

PLANNED UNIT DEVELOPMENT (PUD) PROCEDURES OUTLINE 2008

*Supplement to the Rezoning and
Special Permit Procedures Outline*



City of Phoenix
Planning Department

This packet is supplementary to the Rezoning and Special Permit Procedures Outline packet and is not intended to describe all rezoning processes. For additional information on the rezoning process, please see the Rezoning and Special Permit Procedures Outline available at the zoning counter, or contact the Planning Department at 602-262-7131, option #6.

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Planned Unit Development (PUD) Procedures

The Planned Unit Development (PUD) is a zoning designation intended to create a built environment superior to that which is accomplished through conventional zoning districts. This is achieved by allowing the PUD rezoning applicant to propose the uses, development standards, and design guidelines for a site, and by doing so, entering into a collaborative review process. It is expected that PUD requests include objectives from the Design Expectations (page 10).

The PUD rezoning process may take 6-8 months. Complex cases that require substantial and/or multiple revisions may extend the process. Planning Commission and City Council recesses and continuances may also lengthen the rezoning process.

PRE-APPLICATION MEETING (Required)

This meeting *must* be held before staff will accept a PUD application. Please schedule the meeting up to three (3) weeks prior to your desired filing date, in order to benefit from staff follow-up of rezoning issues. To schedule a required pre-application meeting with the Planning Department, please fill out the Pre-Application Meeting form (page 15) and bring it to the Planning Department, 6th Floor, Phoenix City Hall, 200 West Washington Street, where you will be provided with your meeting date and time with the Planning Department.

- You are also required to contact the Development Services Department (DSD) to conduct a Fact Finding (page 17) to determine if your site will have any development issues that should be addressed during the PUD process. Please call 602-262-7811 to request a Fact Finding.
- Your site may be within a Public Airport Disclosure Area, Impact Fee Area, or adjacent to an SRP Canal and other requirements may apply. The following information is made available to help you determine if your site is affected:
 - Notice of Airport in Vicinity form (page 35 of the Rezoning and Special Permit Procedures Outline) - required submittal if site is within Public Airport Disclosure Area
 - Impact Fee Area map (page 42 of the Rezoning and Special Permit Procedures Outline)
 - SRP Canal Bank Right of Way information (pages 39-40 of the Rezoning and Special Permit Procedures Outline)

SUBMITTING PUD APPLICATION

Applicants requesting PUD zoning are required to submit a development narrative, describing the plan of development for the site. The Development Narrative Submittal Requirements (Page 7) outlines the format and required content of the development narrative. Staff will post the development narrative online at <http://phoenix.gov/PLANNING/pudindex.html> within five (5) working days of the filing or revision of an application. Site plans are required for PUD requests less than 20 acres, in addition to the development narrative.

PUD Rezoning Fee: \$3,000 + \$50 per acre or portion thereof

Submittal Materials

- Development Narrative:
 - Ten (10) bound hard copies (*Additional copies may be required for public hearings*)
 - One (1) electronic copy [WORD (.doc) or PDF format]
- Site Plans, if applicable:
 - Five (5) full size copies, to scale (engineers scale) and FOLDED
 - One (1) 11" x 17" copy
 - One (1) 8.5" x 11" copy incorporated as development narrative exhibit
 - One (1) 8.5" x 11" transparency copy

Color Elevations, if applicable:

- Five (5) full size copies and FOLDED
- One (1) 11" x 17" copy
- One (1) 8.5" x 11" copy provided as development narrative exhibit
- One (1) 8.5" x 11" transparency copy

Additional Information: To be submitted under separate cover than development narrative.

PUD Procedures Outline

- PUD Pre-Application Meeting Form, page 17
- PUD Application Information Form, page 16

Rezoning and Special Permit Procedures Outline

- Takings Waiver, page 12
- Ownership Verification Form, page 19
- School District Response Form, page 34
(for requests that include residential development)
- Notice of Airport Vicinity, page 35

Electronic Submittals

All PUD applications must submit a copy of the development narrative and all supplemental information in a digital format. Acceptable formats include WORD (.doc) or PDF for development narratives; PDF for site plans, elevations and aerials; and CAD (.dxf), ESRI Shapefile (.shp) or ARCInfo coverage for legal descriptions which must use the North American Datum (NAD_1983_HARN_StatePlane_Arizona_Central_FIPS_0202) so that the file displays in the correct location in the City of Phoenix. A text version of the legal description is also required. Files should be placed on CD's, and will **not** be returned to the applicant. If there are changes in a rezoning application where the change alters the legal description or zoning boundaries in any way, a new electronic file must be submitted immediately. Any delay in submitting the changes will result in a delay in processing the application.

