



PLANNED DEVELOPMENT DISTRICT INSTRUCTION PACKET

Please include the following documents with the **Planned Development District Application**:

- Land Use Plan:** A graphic of the proposed land use(s) and residential types and densities presented on an aerial photo, survey, and/or preliminary plat. The graphic must be drawn to scale and provide enough detail to indicate the geographical relationship between the proposed uses and with all adjacent uses.
- Land Use Summary:** A table listing the different land uses by acreages, number of each type of dwelling units, and any limits on sizes of structures or maximum residential densities.
- Infrastructure Plan:** A conceptual-level graphic identifying the proposed sources of public utilities, including proposed extensions or expansions of existing public infrastructure.
- Design Elements:** A graphic or series of graphics showing the location and type of transitional elements proposed between different land uses and the planned amenities that serve the public interest and contribute to a sense of community.
- Letter of Intent:** A letter identifying the property owner, potential buyer or developer, and all Registered Design Professionals involved in the project. The letter must describe the overall design concept and/or philosophy, proposed phasing of the development, and the way the proposal advances the goals of the City of Republic's Comprehensive Plan.
- Fees:** The fee for a **Planned Development District Application** includes:
 - **Application Fee:** \$500 (due at time of Application)
 - **Postage Fee:** The Postage Fee is calculated by the City, based on the number of notices sent by Certified and/or First Class Mail, as required by State Statute. The Postage Fee will be invoiced to the Applicant and is due prior to the Public Hearing before the Planning & Zoning Commission.
 - **Publication Cost:** The Publication Cost is the actual cost of publishing the Public Hearing Notice in the newspaper, as required by State Statute. The Publication Cost will be invoiced to the Applicant and is due prior to the Public Hearing before the Planning & Zoning Commission.

Planned Development District Process:

- Pre-Application Meeting:** A Pre-Application Meeting with the **Technical Review Team (TRT)** is required.
- Application:** A complete Application, including all of the required attachments.
- Review:** The Technical Review Team (TRT) will review the proposed Planned Development District and provide the Applicant with questions and/or comments.
- Preparation of Notice of Public Hearings:** City Staff will prepare the notices of the Public Hearing.
- Public Hearing, Planning & Zoning Commission:** The Planning & Zoning Commission will hold a Public Hearing at a regular meeting. All interested parties may appear and speak concerning the proposed

Planned Development District. The Commission will make a recommendation to the City Council for approval or denial.

- Public Hearing, City Council:** The City Council will hold a second Public Hearing. The City Council may then consider an Ordinance to approve the Planned Development District, as requested. The City Council will render a decision on the request at the Second Reading of the Ordinance.