



5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

PLANNED DEVELOPMENT (PD) DISTRICT

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$1,000.00
Received by: _____ Receipt #: _____ Cash/Card/Check (Check #: _____)
Planning Commission Meeting Date: _____ City Council Meeting Date: _____
Application: Approved/Denied Staff Comments: _____

PROJECT INFORMATION

Name: _____

Address: _____

Acreage/Property Size: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Owner Email Address: _____

Owner's Signature: _____



PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



5400 West Civic Center Drive ~ Suite 1
 Highland, UT 84003
 Phone 772-4515 Fax 756-6903
 Community Development Department

PLANNED DEVELOPMENT (PD) DISTRICT REQUIREMENTS

The following items are required for processing. An application will not be accepted without these items.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		Completed and Signed Planning Application.
		Review Fee: \$1000.00.
		PD Development Plan and Narrative, see attached (7 copies).
		Legible vicinity map indicating the exact location of the property on a separate 8 1/2"x11" sheet (1 copy).
		Legal description of property on a separate 8 1/2"x11" sheet (2 copies).
		Current Title Report (2 copies).
		Property ownership map and list within 500 feet and affidavit of notification (see pages 7 & 8).
		Addressed, stamped envelopes with no return address for all property owners within 500 feet of the property.
		ALTA Survey - 24"x36" (1 copy) Drawn to scale.
		COGO (error of closure) (2 copies).
		All plans on disc as PDF labeled and dated (1 copy).
		Neighborhood Meeting Notification Packet.

The applicant should be aware that there may be requests to provide additional materials for staff review and/or Planning Commission or City Council meetings.

Signature: _____

Printed Name: _____

Date: _____

Phone Number: _____



5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

PLANNED DEVELOPMENT (PD) DISTRICT

PD NARRATIVE & DEVELOPMENT PLAN

The narrative text shall provide uses and development standards for the PD District. The PD Narrative shall be both prescriptive and concise. The PD Narrative shall conform in formatting and organization to the PD application maintained by staff. The PD Narrative shall sufficiently address all of the following as individual sections:

1. Introduction and opening statement.

- a. Describe the general location, property boundaries, and the surrounding property.
- b. General plan designation, zoning designation, and existing improvements on the site.
Provide the following statement: "The requirements of the Development Code, as amended, shall apply
- c. except where explicitly stated otherwise herin by this PD."

2. Proposed Uses

- a. List permitted uses.
- b. List uses permitted with conditions.
- c. List uses permitted with a Conditional Use Permit.
- d. Provide the following statement: "All uses not specifically provided for herin are prohibited."

3. Density (Residential only)

State the density for the overall project as well as the densities of each specific development subsections or neighborhood.

4. Development Standards

State development standards that deviate from the Development Code. In the case where no development standard is provided in the PD Narrative, the staff shall determine the applicable development standard to apply.

5. Recreation Areas

Recreation areas shall be an integral part of a PD development, shall be provided in an amount commensurate to the size of the development, in minimum amounts not less than set forth below and shall, to the extent possible, be designed central to the internal functions of the site.

a. Residential Recreation Areas

- i. A minimum of twenty percent (20%) of the net development areas shall be provided.
- ii. The following areas shall count as recreation areas:
 1. Dedicated park sites with a minimum size of five acres, provided that the location, size and geometry are acceptable to the City.
 2. Dedicated tracts for bicycle, equestrian, hiking or multi-use trails.
 3. Private park, recreation areas, and clubhouses dedicated to, and maintained by, an Owners' Association that meets the park improvement standards as determined in the development plan.
 4. Reserved or dedicated steep slope areas.
 5. Basketball, tennis or other sport courts, baseball, softball and soccer fields, tot lots and ramadas with barbeque areas.
 6. Any other areas deemed acceptable as determined by the City Council.

iii. The following areas that shall not count as recreation areas:

1. Areas less than five thousand (5,000) contiguous square feet, unless such areas either are part of a larger trail system or contain significant project amenities, as determined by the City Council.
2. Public rights-of-way, dedicated streets and alleys, vehicular drives, parking, parking landscape areas, loading and storage areas.
3. Trails located behind lots unless approved by the City Council.
4. Required setback areas unless such areas.
5. Reserved school and park sites that require subsequent purchase of the land.
6. Concrete or rock-lined areas designated primarily for the conveyance of water.
Utility corridor easements, unless substantially improved to make the area usable for outdoor activities. Only that proportion substantially improved shall be counted as recreation areas.
7. "Substantially improved" shall include any of the improvements listed, or any other improvements deemed substantial by the City Council.

iv. Meaningful recreation areas shall be included within all phases of a PD project and shall be provided proportional to the amount of development related to each phase, unless otherwise permitted by the Zoning Administrator and included in the phasing schedule.

b. Commercial Recreation Areas

- i. A minimum of fifteen percent (15%) of the net development area shall be provided.
- ii. Recreation areas shall be provided in the form of pedestrian refuge areas with shaded seating, landscaped and hardscape plaza areas.

Recreation areas shall be identified and reserved as tracts or parcels on a plat, or as easements when no plat is necessary. Maintenance of these areas shall be provided for by an Owners' Association. A statement shall also be placed on the approved site plan or plat, as appropriate, stating that all landscaping shall be maintained by the Owners' Association. All areas shall be maintained at a level consistent with the approved development plan.

d. All recreation areas shall be installed by the developer and/or property owner.