CITY REVIEW OF DEVELOPMENT NARRATIVE AND REVISION PROCEDURES

Upon receipt of a complete application, staff will conduct the review of the development narrative and associated materials. The development narrative is routed to other city departments for review and comment. A staff planner is assigned to review the application, prepare the staff report, and will serve as the contact for any information pertaining to the application. The staff planner will contact the applicant in letter regarding any staff requested revisions to the development narrative. Once the development narrative is determined to be satisfactory, the staff planner will inform the applicant to proceed to the required second neighborhood meeting, required informational Village Planning Committee meeting, and will schedule the Post-Application meeting.

Revision dates should be reflected on the cover page of the revised development narrative. All revisions must be filed at the Zoning Counter and must be accompanied with fee. Staff requested revisions are without fee.

Application Revision Fee: \$135

POST-APPLICATION MEETING

This meeting will be scheduled once staff determines that the development narrative to be satisfactory. During this meeting staff shares formal recommendations/stipulations with customer. Review of zoning and development issues will be further identified. Village Planning Committee (recommendation), Planning Commission, and City Council dates will be scheduled at this meeting.

NEIGHBORHOOD MEETINGS AND NOTIFICATION PROCEDURES

All PUD requests are required to hold two (2) neighborhood meetings. It is recommended that the applicant hold additional neighborhood meetings following any substantial revisions to the development narrative.

First Neighborhood Meeting

The first neighborhood meeting shall be held within one (1) month from the filing of the application. The applicant is required to mail a first neighborhood meeting notification letter (page 21), explaining their request and including

appropriate review and comment opportunities. The letters should be sent in time to provide a minimum of 10 working days notice of the meeting.

Second Neighborhood Meeting

Once the development narrative is determined by staff to be satisfactory, the applicant shall hold a second neighborhood meeting. The second neighborhood meeting can be waived by the Planning Director upon a finding that special circumstances do not warrant the meeting. The second neighborhood meeting notification letter (page 25) will include the neighborhood meeting, Village Planning Committee meeting, Zoning Hearing Officer, Planning Commission, and City Council hearing dates, times, and locations. The second neighborhood meeting requirement can be waived by the Planning Director upon a finding that special circumstances do not warrant the meeting.

Notification Letter Requirements

Notification letters shall be mailed for all neighborhood meetings (page 23, 27) . The letters should be sent in time to provide a minimum of 10 working days notice of the meeting. The applicant is required to mail meeting notifications to:

1. All property owners within 600 feet of the subject site,
2. The nearest resident within the four quadrants to the subject site, and
3. All neighborhood associations registered with the City that are within a one-mile radius of the subject site.

**Staff has the option to request additional notification.*

Notarized Affidavit of Notification

A list of the property owners and associations contacted, a copy of the letter sent with attachments, and a notarized affidavit stipulating to the mailing must be submitted to zoning staff within five (5) working days following the meetings.

Meeting Summary

The results of the neighborhood meetings shall be summarized and submitted to staff within five (5) working days following the meeting. No hearings shall be scheduled without submittal of the following information:

1. Date, time, and location of the meeting,
2. Number of participants,
3. Issues that arose during the meeting, and
4. Plan to resolve the issues, if possible.

VILLAGE PLANNING COMMITTEE MEETINGS

The Village Planning Committee meetings are regularly scheduled, monthly public meetings. The applicant will attend Village Planning Committee meetings on two (2) separate occasions during the PUD process, as described below. Staff will notify the applicant to proceed to the meetings once the development narrative has been determined by staff to be satisfactory.

Informational Presentation

It is recommended that an applicant hold an informational presentation to the Village Planning Committee. The presentation should be held at the regularly schedule Village Planning Committee meeting held one month prior to the Village Planning Committee making a formal recommendation on the application. In the event of substantial revisions, it is recommended that the applicant attend additional Village Planning Committee meetings to update the committee as to the modification(s).

Village Planning Committee Recommendation

Prior to any public hearing (Planning Commission, City Council), the application will be reviewed at the regularly scheduled Village Planning Committee monthly meeting. Staff will inform the applicant of the Village Planning Committee date. Staff will provide the committee and the applicant a copy of the staff report prior to this meeting. The Village Planning Committee will make a recommendation on the case, which will be forwarded to the Planning Commission.

PLANNING COMMISSION ACTION – PUBLIC HEARING

This public hearing occurs approximately 3-5 weeks after the Village Planning Committee recommendation. During this public hearing, the PUD application will be reviewed and either approved, approved with stipulations, denied, denied and approved differently than requested, or continued. Planning Commission hearings will be legally advertised and posted a minimum of 15 days prior to the hearing. PUD applications are not permitted to be heard by the Zoning Hearing Officer.

Appeals

- Action taken by the Planning Commission can be appealed by the applicant or interested parties within seven (7) calendar days. Appeals will be forwarded to the City Council for a public hearing.
- Opposition petitions submitted no later than seven (7) calendar days following the Planning Commission hearing can require $\frac{3}{4}$ vote, rather than a majority vote, for the City Council to approve the application.
- If no appeal, ratification occurs at the scheduled City Council hearing.
- The City Council may, by a majority vote; 1) request a public hearing on a Planning Commission recommendation request that has not been appealed or, 2) send the case back to either for further consideration. If a hearing is requested, it must first be re-advertised and posted.

