100 for more information.	--	--
5. Density or Concept Revisions to an existing PUD/U-PUD Concept Plan	\$1200	
6. Other Minor Revisions to an existing PUD/U-PUD Concept Plan	\$400	
7. Direct Notice and Legal Advertising <i>(Required for all applications; to be invoiced later. Payment required prior to Planning Commission Meeting.)</i>	Actual Cost	--
To Be Completed by Applicant - ENTER TOTAL AMOUNT SUBMITTED →		

Submitted By:

Owner's Name(s):

Name: _____ Phone: _____

E-Mail: _____ Fax: _____

Street: _____

City: _____ ST: ____ Zip+4: _____

Agent's Name(s):

Name: _____ Phone: _____

E-Mail: _____ Fax: _____

Street: _____

City: _____ ST: ____ Zip+4: _____

Optionee's Name(s):

Name: _____ Phone: _____

E-Mail: _____ Fax: _____

Street: _____

City: _____ ST: ____ Zip+4: _____

Please provide identification of any individual, neighborhood association, or business association with which you have voluntarily met prior to submission of this application. (attach additional sheets, if necessary).

Binding Commitment by the Applicant

This shall serve as a binding commitment by _____
(print the name of the property owner(s))

to develop parcel(s) _____
(list the Leon County Property Tax Identification number(s))

in accordance with the approved Planned Unit Development Concept Plan and any conditions.
This commitment shall bind all subsequent owners.

_____ Signature _____ Date
Property Owner/Authorized Representative

_____ Witness _____ Date

_____ Witness _____ Date



TALLAHASSEE - LEON COUNTY
PLANNING DEPARTMENT



APPLICANT'S AFFIDAVIT OF
OWNERSHIP & DESIGNATION OF
AGENT

I. Ownership.

I, _____, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) _____

Location address: _____

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of:

Please complete the appropriate section below:

Individual

Corporation

Partnership

Provide Names of Officers:

Provide Names of General Partners:

Dept. of State Registration No.:

Name/Address of Registered Agent:

II. Designation of Applicant's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named above to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: _____

Address: _____

Contact Person: _____ Telephone No.: _____

III. Notice to Owner.

A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.) _____

IV. Acknowledgement.

Individual

Signature
Print
Name: _____
Address: _____

Phone No.: _____

Corporation

Print Corporation Name
By: _____
Signature
Print
Name: _____
Its: _____
Address: _____

Phone No.: _____

Partnership

Print Partnership Name
By: _____
Signature
Print
Name: _____
Its: _____
Address: _____

Phone No. : _____

Please use appropriate notary block.

STATE OF _____
COUNTY OF _____

Individual

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

Corporation

Before me, this _____ day of _____, 20____, personally appeared _____ of _____, a _____ **corporation**, on behalf of the corporation, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Partnership

Before me, this _____ day of _____, 20____, personally appeared _____, partner/agent on behalf of _____, a **partnership**, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Signature of Notary

Print Name: _____
Notary Public

(NOTARY STAMP)

My commission expires:

Personally known _____; or
Produced identification _____.
Type of identification produced:

Application Submittal Checklist

1. General Description of the Proposed Project / Project Narrative
2. If the application is to amend a PUD/U-PUD, a strike-through/underlined version of the original PUD/U-PUD or, if not possible, a list of the proposed changes shall be submitted with the application.
3. Identification of any individual, neighborhood association, or business association with which you have voluntarily met prior to submission of this application.
Name of Entity(ies) _____ Date Met _____
Name of Entity(ies) _____ Date Met _____

If more space is needed, attach additional documentation.

4. Provide a statement indicating how the PUD/U-PUD is consistent with the Comprehensive Plan (The Plan is available online at http://www.talgov.com/planning/compln/comp_plan.cfm.)
5. Provide a statement indicating how the PUD is consistent with the purpose and intent of the Planned Unit Development regulations as described in Section 10-165(a).
6. Fulfill all PUD submittal requirements as described in Section 10-165(d)(1) for PUDs or Section 10-200(c)(i) for U-PUDs, which shall include the following:

(d) *Submittal requirements.*

(1) *Planned unit development concept plan.* A planned unit development concept plan shall consist of the graphic or textual information itemized in subsections (d)(1)a. through c. of this section. Adjustments to this information may be made at the pre-submittal meeting if held.

a. A general plan for the use of all lands within the proposed planned unit development. Such plans shall indicate the general location of residential areas (including density and unit types), open space, parks, passive or scenic areas, and commercial areas (including building square footage and height).

b. A plan of vehicular and pedestrian circulation showing the general locations and right-of-way widths of roads, sidewalks, the capacity of the system and access points to the external and internal thoroughfare network.

c. Quantitative summary of land uses (maximum acres, maximum nonresidential building square feet, maximum number of residential dwelling units). A report shall be submitted to the city that includes a statement indicating how the proposed development complies with the comprehensive plan and a general description of the proposed development including:

1. The total acreage of the project.
2. The number of acres proposed to be developed in the various categories of land shown on the concept plan; the percentage of total acreage represented by each category of use and each component of development; and an itemized list of uses proposed

for each of the components which shall be the range of uses permitted for that section of the planned unit development.

3. The number and type of dwelling units proposed for the overall site and for its components, including dwelling unit per acre calculations and population projections for each or for nonresidential projects, gross square footage devoted for each land use.

4. The establishment of minimum development standards which shall govern the site and development such as lot shape and size, internal streets and pedestrian ways, open space provisions, off-street parking, buffers and landscape areas.

5. A binding commitment to develop the property in accordance with the approved concept plan and conditions of approval. The commitment shall bind all subsequent owners.

