



City of Jefferson
Department of Planning & Protective Services
320 E. McCarty Street
Jefferson City, MO 65101
Phone: 573-634-6410
jcplanning@jeffcitymo.org
www.jeffersoncitymo.gov

APPLICATION FOR PLANNED UNIT DEVELOPMENT (PUD)

- Concept PUD Plan
- Preliminary PUD Plan
- Final PUD Plan
- Amendment to Final PUD Plan
- Amendment to Final PUD Plan for Signage

PUD Project Name: _____

Street Address: _____

Legal Description (as follows or is attached): _____

Please attach or include the following:

- (a) Typed project narrative describing the type and character of the development, including land uses, acreage, proposed residential densities or commercial floor area (FAR); public or private open space, amenities or recreation areas to be provided; sidewalks and pedestrian ways; parking areas; deviations from minimum design standards of Section 35-51; and other information required by Section 35-74 or applicable sections of the Zoning Code. The project title and location must be included upon every page. Number all pages and attachments.
- (b) Site Plan and/or Development Plan, as applicable.
- (c) Preliminary or Final Subdivision Plat or Declaration of Condominium Association, as applicable;
- (d) Draft of Covenants, Conditions and Restrictions, as applicable;
- (e) Traffic impact analysis, if required by Section 35-60;
- (f) Signage Plan, including type, locations and dimensions of all proposed signs;
- (g) Landscaping and Screening Plan;
- (h) Lighting Plan, including pole heights, type of fixtures or luminaries, and foot candles;
- (i) Project Phasing Plan (if applicable)
- (j) Application Filing Fee \$210.00 plus \$20 per acre (Revised June 30, 2015)

Application Information:

Property Owner: _____

Address: _____

Phone Number(s): _____

Applicant Name (if different from owner): _____

Address: _____

Phone Number(s): _____

Consultant Name: _____

Address: _____

Phone Number(s): _____

The attached information accurately represents this proposed project.

 Property Owner Signature

 Printed Name

 Date

 Consultant Signature

 Printed Name

 Date

For Staff Use Only:

Application Filing Fee Received: _____ Amount _____ Check # _____)

Attachments: _____ Narrative _____ Site Plan _____ Applicant/Project Information Sheet

Note other information submitted: _____

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.



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Project Information (Please use additional sheets if necessary)			
Name of Project			
Location/Address			
Submitted by			
Applications Submitted (Check box and circle item)	<input type="checkbox"/> P&Z: Zoning Amend Comp Plan Amend Special Exception PUD Sub. Plat Annexation		
	<input type="checkbox"/> BOA: CUP Variance Appeal		
	<input type="checkbox"/> Staff: Site Plan Bldg Plans Grading Plan Change of Use Temp Use		
Consultant(s) (List lead consultant and all others who are responsible for major project)			
Lead Consultant Name		Firm Name	
Address			
Telephone Number		Fax No.	
E-Mail			
Consultant Name		Firm Name	
Address			
Telephone Number		Fax No.	
E-Mail			
Consultant Name		Firm Name	
Address			
Telephone Number		Fax No.	
E-Mail			
Property Owners/Applicants (List owner; Mark "X" next to the name of the primary)			
Owner Name			
Address			
Telephone No.		Fax No.	
E-Mail			
Applicant Name			
Address			
Telephone No.		Fax No.	
E-Mail			

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INSTRUCTIONS FOR FILING PUD APPLICATIONS
Section 35-73C Jefferson City Zoning Code

Department of Planning & Protective Services - Planning Division
320 East McCarty Street - Jefferson City, Missouri 65101
Phone (573) 634-6410 Fax (573) 634-6457

1. **Purpose.** The Planned Unit Development district may be applied to residential, commercial, industrial and mixed use projects to provide design flexibility not available through strict interpretation of the standards established in Article II. At the time a Planned Unit Development district is created, the City shall establish an underlying zone, which shall serve as a basis for use, density and design criteria. Design flexibility is provided through the Planned Unit Development district to enhance long-term community benefits that may be achieved through high quality development that provides:
 - a. More efficient infrastructure.
 - b. Reduced traffic demands.
 - c. More usable public or private open space.
 - d. Recreational amenities.
 - e. Needed housing choices.The Planned Unit Development District process, as shown in Exhibit 35-74.C, involves three phases described in this Section.

