

Planned Unit Development (PUD)
Final Plan Application
Albany Subdivision Regulations § 154.712

(1) GENERAL INFORMATION.

Property Owner Information.

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

Developer Information. *(if different from Section 1)*

Developer Name: _____

Address _____ City _____ State _____ Zip _____

Company: _____

Telephone _____ Email _____

Registered Surveyor Information.

Name: _____

Name of Company: _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

Professional Engineer Information.

Name: _____

Name of Company: _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

(2) REQUIRED INFORMATION AND DOCUMENTATION. *(attach separate sheet where needed)*

- (A) Previously approved PUD Preliminary Plan including all supporting documents, drawings, and maps;
- (B) Survey of the proposed development site prepared by a registered architect, registered engineer, and/or registered landscape architect providing the dimensions and bearings of the property lines, areas in acres, topography, existing features of the development site, including major wooded areas, wetlands, and other features as determined necessary by the Planning Commission;
- (C) Land use plans detailing the layout of existing and proposed structures and buildings, permanent facilities, easements, rights-of-way and abutting property boundaries including;
 - Residential land utilization categorized by lot size, type of dwelling, and density;
 - Commercial and industrial land uses, including dimensions, setback lines, and the layout of lots and buildings;
 - Architectural renderings providing detail of the design treatment of all building and structures;
- (D) Engineering feasibility detailing proposed streets, including type, width, and surface material as well as location and size measured in number of parking spaces for all off-street parking areas, including curb cuts/street openings; studies and plans showing water and sewer infrastructure, and other utilities; and the nature and extent of earth work required for site preparation and development;
- (E) Surface drainage and areas subject to flooding;

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- (F) Open space and the intended uses therein and acreage provided;
- (G) Landscaping plan, lighting, sidewalks (*if applicable*) and open space plans;
- (H) Deed restrictions, protective covenants, and other legal statements or devices to be used to control the use, development and maintenance of the land, and the improvements thereon, including those areas which are to be commonly owned and maintained.
- (I) A fee as established in [Section 154.901](#) of this chapter.
- (J) Assurance that the proposed development can be initiated within two (2) years of approval in accordance with the provisions of the plan.

(3) ACKNOWLEDGEMENT AND SIGNATURE.

The undersigned acknowledges this Planned Unit Development PUD Final Plan application does not constitute approval of a PUD nor acceptance of any public improvements shown until it is approved and accepted by Albany Village Council. Such acceptance can only be acquired through the provisions of Albany Subdivision Regulations § 154.713(B), and other applicable procedures as may be provided in Albany Village Code.

To the best of my knowledge and belief, information and materials submitted as a part of this PUD Final Plan application are correct, complete and accurate.

Applicant Signature

Date

The information requested on this application may be relied upon by the Village in considering the application. Any false statement made knowingly may be grounds for criminal action under state and local law: (ORC § 2921.13)

As set forth in Albany Village Code § 154.204, the Village, or any of its agents, shall have no duty, obligation, or responsibility to remind or notify subdividers of approaching application expiration dates.

ALBANY PLANNING COMMISSION ACTION

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(4) ADMINISTRATOR CHECKLIST.

Date Received: _____

(A) Required Information Checklist.

- _____ Review completed application form with all required attachments.
- _____ Seven (7) copies of application and all documents provided.
- _____ Payment of fee as set forth in Albany Subdivision Regulations § 154.901 \$ _____

(B) Public Hearing. A public hearing shall be scheduled as provided in Albany Village Code § 154.712(B)

Date set for Public Hearing: _____ Time: _____

(C) Mail Notices. Distribute by **first class** mail, as set forth in zoning code §155.884(A)(1), notice of the hearing to adjacent property owners at least twenty (20) days prior to the hearing. Said notice shall include;

- the time and place of the public hearing.
- a brief summary of the proposed planned unit development project.
- a statement that the opportunity to be heard will be afforded to any person interested.
- where all related documents can be viewed thirty (30) days prior to the public hearing.
- when and where written comments will be received.

Date notices mailed: _____ (Attach copy of letter to this form)

(D) Posting of Notice. Notice of the hearing shall be published in a paper of general circulation in the Village and posted at all public posting locations *at least* fifteen (15) days prior to the hearing.

Date completed: _____ (Attach notice to this form)

(E) Distribution to Commission. Ensure that each Planning Commission member has all materials in their possession early enough to allow adequate time to study and prepare.