6. A site conditions map which includes:

i. Legal description and boundary survey signed and sealed by a registered state land surveyor.

ii. Name of the planned unit development; owner; subdivider/lessee/optionee (if applicable), and address and phone number of each; surveyor and engineer of record; and date of drawing.

iii. Scale, date, north arrow, and general location map showing relationship of the site to external uses, structures, and features.

iv. Boundaries of the subject property, all existing streets, buildings, water courses, easements, section lines, and other important physical features.

v. Existing topography (latest United States Department of the Interior Geological Survey).

vi. The location and size of all existing drainage facilities and a utility concept plan.

vii. Information about the existing vegetative cover and general soil types, and their appropriateness for the proposed project.

viii. The location and function of all other existing public facilities which would serve the residents of the site including but not limited to schools, parks, and fire stations.

The requirements to provide this information may be waived for small projects. If required, notation of this information on a scaled map is acceptable.

7. An environmental analysis approved by the city growth management department, in accordance with the applicable provisions of chapter 5 of this Code.

8. A preliminary certificate of concurrency issued by the City Growth Management Department.

9. A photograph of the posted Rezoning Notification Sign along with the completed Sign Posting Affidavit.

10. A completed School Impact Analysis Form.

7. If a U-PUD application, provide a statement indicating how the U-PUD is consistent with the purpose and intent of the Urban Planned Unit Development regulations as described in Section 10-200(a).

An electronic version of this application and all supporting documentation shall be submitted via email in PDF format to beth.perrine@talgov.com. Once the application has been reviewed and deemed complete, staff will email the applicant/agent instructions on how to submit the application fee. Once the application fee is paid, staff will then email the sign posting information to the applicant/agent. The application is considered complete once the application fee and sign posting has been processed. The direct notice and advertising fee will be billed separately once these items are completed.

PUD/U-PUD District Standards

(You may duplicate this table for each component of the PUD/U-PUD, or otherwise alter it as necessary to fit the needs of the project.)

PERMITTED USES (Page 1 of 2)

1. District Purpose and Intent

SAMPLE LANGUAGE – Insert your own text - The UP-2 district is intended to be located in areas designated Mixed Use-B or C on the Future Land Use Map of the Comprehensive Plan and shall apply to compact, linear urban areas with direct access to an arterial roadway. The intent of this district is to promote the redevelopment of areas from lower intensity “strip” development pattern to a more intensive, higher density urban pattern. It is one of the intents of this district to permit the gradual conversion of existing development to the new standards by allowing the continuation of certain existing uses and allowing the conversion of those existing uses to drive-through uses, provided that the new uses meet the development standards of this district and foster an improved pedestrian environment. It is not intended that additional sites within this district be converted to new drive-through uses. The UP-2 district shall be located in areas near employment or activity centers with access to public transit. The provisions of this district are intended to promote more intensive and multiple use developments with pedestrian facilitation and orientation. Retail commercial, professional, office, medium density residential, and community and recreational facilities related to principal permitted uses are permitted. This district is not intended to accommodate regional scale commercial and service activities, nor automotive oriented uses (auto sales, service or repair). New residential development that is exclusively residential shall have a minimum gross density of 6 dwelling units per acre and a maximum gross density of 16 dwelling units per acre. New residential development combined with nonresidential development shall have a minimum gross density of 8 dwelling units per acre and a maximum density of 20 dwelling units per acre. The minimum gross density requirements may be eliminated if constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum densities.

2. Principal Uses

3. Accessory Uses

- (1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the Land Use Administrator.
- (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the Land Use Administrator.

FOR DEVELOPMENT STANDARDS IN THE PUD DISTRICT, REFER TO PAGE 2 OF 2

DEVELOPMENT STANDARDS (Page 2 of 2)

Add or delete standards as necessary. Section 10.3.E.4.a.3.d of the Zoning, Site Plan & Subdivision Regulations requires that a PUD Concept Plan include minimum development standards by which the site and development shall be governed. Any and all development issues that arise at the time of application for site plan approval and which do not have standards delineated within this PUD Concept Plan will be deferred to the zoning district standards existing at the time of this PUD application submittal.

	5. Acreage of Use	6. % of total Acreage	7. Maximum Density (for residential uses) OR Gross Bldg. Square Footage (for nonresidential)			
Use Category <i>(add or delete categories as necessary)</i>						
Single -family Residential	???	?? %	?? du/ac			
Multi -family Residential	???	?? %	?? du/ac			
Two-family Residential	???	?? %	?? du/ac			
Retail	???	?? %	?? ft ²			
General Commercial	???	?? %	?? ft ²			
Office	???	?? %	?? ft ²			
Industrial	???	?? %	?? ft ²			
	8. Minimum Lot Size 9. Minimum or Maximum Building Setbacks		9. Minimum or Maximum Building Setbacks			
Use Category <i>(add or delete categories as necessary)</i>	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear
Single -family Residential	??	??	??	??	??	??
Multi -family Residential	??	??	??	??	??	??
Two-family Residential	??	??	??	??	??	??
Retail	??	??	??	??	??	??
General Commercial	??	??	??	??	??	??
Office	??	??	??	??	??	??
Industrial	??	??	??	??	??	??
	10. Maximum Building Restrictions		11. Parking Requirements			
Use Category <i>(add or delete categories as necessary)</i>	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear
Single -family Residential	??	??	??	??	??	??
Multi -family Residential	??	??	??	??	??	??
Two-family Residential	??	??	??	??	??	??
Retail	??	??	??	??	??	??
General Commercial	??	??	??	??	??	??
Office	??	??	??	??	??	??
Industrial	??	??	??	??	??	??
12. Parking Facilities:						
13. Vehicular Street Access:						
14. Buffer:						
15. Signage:						
16. Lighting:						
17: Final Site Plan Review Process:						