6. Architectural Design and Theme

Each project shall propose a unique high quality architectural theme and standards. Standards shall be included for both commercial and residential uses. Site layout, architecture and landscaping shall be consistent with the Highland City Design Standards.

7. Landscaping

Landscaping shall be provided along street frontages, around the property perimeter, internal to the site and in parking areas.

8. Signage

Unless signage is approved as part of a comprehensive sign package, signage shall conform to the comparable zoning category.

9. Utilities

Each project shall submit preliminary concepts for culinary water, wastewater, pressurized irrigation, storm drain, and utilities. The preliminary concepts shall include: the size and location of culinary water, wastewater, pressurized irrigation, storm drains, etc., and any other information needed as required by the City to evaluate the proposal. Utilities shall be designed to avoid adverse impact on adjacent land uses, public services, and utility resources.

10. Circulation

Each project shall submit a pedestrian and traffic circulation plan. The plan shall include the following:

- a. A traffic analysis or traffic impact study, as determined by the City Engineer;
- b. The location and cross section of all streets with typical street cross sections;
- c. Pedestrian circulation elements;

- d. Hours of peak traffic use; and,
- e. Measures to mitigate offsite traffic impacts.

11. Compatibility

Each proposal shall include a description of the measures used to ensure compatibility between future and existing land uses. Compatibility measures shall include but are not limited to landscaping, setbacks, building location, lighting, noise, etc.

12. Justification and Mitigation

Substantial justification and mitigation is required for proposed PD standards that do not meet the standards of the comparable zoning district.

13. Exhibits

The following exhibits shall be provided with the Development Plan for a PD:

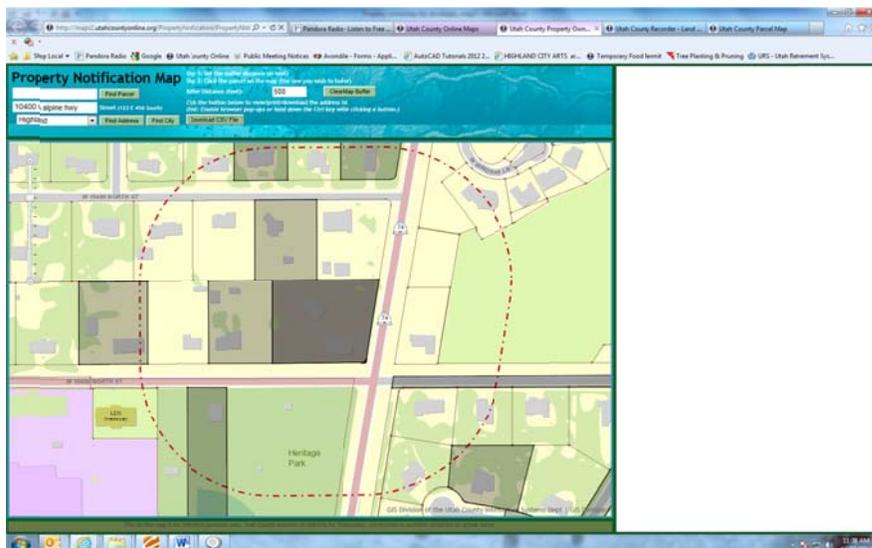
- a. Property boundary and legal description.
- b. Areas designating land use(s), densities, etc.
- c. Circulation plan to include arterial and collector streets, and vehicular and pedestrian circulation routes. Phasing schedule which shall include a map of the development designating the phases and sequence of development including, but not limited to, land uses, recreation areas, and infrastructure. The map shall
- d. include a schedule of development with action dates. All infrastructure improvements shall be shown and scheduled for the entire development.
- e. The location and acreage of recreation areas as well as listing amenities to be provided at each location.
- f. Preliminary infrastructure concept plans.



5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

INSTRUCTIONS FOR PROPERTY OWNERSHIP NOTIFICATION MAP, LIST, AND ENVELOPES

1. Obtain names and addresses of property owners within 500 feet of the property by using the Utah County Property Notification Map feature. Go to the following web address:
<http://maps2.utahcountyonline.org/PropertyNotification/PropertyNotification.htm>
2. Enter the street address of the property and the city. Click the Find Address button.
3. Enter a buffer distance of 500 feet and click anywhere on the map. This will create a red radius line around the property indicating properties within 500 feet.
4. Print the map that is generated showing the 500 foot radius. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Submit the printed map to staff when submitting the application.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners in an Excel spreadsheet. If this step does not work, a pop-up blocker may need to be disabled.
6. Print and submit the generated list of surrounding property owners to staff when submitting the application.
7. Prepare and submit to staff a set of addressed, stamped envelopes with no return address for all property owners from the generated list.





AFFIDAVIT OF NOTIFICATION

Date: _____ Project Name: _____

Address/Legal Description of Property:

I (we) _____, certify that I (we) am the authorized applicant to Highland City for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 500 feet of the above property, according to the Utah County Assessor records on _____ / _____ / _____.
Month Day Year

Applicant/Representative Signature: _____

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public