CITY COUNCIL ACTION – PUBLIC HEARING

During this public hearing, the PUD application will be reviewed and either approved, approved with stipulations, denied, denied and approved differently than requested, or continued. If approved, the applicant will be sent a letter with approved rezoning stipulations. If denied, the applicant will also receive a letter.

If approved, the applicant may continue with the development review process.

AMENDMENTS TO AN APPROVED PUD

The criteria for Major and Minor Amendments are located in Planned Unit Development District section of the Zoning Ordinance (page 6).

Major Amendments

A Major Amendment to an approved PUD requires that the applicant modify the latest approved Development Narrative located on file at the Zoning Counter.

Major Amendment Fee: Same as the original PUD application fee

Minor Amendments

Minor Amendment requests should be addressed in a letter, including relevant supplemental materials, to the Planning Director with fee.

Minor Amendment Fee: \$1,500

This below language is an excerpt from the City of Phoenix Zoning Ordinance.

Section 671. PUD - Planned Unit Development District

- A. Purpose. The Planned Unit Development (PUD) is intended to create a built environment that is superior to that produced by conventional zoning districts and design guidelines. Using a collaborative and comprehensive approach, an applicant authors and proposes standards and guidelines that are tailored to the context of a site on a case by case basis. These standards and guidelines will be based primarily on the following:
1. Uses. Appropriate limitations will be placed on the character and intensity of permitted uses to promote neighborhood compatibility.
 2. Development Standards. Development standards will be established that complement the dimensions and physical features of a site and the character of the neighborhood.
 3. Design Guidelines. Design guidelines will reflect compatible and innovative architecture and development as expressed in the PUD design expectations document that can be found on file with the city of Phoenix Planning Department.
 4. Sustainability. Development will be designed to respond to our region's unique environmental and urban challenges.
- B. Applicability
1. Existing overlay districts and regulatory portions of specific plans and special planning districts, as described in the Zoning Ordinance, may not be removed or modified by a PUD.
 2. Where the approved PUD narrative is silent on a requirement, the applicable Zoning Ordinance provision shall control.
 3. PUD applications for a property where the gross land area is three hundred twenty (320) acres or more shall submit master plans, as described in the establishment of district, Planned Community District (PCD) section of the Zoning Ordinance. Master plans may be required at the discretion of the Planning Department or the Development Services Department for projects less than three hundred twenty (320) acres if the proposed intensity/density of the project impacts existing infrastructure. Master plans shall be approved prior to preliminary site plan approval.
 4. City council may attach a stipulation to a PUD to commence development within a specific timeframe.
- C. Permitted Uses. Any permitted use which is described in the Phoenix Zoning Ordinance may be proposed. Uses shall be listed within the development narrative. Uses may include permitted, permitted with conditions, temporary or accessory uses.
- D. General Requirements
1. The application for the PUD district shall conform to the Zoning Map Amendment (Rezoning) section of the Zoning Ordinance.
 2. There shall be a development narrative included in the application that contains items as stated in the development narrative submittal requirements document that can be found on file with the city of Phoenix Planning Department. The development narrative shall include, but not be limited to, the following:
 - A. Purpose and intent
 - B. Legal description

- C. List of uses
 - D. Development standards, including, but not limited to, density (residential projects), building height, setbacks, and lot coverage
 - E. Design guidelines
 - F. Infrastructure
- E. PUD Amendments
1. Major Amendments. Amendments to the approved PUD narrative that are determined to be major amendments shall follow the application and approval process stated in the Zoning Map Amendment (Rezoning) section of the Zoning Ordinance. Amendments shall be considered major if they include any of the following:
 - A. A change in the PUD boundary.
 - B. Any change in the height, density, setback, or lot coverage development standards.
 - C. Any change in the location of a land use depicted on the land use plan in the development narrative.
 - D. Any addition to the list of uses in the development narrative.
 - E. Any change to the design guidelines that is inconsistent with the intent of the PUD as described in the development narrative.
 2. Minor Amendments. Amendments not meeting the criteria for a major amendment shall be deemed to be minor amendments and may be administratively approved by the planning director or designee.
 3. Conceptual Site Plans and Elevations. Amendments may be made to conceptual site plans and/or elevations unless the proposed modifications fail to meet the development standards of the PUD. Amendments to conceptual site plans and/or elevations that change the development standards approved with the PUD development narrative shall follow the PUD Amendment process.
 - A. Development Services Department Administrative Review. The Development Services Department may administratively approve modifications to site plans and/or elevations that result in one or more of the following:
 - (1) An increase in building height less than five percent (5%);
 - (2) Any change in density less than five percent (5%);
 - (3) A change in building or landscape setbacks less than five percent (5%);
 - (4) Any increase in open space;
 - (5) Any change in traffic circulation that positively impacts traffic circulation or increases traffic or pedestrian safety; or
 - (6) An increase in building footprint less than five percent (5%).
 - B. Planning Hearing Officer Public Hearing Process. The Planning Hearing Officer, through the public hearing process, may approve proposed modifications to conceptual site plans and/or elevations that do not meet the criteria for Development Services Department administrative review.