2. **PUD Concept Plan.**
 - a. The purpose of a PUD Concept Plan is to reduce conflict and address City plans and projects in the vicinity of the proposed PUD.
 - b. A PUD Concept Plan is an optional, but encouraged first step prior to an application for Planned Unit Development District zoning. The purpose of a Concept Plan is to demonstrate conformance with the Comprehensive Plan, compatibility of land use and coordination of improvements within and among individually platted parcels, sections, or phases of a development prior to the approval of a Preliminary Plan. An applicant may apply to the Director for approval of the Concept Plan. If the applicant requests approval of a Concept Plan, the application shall include a PUD Concept Plan for the entire property or tract. The applicant may file a combined PUD Concept Plan with a PUD Preliminary Plan or Final PUD Plan for a portion of the property, as determined applicable by the Director at a preapplication conference. The Council reserves flexibility in making determinations regarding PUD rezoning applications. Depending upon the detail of the submittal attached to the rezoning petition, and the amount and type of impact potentially created by the Concept Plan, the Council may:
 - (1) Approve a specific density and land use mix at the Concept Plan stage.
 - (2) Approve only a "design density" at the Concept Plan stage, which sets the maximum density, fully contingent upon approval of the subsequent submittal. The design density does not constitute a commitment to approve subsequent submittals. The specific density shall then be established at the time of the subsequent submittal.
 - c. Application requirements and processing procedures shall comply with those described in Section 35-70. The Concept Plan shall be valid for one year; however, the Planning and Zoning Commission may approve extensions upon finding that conditions have not substantially changed since the original approval.
 - d. A Concept Plan application and submittal shall be reviewed based on criteria established in Section 35-27 as well as the criteria for zoning changes, Section 35-74.B.4, and the criteria for a Preliminary Plan in Section 35-74.C.3.
 - e. The Planning and Zoning Commission shall approve, conditionally approve or deny approval of all applications for a Concept Plan.

3. **PUD Preliminary Plan.**
 - a. A PUD Preliminary Plan constitutes a major step in the review process. A rezoning application shall be submitted with the PUD Preliminary Plan application. The accepted "design" density indicated in the Concept Plan approval cannot be presumed as a matter of fact. Perimeter rights-of-way shall be dedicated at the time the Preliminary Plan is approved right from the PUD zoning designation, but shall be justified at the preliminary stage through site and structure design. The Council may limit the density on all or any portion of a PUD if it determines that the design fails to fulfill the purposes of this Ordinance and Section.

INSTRUCTIONS FOR FILING PUD APPLICATIONS
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- b. Application requirements and processing procedures shall comply with those described in Section 35-70 and Section 35-71, with the following modifications:
 - (1) If the PUD Preliminary Plan proposes multiple phases, specific densities shall be assigned to each phase. Density at each preliminary phase shall be justified by specific design. Density from one phase may be shifted to another phase subject to Council approval. The Council, in approving the PUD Preliminary Plan, may conduct the first reading of the rezoning ordinance for the area described in the PUD Preliminary Plan.
 - (2) If a PUD Preliminary Plan is approved, the applicant shall submit a Final PUD Plan and Subdivision Plat application in accordance with the approved development schedule.
 - (3) The City may require that a homeowners association or corporation be created to maintain and administer the project's lands or facilities. Articles of Incorporation and Restrictive Covenants shall be recorded at, or prior to, the recording of the Final PUD Plan and Plat. The Homeowners Association shall be required to maintain all common space in reasonable order and condition on a timely, consistent basis.
- c. The Preliminary Plan for the Planned Unit Development District shall show:
 - (1) The scale and north point.
 - (2) Boundaries of the property to be developed.
 - (3) The names of the owners of the property and the individual or firm responsible for the preparation of the Preliminary Plan.
 - (4) The existing zoning of the tract and the zoning of properties which are within 200 feet of the boundaries of the property.
 - (5) The location, type and size of structures, on properties within 200 feet of the boundaries of the property.
 - (6) Acreage of the property to be included in the Planned District.
 - (7) Existing contours on an interval of not more than five feet and not less than two feet.
 - (8) The location and direction of drainage of all water courses and a drainage plan with sufficient information to indicate the intent of the owner.
 - (9) The location of existing and proposed sanitary sewers.
 - (10) The proposed size, location, height, use and arrangement of all buildings except single-family dwellings; the location and capacity of off-street parking areas, entrance and exit driveways and their relationship to existing and proposed streets; building lines; easements; common land and open space; and proposed streets, alleys and pedestrian ways.
 - (11) Proposed landscaping and buffer zones.
 - (12) Provide for the dedication of any right-of-way for the widening, extension or connection of major streets as shown in the Thoroughfare Plan.
 - (13) Date and signature lines for execution by the Commission Chairman and the Director of Community Development to show the date of Plan approval.
- d. A PUD Preliminary Plan shall:
 - (1) Comply with the criteria established in Section 35-27, as well as the criteria for rezoning, Section 35-74.B.4 and Preliminary Plat approval in the Subdivision Code.
 - (2) Comply with the approved Concept Plan, if applicable; and
 - (3) Establish the underlying zoning, mix of uses, density, layout, design and phasing of the proposed Planned Unit Development.
- e. The Planning and Zoning Commission shall review the application at a public hearing in conformance with Section 35-70 and shall make recommendations to the Council. The Council shall approve, conditionally approve or deny approval of all applications for a PUD Preliminary Plan.