Date completed: _____

Zoning Administrator Signature

Date

(5) PLANNING COMMISSION PUBLIC HEARING.

(A) Review of all documents and evidence followed by public comments, if any.

(B) Findings of Fact. (pursuant to Albany Village Code Section 154.712(B))

These findings of fact shall be maintained as part of the record of these proceedings.

- (1) The proposed development can be initiated within two (2) years of approval in accordance with the provisions of the plan.
- (2) The streets proposed are suitable and adequate to carry anticipated traffic and increased densities will not generate traffic in such amounts as to overload the street network outside the PUD.
- (3) Any proposed commercial or industrial development can be justified at the location proposed.
- (4) Any variance from requirements is warranted by design and other amenities incorporated in the attached PUD Final Plan and in accordance with the PUD requirements and the need to provide a variety of housing opportunities with regard to type and price.
- (5) The existing and proposed utility services are adequate for the population densities and nonresidential uses proposed.

After review, It is hereby found that each of the above statements is true and correct:

_____ YES _____ NO

(6) PLANNING COMMISSION RESOLUTION OF RECOMMENDATION.

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A Hearing before the Planning Commission was held on month _____, day _____, year _____, at time _____ p.m., at which the Applicant presented information and evidence to the Planning Commission for its consideration, and at which other interested parties had opportunity to present information and evidence also.

After review of all documents, drawings, and maps contained herein, and following testimony from such interested parties as appeared and testified at the hearing , and after an opportunity for public comment during the said Public Hearing conducted as prescribed in Section (4)(B) above, a MOTION was made by Member of the Planning Commission _____, which Motion was SECONDED by Member of the Planning Commission _____, as follows:

MOTION: it is hereby recommended that the PUD Final Plan contained in the above Application for the proposed _____ Planned Unit Development project be;

_____ **APPROVED** , but subject to the following conditions:

_____ (attach additional sheets as needed)

_____ **NOT APPROVED**

_____ **TABLED AND CONTINUED** for Further Consideration or the following amendments/revisions, etc., until the following further date: _____

On the MOTION the Vote of the Planning Commission was as follows:

_____ Yea Votes _____ Nay Votes _____ Abstained

This **RESOLUTION** of the Planning Commission shall allow this PUD Final Plan application to proceed to Village Council for consideration subject to the conditions approved and required by the Commission.

Albany Planning Commission Chair

Date

Albany Planning Commission Secretary

Date

ALBANY VILLAGE COUNCIL ACTION

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(7) ADMINISTRATOR CHECKLIST.

Date Received: _____

(A) Required Information Checklist.

- _____ Review completed application form with all required attachments.
_____ Ten (10) copies of application and all documents provided.

(B) Public Hearing. A public hearing shall be scheduled as provided in Albany Village Code § 154.713(A)

Date set for Public Hearing: _____ Time: _____

(C) Mail Notices. Distribute by **first class** mail, as set forth in zoning code §155.884(A)(1), notice of the hearing to adjacent property owners at least twenty (20) days prior to the hearing. Said notice shall include;

- the time and place of the public hearing.
- a brief summary of the proposed planned unit development project.
- a statement that the opportunity to be heard will be afforded to any person interested.
- where all related documents can be viewed thirty (30) days prior to the public hearing.
- when and where written comments will be received.

Date notices mailed: _____ (Attach copy of letter to this form)

(D) Posting of Notice. Notice of the hearing shall be published in a paper of general circulation in the Village and posted at all public posting locations *at least* fifteen (15) days prior to the hearing.

Date completed: _____ (Attach notice to this form)

(E) Distribution to Commission. Ensure that each Planning Commission member has all materials in their possession early enough to allow adequate time to study and prepare.

Date completed: _____

Zoning Administrator Signature

Date

(8) VILLAGE COUNCIL PUBLIC HEARING. (Action to adopt the plan shall be by Ordinance)

After review of all documents, drawings, and maps contained herein, and following testimony from all interested parties, including a period of public comment during a Public Hearing conducted as prescribed in Section (6)(B) above, and following a vote by this Council, by majority, it is hereby recommended, that the PUD Final Plan contained herein for the proposed _____ Planned Unit Development (PUD) project be; _____ **ADOPTED** _____ **NOT ADOPTED** subject to the following supplementary conditions, if any;

ORDINANCE NUMBER: _____ Yea Votes: _____ Nay Votes: _____ Abstained: _____

ATTEST:

Albany Mayor

Date

Clerk of Council

Date