DEVELOPMENT NARRATIVE SUBMITTAL REQUIREMENTS

This form is used as part of the Planned Unit Development (PUD) submittal requirements. For additional information, please call the Planning Department at 602-262-7131, option #6.

- A. Cover Page
 - 1. The cover page shall provide the pertinent processing information to include:
 - a. Project name
 - b. (Case Z-_____). Zoning counter staff will assign and fill in case number onto cover page at original submittal.
 - c. Date of submission
 - d. Revision dates
- B. Principles and Development Team
 - List of contact information of persons involved in development proposal, including name, address, phone, fax, and email. This includes owner and potential buyers of record and members of development team. If a partnership or limited partnership is involved, list the general partners and limited partners with more than a 10 percent interest.
- C. Table of Contents (items E – S)
- D. List of Exhibits (item T)
- E. Purpose and Intent
 - 1. Project overview and goals
 - 2. Overall design concept to include, use categories, themes, or other significant features.
- F. Land Use Plan
- G. Site Conditions and Location
 - 1. Acreage
 - 2. Location in relation to major intersections or areas of regional significance
 - 3. Topography and natural features
- H. General Plan Conformance
 - Describe how the proposal meets and exceeds the objectives of the General Plan, including conformance with the objectives, policies, design guidelines, and planned land uses and intensities of all applicable specific plans, special planning districts, and area plans.
- I. Zoning and Land Use Compatibility
 - 1. Describe existing zoning on and adjacent to site, to include conformance with the objectives, policies, design guidelines, and planned land uses and intensities of all applicable overlays, specific plans, special planning districts, and area plans.
 - 2. Describe existing land uses on and adjacent to site
 - 3. Describe existing and adjacent character
- J. List of Uses
 - 1. Permitted Uses
 - 2. Temporary Uses
 - 3. Accessory Uses
- K. Development Standards
 - 1. Residential
 - a. Density and number of dwelling units
 - b. Minimum lot width/depth
 - c. Building setbacks/build to lines
 - d. Landscape setbacks
 - e. Building separation
 - f. Height
 - g. Lot coverage
 - h. Signs
 - 2. Commercial
 - a. Building setbacks/build to lines
 - b. Landscape setbacks
 - c. Building separation

- d. Height
- e. Lot coverage
- f. Signs
- 3. Mixed Use Buildings
 - a. Density
 - b. Building setbacks/build to lines
 - c. Landscape setbacks
 - d. Building separation
 - e. Height
 - f. Lot coverage
 - g. Division of Uses (*floor and sq ft*)
 - (1) Area and floors devoted to commercial uses
 - (2) Area and floors devoted to residential uses
 - h. Signs
- 4. Landscape Standards
 - a. Landscaping Plan
 - (1) Themes (*xeriscaping, vegetated roof areas, etc*)
 - (2) Parking Areas
 - (3) Common and Retention Areas
- 5. Parking (*standards and/or calculations*)
- L. Amenities
- M. Design Guidelines
 - 1. Residential
 - 2. Commercial
 - 3. Mixed Use
- N. Shade (*shade calculations are to be based on Summer Solstice, noon*)
- O. Signs
- P. Lighting Plan (*photometric plans may be required*)
- Q. Sustainability Standards

Describe how the proposal intends to conserve, protect and/or restore the health and integrity of the environment. Include any proposed standards that apply.
- R. Infrastructure
 - 1. Circulation Systems
 - a. Streets
 - (1) Ingress/egress, road layout, loading areas, traffic control, street classification
 - (2) Public transportation
 - b. Pedestrian Circulation Plan
 - c. Trails/trailheads
 - d. Bicycle paths
 - 2. Grading and Drainage
 - 3. Water and Wastewater Services
- S. Phasing Plan
 - 1. Development
 - 2. Infrastructure
- T. Exhibits
 - 1. Exhibits shall provide supplemental information to evaluate the narrative to include, but not limited to:
 - a. Comparative Zoning Standards Table(s), to include applicable existing and proposed zoning standards
 - b. Legal Description
 - c. Area Vicinity Map
 - d. Aerial Map
 - e. Zoning Map (Existing and Proposed)
 - f. Context Plan (*For Context Plan requirements please see the Rezoning and Special Permit Procedures Outline packet (page 18).*)
 - g. General Plan Map