INSTRUCTIONS FOR FILING PUD APPLICATIONS
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4. Final PUD Plan and Subdivision Plat.

- a. The Final PUD Plan and Final Subdivision Plat shall act as the blueprint for development of a Planned Unit Development District project over the length of time the project is developed. The Plan and the Plat ensure that consistency with the Comprehensive Plan and adopted codes is maintained during the period of development and construction.
- b. Application requirements and processing procedures shall comply with those described in Section 35-70 with the following modifications:
 - (1) Upon final approval, the Plan and Plat shall be recorded in accordance with the Subdivision Code. The Final Plat shall contain all of the following information which is pertinent to the PUD: the setbacks, a list of approved and/or specifically excluded uses, and any pertinent conditions or stipulations which were previously made or imposed. The ordinance creating the PUD and the underlying zoning shall become effective upon recording of the Final Plat.
 - (2) All proposed publicly- or commonly-owned site improvements such as, but not limited to, those listed below, shall be included in the adopting ordinance or development improvements agreement (if used), improvements guarantee, and development schedule (see Section 35-75):
 - (a) road grading, surfacing, signing, lighting;
 - (b) curbs, gutters;
 - (c) sidewalks, pedestrian walks, trails, associated structures;
 - (d) sanitary sewers stubbed to each lot;
 - (e) water lines stubbed to each lot, including fire hydrants;
 - (f) drainage structures/improvements;
 - (g) open space improvements, facilities, landscaping;
 - (h) structures, parking areas;
 - (i) irrigation water system for open space, if required; and
 - (j) irrigation water delivery system for all lots, if required.
 - (3) Unless the time limit established by the final development schedule has expired, building permits for buildings which conform to the recorded Final PUD Plan may be issued. If the time limit established by the final development schedule has expired, the requirements of Section 35-26 shall be met prior to issuance of any building permits.
- c. Content of the Final Plan. The Final PUD Plan for a Planned Unit Development District shall show:
 - (1) All required PUD Preliminary Plan information.
 - (2) The seal of an architect or engineer registered to practice in Missouri.
 - (3) A drainage and grading plan which complies with the Stormwater Drainage Chapter.
 - (4) The proposed arrangement of off-street parking stalls.
 - (5) A landscape planting plan with the scientific name of all two inch caliper trees, shrubs and groundcover which are to be used to satisfy off-street parking and landscape buffer requirements.
 - (6) The general configuration, height, size, type and location of all proposed signs, walls and fences.
 - (7) By notation or drawing, the architectural style and the proposed surface materials to be used on the exterior of all buildings.
 - (8) Date and signature lines for execution by the Commission Chairman and the Director of Community Development to show the date the Plan was recommended for approval.
 - (9) The Final PUD Plan will be approved when it is in accordance with the approved Preliminary Plan and any conditions imposed by the Commission or Council provided that items (1) through (7) of this subsection are furnished and approved by Council.
- d. Approval Criteria. A Final PUD Plan shall comply with:
 - (1) The criteria established in Section 35-27 in addition to the criteria for rezoning and preliminary plat approval; and
 - (2) The approved Preliminary Plan.
- e. Decision-maker. The Final PUD Plan requiring a rezoning or construction of public improvements shall be reviewed by the Planning and Zoning Commission at a public hearing in conformance with Section 35-70. The Commission shall make its recommendation to the Council. The Council shall approve, conditionally approve or deny approval of all applications for a Planned Unit Development District Final Plan and Plat. If no rezoning or construction of public improvements is proposed and the Final Plan meets the approval criteria, the Final Plan will not be required to be reviewed by the Commission and may be approved by the Director.

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5. Amendments to the Final PUD Plan.

