

## ***PLANNED UNIT DEVELOPMENT APPLICATION***

<b>Property address or general location (cross-streets):</b>	<u>Office Use Only</u>
<b>Existing Legal Description(s) (or Tax #): Parcel Number(s):</b>	Permit # _____
Addition: _____, Block(s): _____	Associated Permits: _____
Lot(s): _____	_____
Tax # _____	_____
<b>Please describe (attach additional pages if necessary):</b>	
<b>Property Owner/Applicant:</b>	<b>Contact/Representative (if different):</b>
Name: _____	Name: _____
Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
<b>Have any known wetlands or their buffers been identified on the property?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, attach wetland report.	
<b>Are there any steep slopes (greater than 15%) on the property?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, attach geotechnical report.	

I verify the property affected by this application is in the exclusive ownership of the applicant(s), or that I have submitted the application with the written consent of all owners of the affected property.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

## Preliminary Planned Unit Development Application Submittal Requirements

### CHECKLIST

- Planned Unit Development (PUD) application form (Page 1)
- Preliminary PUD Fees: \$6209.00
  - Includes \$500.00 toward Hearing Examiner fee. *Actual fees will be charged. Additional fees or refunds will be processed depending on final cost.*
  - Fee includes SEPA notice but not other SEPA fees. See SEPA application for more information.
  - Includes \$50.00 Notice Board deposit fee.
  - FYI: Final PUD Fees (paid at time of final submittal) will be \$1019.80.

The PUD application is considered simultaneously with an application for a preliminary short or long plat, binding site plan, boundary line adjustment, conditional use permit, multi-family development permit, or other permitting action. **The applicant shall pay the highest fee plus ½ the fee of any additional permit processed simultaneously. However, the full fee for SEPA shall be paid.**

- Critical Areas special reports where required by the Critical Area Ordinance (PTMC 19.05)
- Stormwater drainage plan in conformance with PTMC 13.32
- State estimated quantities of fill exported and imported to site.
- Photocopy of the property deed
- Photocopy of the plat map\*
- Photocopy of any surveys of record\*
- Adjacent Property Owners (APO) List and Mailing Labels: The latest list of tax parcels and their owners within 300 feet of the property (including any lands adjacent to the project area that are also owned by the applicant), prepared by a Title Company. Submit the list, the map used to create it, and all APO names and addresses typed on standard mailing labels (i.e. Avery regular envelope size). City will supply envelopes.
- SEPA permit application, unless determined exempt. Please reference your preapplication report and/or PTMC 19.04.080 B.
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- A table summarizing all proposed modifications of development standards consistent with the requirements and limitations of PTMC 17.32.090. The table shall include:
  - The development or zoning standard proposed to be modified;
  - The proposed modified standard;

- A narrative describing how the proposed modification allows for better design and would be in the public interest.
  
- Three copies** of the preliminary PUD site plan prepared in accordance with the following requirements:
  - The PUD plan drawing shall be prepared by a Washington State licensed engineer or land surveyor registered or licensed by the state of Washington. The PUD plan shall be consolidated with any plan or plat submitted under PTMC Title 18. The preparer shall certify on the plan that it is a true and correct representation of the lands actually surveyed. The preparation of the plan shall comply with the Survey Recording Act, Chapter 58.09 RCW and Chapter 332.130 WAC as now adopted or hereafter amended. The plan drawing shall have minimum dimensions of 18 inches by 24 inches and contain all information required in Chapter 18.16 PTMC for subdivisions of property;
  
  - The area of each proposed lot or parcel depicted on the PUD plat map shall accurately show that each lot or parcel contains sufficient area to satisfy minimum zoning and health requirements.
  
  - Location of all proposed lots and points of access and identifying all easements, deeds, restrictions, or other encumbrances restricting the use of the property, if applicable;
  
  - If the applicant proposes a site design providing for a variety of separate residential or commercial areas, uses and/or densities within the site, the site plan shall include a table providing the following information for each distinct residential area:
    - a. Proposed land use in each area (e.g. single-family, duplexes, multifamily, neighborhood-serving commercial use)
    - b. Number of dwelling units or commercial units/establishments
    - c. Gross acreage
    - d. Approximate area of the smallest lot
  
  - A form for the endorsement of the director of PCD, as follows:  

**APPROVED BY CITY OF PORT TOWNSEND**

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<p><b>Planning &amp; Community Development Director</b></p>	<p><b>Date</b></p>
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  - Where site conditions require geotechnical analysis to assess or address any probable significant adverse environmental impacts, including critical area conditions, a geotechnical report or study prepared by a competent geologist or geotechnical engineer or other similar professional may be required if deemed necessary by the public works director or the PCD director.
  
  - A narrative statement substantiating how the proposed development will be superior to or more innovative than conventional development undertaken under the city's land use regulations. The statement shall also substantiate how the proposed PUD will provide a benefit to the public beyond that available through conventional development, and include a table described on the first page of the application.
  
  - Completed information and materials for all other land use permit and development applications consolidated with the PUD application;

- A conceptual landscape plan, showing the proposed location and types of proposed vegetation;
- Building profiles if the PUD proposes commercial or multi-family residential development;
- Any additional pertinent information required by the PCD director and/or public works director.

For more Planned Unit Development information, see Port Townsend Municipal Code Chapter 17.32 or the website: <http://www.cityofpt.us/>

\* See Jefferson County Assessor's office, or website:  
<http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>