- h. Site Plan or Land Use Plan
 - Sites 20 ac. or less: Site plans are required for PUD projects of 20 acres or less, which may be waived at the discretion of the Planning Director. For site plan requirements please see the Site Plan Submittal Checklist located in the Rezoning and Special Permit Procedures Outline packet (page 17).*
 - i. Conceptual Elevations (Four sided)
 - j. Conceptual Landscape Plan
 - k. Street Cross Sections
 - l. Circulation Plan (*Vehicular ingress/egress, pedestrian walkways, trails and trailheads, bike paths, etc*)
 - m. Sign Plan
 - n. Shade Plan
 - o. Color Palette (*Identify primary and accent colors*)
 - p. Phasing Plan
 - q. Traffic Study (*may be submitted under separate cover*)
 - r. Drainage Study (*may be submitted under separate cover*)
- U. Supplemental Materials
- 1. Supplemental materials are to be submitted under a separate cover, but are required to be a complete application.
 - a. Application Information Form
 - b. Proposition 207 Waiver
 - c. Ownership Verification Form
 - d. School District Response Form (*for requests that include residential development*)
 - e. Notice of Airport Vicinity Form

PLANNED UNIT DEVELOPMENT (PUD) DESIGN EXPECTATIONS

The intent of the PUD is to encourage comprehensively planned developments that are superior to that accomplished through conventional zoning districts. A PUD is expected to provide innovative, compatible, and sustainable developments that create a sense of place. PUD requests create this environment through modification of the provisions set forth in the Guidelines for Design Review (Section 507 Tab a, Phoenix Zoning Ordinance), and satisfying the below objectives. Proposed design guidelines are to be reflected in the Development Narrative.

Guidelines for Design Review (Section 507 Tab A, Phoenix Zoning Ordinance)

A PUD may modify the requirements set forth in Section 507 Tab A, Guidelines for Design Review, of the Phoenix Zoning Ordinance, if the applicant can demonstrate how a given design guideline is inappropriate to achieve the project's vision, and an alternate provision is more suitable. Deviations of design guidelines and a rationale must be provided in the Development Narrative.

Objectives

A PUD should reflect our region's unique environmental challenges by implementing practices that respond to the area by including elements such as innovative architectural design, energy efficient buildings, and pedestrian-friendly neighborhood developments. The applicant should propose design guidelines that are consistent with the below objectives or demonstrate how other sustainable practices are suitable. **The objectives listed below are intended to guide the applicant on appropriate design elements to be incorporated into the PUD, and are not a checklist of items to be included in each application.**

Note: Flexibility of development standards will be based on the project's inclusion of the below objectives. The scale of the project will help determine the appropriateness of some objectives.

S U S T A I N A B I L I T Y

Objective – Provide Thermal Comfort for all Users

- Minimum 75% shade of all public sidewalks and private walkways by means of vegetation or shade structures.
- Shade open space areas & public spaces
- Shade parking lots
- Shade building entrances
- Green rooftops or green sky roofs
- Building form articulations that stimulate the flow of air around pedestrian areas.

Objective – Energy Efficiency in Design and Long Term Operation

- Green building systems that would satisfy requirements set forth by organizations recognized for measuring and certifying the sustainable performance of buildings, such as LEED (Leader in Energy and Environmental Design). The building does not necessarily have to be certified through this agency, however, the applicant must document through the Development Narrative how a green practice is credit earning.
- Photovoltaic panels
- Building orientation that responds to climate and enables passive/active solar strategies and energy efficiency techniques.
- Passive and active solar building design
- Pervious paving materials to reduce storm water runoff.
- Xeriscaping – Drought tolerant plants.

Objective – Sustainable Neighborhoods that provide a variety of housing opportunities within the same community

- Housing developments of varied and attainable income levels. An Attainable Housing Plan will only be considered if it demonstrates long-term action steps to implement and maintain the housing plan.
- Housing developments of varied mixed residential uses such as apartments, townhomes, detached and attached single family residential, auto courts, green courts, and other residential types.
- A Small Business Plan will be considered if it secures small/local business development by providing incubator space, ample opportunities, and an array of resources or service programs.

A R C H I T E C T U R A L D E S I G N

Objective- Visual interest with unified elements to establish sense of place.

- Manipulation of massing
- Building articulation
- Incorporating innovative textures, materials, colors
- Building offsets, reveals, recesses, building projections, columns, masonry piers, or other architectural treatment
- Varied heights
- Distinct entry features
- Wall enhancements
- Decorative signage
- Decorative site lighting
- Four-sided architecture

S I T E D E S I G N / D E V E L O P M E N T

Objective- Innovative design of access, circulation, privacy, security, shelter, and other factors to create a unique location that complements the surrounding context.