- a. No changes may be made to the approved Final PUD Plan except upon application to the appropriate agency or agencies under the procedures set forth in this Section.
- b. Minor changes may be authorized by the Director under the following conditions, providing those changes are required by engineering, technical, or other circumstances not originally foreseen at the time the Final PUD Plan was approved. The term "minor changes" as used in this Section is considered to represent changes which do not alter the overall characteristics of the total plan and which create no adverse impacts on adjacent uses or public services and facilities. Some examples of what can be considered as minor changes are:
 - (1) changes in location and type of landscaping and/or screening so long as the approved character and intent is maintained;
 - (2) changes in the orientation of portions of parking areas so long as the effectiveness of the overall site circulation and parking is maintained; parking areas shall be relocated not closer than 20 feet to any residential structure or ten feet to any street or right-of-way lines; and the number of parking spaces shall not be reduced by the relocation.
 - (3) changes in the location of sidewalks and pathways, provided that continuity of pedestrian circulation remains;
 - (4) the reorientation, but not complete relocation, of major structures; or
 - (5) changes resulting in a decrease of building separation or setbacks so long as those changes will not impact adjacent properties or uses.
- c. Application requirements and processing procedures shall comply with those described in Section 35-70, except that the applicant for a minor change to a Final PUD Plan shall provide the Director with envelopes containing Notice of the Requested Change which are stamped and addressed to each person who testified concerning the project at any prior public meeting. The Director shall mail this notice a minimum of seven days prior to taking any action on the request.
- d. No minor change authorized by this Section may cause any of the following:
 - (1) change in the permitted uses or of development character;
 - (2) increased overall coverage of structures;
 - (3) increased intensity of use;
 - (4) increased demand for traffic circulation and public utilities;
 - (5) decrease in public or private open space;
 - (6) decrease in provisions for off-street parking, loading and screening thereof;
 - (7) decrease in pavement and sidewalk widths;
 - (8) increased numbers of dwellings; or
 - (9) increased deviation from the minimum design standards established in Section 35.26.
- e. The Director shall approve, conditionally approve or deny approval of all applications for a minor change.
- f. All other changes to the approved Final PUD Plan shall be deemed "major" and shall be approved only by the Planning and Zoning Commission or, upon appeal, the Council after review of a revised Final PUD Plan and/or Plat.
 - (1) No amendments may be made in the approved Final PUD Plan unless the applicant establishes that such amendments are required as a result of:
 - (a) changes in conditions which occurred after Final PUD Plan approval;
 - (b) changes in the development policy of the community; or
 - (c) by conditions that were reasonably unforeseen at the time of Final Plan approval.
 - (2) Application requirements and processing procedures shall comply with those described in Section 35-70, except that any changes which are approved for the Final PUD Plan and/or Final Plat shall be recorded as amendments to the previously recorded Final PUD Plan and/or Final Plat.
 - (3) The Director and the Planning and Zoning Commission shall make recommendations to the Council which shall approve, conditionally approve or deny approval of all applications for a major amendment to a Planned Unit Development. The Council shall adopt an ordinance amending the ordinance that originally approved the Final PUD Plan. This ordinance shall be recorded.

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6. **Lapse of Plan and Rezoning.** If a Planned Unit Development, or any portion thereof, has not been completed in accordance with an approved development schedule (a "lapse"), the Director shall schedule the project before the Planning and Zoning Commission at which time a revocation of all prior approvals shall be considered. If the Planning and Zoning Commission determines that a lapse has occurred, the Director shall initiate revocation proceedings in accordance with Section 35-70. The Director may, if he deems it appropriate, initiate, without owner consent, a zoning change to the underlying zone.
7. **Development According to the Final PUD Plan.** No building permit shall be issued on any site unless a site plan has been submitted and approved in accordance with the provisions in Section 35-71, and unless such site plan conforms with the conditions of the adopted Final PUD Plan.
8. **Review of Plans for Planned Districts Designated Prior to this Ordinance.**
 - a. **Vacant land.** Property that is vacant land zoned under a previous zoning code as C-4 Planned Commercial, M-3 Planned Industrial, or PUD Planned Unit Development District that has no approved plan shall be reviewed under the process required in Section 35-74.C and as a Special Exception Use, Section 35.73.D or may be rezoned in accordance with Section 35-74.B.
 - b. **Prior-approved plans.** Property zoned C-4 Planned Commercial, M-3 Planned Industrial, or PUD Planned Unit Development District with plans approved before adoption of this Ordinance may be developed as originally approved. If amendments to the plan are requested by the applicant, the plan amendments shall be reviewed as required for plan amendments in conformance with Section 35-74.C.5.
 - c. **Designation of Zoning District for Prior Planned Districts.** The district designations for all planned districts designated prior to this Ordinance shall be modified to APUD@ on the Official Zoning Map.
 - (1) Property with previously approved plans. Property with previously approved plans shall be designated with APUD@ plus the appropriate development file or case file number.
 - (2) Vacant land with no approved plan. Property which is vacant land for which no plan has been approved shall be designated with APUD-0" until such time as a new plan is approved, or the property is rezoned.
9. **Transfer in Ownership.** The requirements, restrictions, conditions and provisions of the approved Planned Unit Development Concept Plan, Preliminary Plan and Final Plan shall be binding upon the owners, their heirs and assigns and future owners until such time as the City may release such limitation on the use of the subject property under the procedures provided herein.