- Variation in building siting and orientation
- Varied setbacks
- Minimize visual impact of parking with landscaped medians, islands
- Grouping of structures in large projects
- Mitigation of adverse effects (screening, landscape buffers, wall heights, etc.)
- Identifiable building streetscape

S U B D I V I S I O N D E S I G N / D E V E L O P M E N T

Objective- Encourage a variety of product types while enhancing the community character through thoughtful design techniques.

- Variation in building siting and orientation
- Curvilinear streets to reduce linear character
- Mix of product types and/or elevations
- Varied lot widths and setbacks
- Varied garage placement and orientation

- Meandering sidewalks and/or trails
- Mitigation of adverse effects (screening, landscape buffers, wall heights, etc.)
- Identifiable building streetscape
- Establish commercial village in neighborhoods

O P E N S P A C E D E S I G N

Objective- Provide diversified amenities for optimum recreational use and gathering places for community interaction.

- Improved plazas, courtyards, break areas
- Dispersion of space for public use
- Shading through structures such as ramadas, canopies, covered rest areas, and functional landscaping
- Active and passive recreation such as tot lots, ramadas, splash pads, benches, barbeques, and other appropriate amenities
- Trail connections
- Designating natural, open space easements
- Protecting natural resources
- Water features to be included in open spaces greater than 5,000 sq. ft. Water features should be incorporated into locations of pedestrian activity for the purposes of thermal comfort.

L A N D S C A P I N G E N H A N C E M E N T S

Objective- Provide shade and soften the look of the development to create a more natural environment.

- Themed landscape palette
- Maturity of trees
- Low water use plants
- Preservation and/or salvage plan
- Identifiable landscaped streetscape
- Clustering of trees at appropriate locations

D E F I N I T I O N S *

Context

The subject property and all adjacent parcels, as well as those parcels or portions of parcels within 600 feet of the subject property. (Sedona, Az.)

Compatibility

Design which utilizes accepted site planning (e.g. building placement, orientation, and siting) and the elements of architectural composition within the context of the surrounding area. (Palm Beach, Fla.)

The characteristics of different uses or activities or design which allow them to be located near or adjacent to each other in harmony. Some elements affecting compatibility include the following: height, scale, mass, and bulk of structures, pedestrian or vehicular traffic, circulation, access and parking impacts, landscaping, lighting, noise, odor and architecture. Compatibility does not mean "the same as." Rather compatibility refers to the sensitivity of development proposals in maintaining the character of existing development. (Hudson, Ohio)

Land Use Compatibility

The characteristics of different uses or activities that permit them to be located near each other in harmony and without conflict. Some elements affecting compatibility include: intensity of occupancy as measured by dwelling units per acre; floor area ratio; pedestrian and vehicular traffic generated; volume of goods handled; and such environmental effects as noise, vibration, glare, air pollution, or radiation. (Rock Hall, Md.)

The design, arrangement, and location of buildings and structures or other created or natural elements of the urban environment which are sufficiently consistent in scale, character, siting, coloring, or materials with other buildings or elements in the area so as to avoid abrupt or severe differences.

Sustainable/Sustainable Development

Community use of natural resources in a way that does not jeopardize the ability of future generations to live and prosper. (California Planning Roundtable)

Development that maintains or enhances economic opportunity and community well being while protecting and restoring the natural environment upon which people and economies depend. Sustainable development meets the needs of the present without compromising the ability of future generations to meet their own needs. (State of Minnesota)

Sense of Place

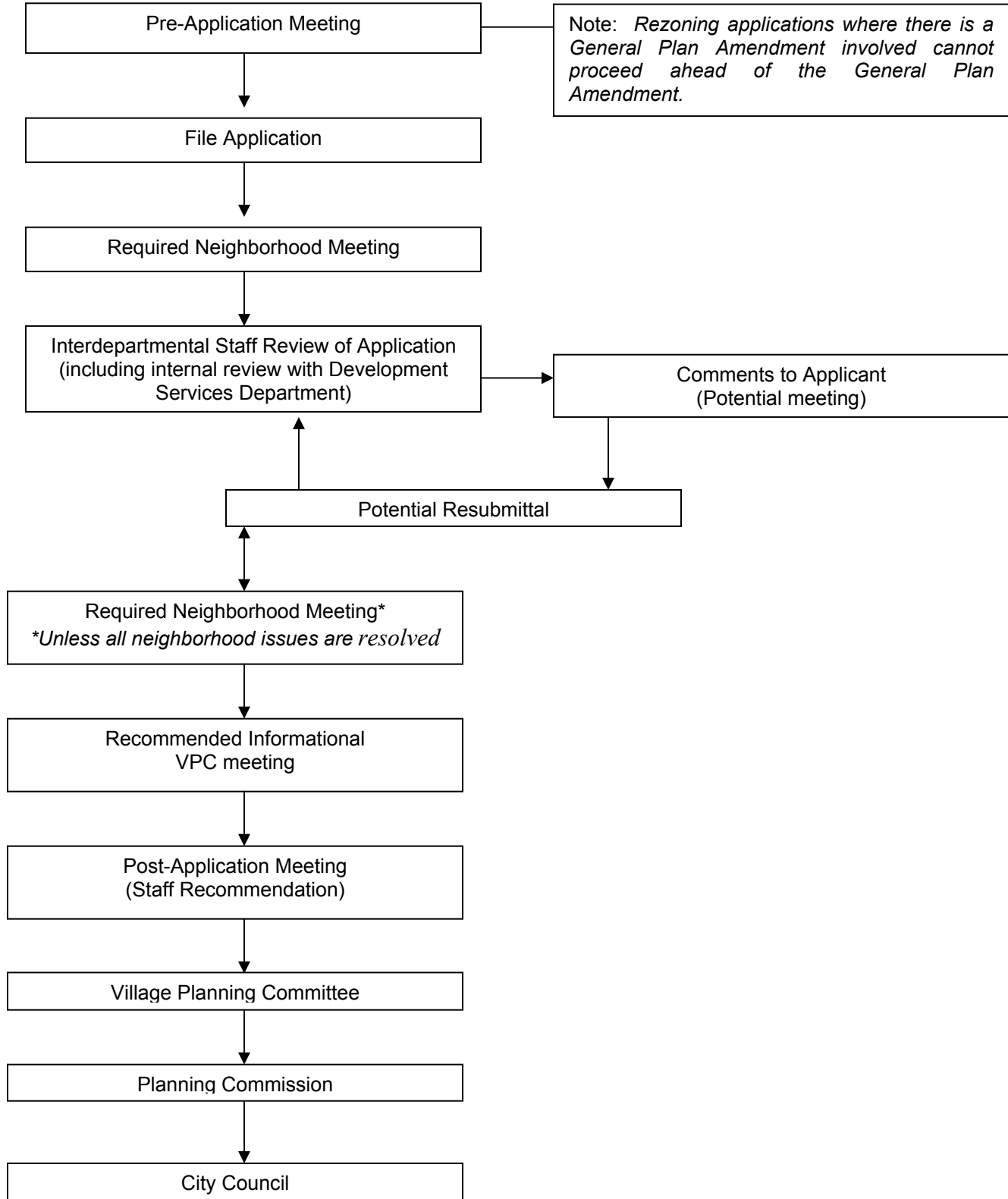
The constructed and natural landmarks and social and economic surroundings that cause someone to identify with a particular place or community. (Wisconsin Department of Natural Resources)

That characteristics of a location that make it readily recognizable as being unique and different from its surroundings and that provides a feeling of belonging to or being identified that particular place. (Scottsdale, Az.)

***Note: Definitions cited from A Planners Dictionary, Michael Davidson and Fay Dolnick (APA Planning Advisory Service), April 2004.**

**Planning Department Process:
Planned Unit Development (PUD)**

For additional information, please call the Planning Department at 602-262-7131, option #6.



This form is used to request a PUD Rezoning Pre-Application meeting and provide required information to set up a meeting date/time. This is the first step in the PUD process. This form needs to be submitted, in person, to the Planning Department, 6th Floor. For additional information, please call the Planning Department at 602-262-7131, option #6.

Planned Unit Development (PUD) Pre-Application Meeting Form (1 of 2)

All PUD rezoning applications must have a pre-application meeting. The purpose of this meeting is to provide the applicant with guidance and information regarding the PUD rezoning process. This meeting includes discussion of all relevant fees, development standards and uses, and information on special planning areas, specific plans, and overlay districts, if applicable.

Prior to the pre-application meeting, please contact the Streets Transportation Department at 602.262.6284 and Water Services Department at 602.262.6551 to obtain preliminary feedback regarding infrastructure for the subject site.

Two (2) copies of the following information must be included with the PUD pre-application meeting request. If any of this information is not included, a pre-application meeting cannot be scheduled.

- 1. A site plan or conceptual land use plan (*Site plans are required for PUD projects of 20 acres or less*)
- 2. A current aerial photograph with the subject property highlighted.
- 3. A parcel map with the subject property highlighted.
- 4. Photographs of the site and adjacent/surrounding properties.
- 5. Conceptual elevations or renderings (not required, but highly recommended).
- 6. Preliminary list of uses.
- 7. A development standards table to include at a minimum:
 - f. Density and number of dwelling units (for residential requests)
 - g. Minimum lot width/depth (for residential requests)
 - h. Building setbacks/build to lines
 - i. Landscape setbacks (for street, perimeter and/or interior)
 - j. Height (in feet and stories)
 - k. Lot coverage
 - l. Division of uses (for mixed use developments)
 - (1) Area and floors devoted to commercial uses
 - (2) Area and floors devoted to residential uses
- 8. Description of project intent (project overview and goals), overall design concept (discussion on uses, design elements and themes, or other significant features), and proposed amenities.
- 9. Other additional information that staff should consider while evaluating this request.

Planned Unit Development (PUD) Pre-Application Meeting Form (2 of 2)

Please submit this form to the Planning Receptionist located on the 6th Floor and you will be assigned a Rezoning Pre-Application meeting date, time and number (see bottom of form). A Planning Representative at the Zoning Counter can assist you with property information.

APPLICANT'S INFORMATION	
Name (Individual and Company):	
Mailing Address:	
Phone Number:	
Email:	

PROPERTY INFORMATION		
Location of the site (e.g. SWC of Central & Camelback):		
Proposed Use (e.g. Medical Office, Single-Family Residential, Day Care Facility, etc.):		
Current Zoning:	General Plan Designation:	Acreage:
Quarter Section Number:	Zoning Map:	
Council District Number:	Village Planning District:	Zoning History:
Adjacent Zoning:		
Additional Information to include Special Planning Districts, Specific Plans, or Overlay Districts:		

***** STAFF USE ONLY *****		
Pre-Application # :	Meeting Date:	Meeting Time:



Fact – Finding Request Checklist

A Fact-Finding Request is a process used to assist customers in obtaining basic development information. Such requests may include specific questions about the development requirements for a specific parcel of land. However, a pre-application meeting (with a separate submittal) is still a prerequisite for Preliminary Site Plan and Preliminary Subdivision reviews.

An initial fee of one hour consultation fee will be charged to submit a Fact-Finding request, and the total fees will be calculated by the number of staff hours spent researching the request, with a maximum charge of \$600.00. Additional fees will be billed directly to you or due at the end of the meeting, if applicable. DSD Development Center staff can advise on other free services which may be available. For additional information, call Development Services at (602) 534-5932.

Please provide the following information and submit this form (with all required information) to Central Log-In (Counter 9), Development Services Department, 2nd Floor, 200 West Washington Street, Phoenix, AZ 85003.

I. Choose the type of Fact-Finding Request you would like:

- A. Written Response (response provided approximately two weeks from date of submittal; \$150 total fee)
- B. Meeting with DSD staff (scheduled within approximately three weeks from date of submittal; \$150 initial fee plus \$150 per staff hour; maximum \$600 total)

II. Submittal Requirements

A. Property address/location (provide APN if known, and attach exhibit if possible):

B. Purpose of this Fact-Finding Request (please attach additional sheet if necessary; or write questions below):

III. Applicant's Information (PLEASE PRINT):

Name/Title: _____ Phone/Fax: _____

Address/State/Zip: _____ Email _____

Address: _____

STAFF USE ONLY Date of Submittal: _____ Fee: _____	
FACT # _____	Staff: _____
Kiva # _____	Team: _____
Sewer/Water Drainage Paving Site Planning/Zoning Fire Prevention Other	Other
ROW/Easements Building Safety	_____

FREQUENTLY ANSWERED QUESTIONS ABOUT FACT-FINDING REQUESTS

• What is a Fact-Finding Request?

A Fact-Finding request is a public request for information regarding the development standards for a particular piece of property.

• What type of information can be requested via a Fact-Finding Request?

Basic information which, though not difficult for staff to research, is not readily available through self-help outlets such as the Internet.

Examples: How much ROW will I have to dedicate if I choose to develop my property? Are there any other easement dedications required if I develop my property? Are sewer and water services available to serve my property, and if so, is capacity available for my proposed development? If I want to change the use on my property, what City processes/permits are required to make this change? Is the existing parking provided in a shopping center sufficient, or will I need to provide additional parking when I locate my new business there?

• How is this request different from a DSD pre-application meeting request?

A Fact-Finding request is different from a pre-application meeting in that staff do not conduct a complete review of a proposed site plan as part of a Fact-Finding request—only the questions submitted can be answered. A pre-application meeting is required to obtain a complete review of a detailed site plan proposal—and if your Fact-Finding request is detailed enough to instead submit for a pre-application meeting, you will be encouraged to do so. Also, requests for approval of non-standard details (such as driveway, gated-entry designs, or street width dimensions which are not consistent with published City standards) cannot be reviewed or approved as part of a Fact-Finding request.

• Will I get to meet with staff to discuss my Fact-Finding request?

Yes, if you choose that option when you make your request and pay the additional fee (if applicable). There are two types of Fact-Finding requests: A) written responses to specific questions; and B) written responses plus a face-to-face discussion with staff.

• Do I need to file for a DSD pre-application meeting if I've submitted a Fact-Finding request?

Yes, a fact-finding request does not replace the required pre-application meeting with DSD. However, it may be possible to request a Combined pre-application/Preliminary Review, which is further explained in a separate document. Please note that small commercial or industrial projects may not require a pre-application submittal—contact Minor Commercial Review staff at Counter 6, 2nd Floor, Development Services, 200 West Washington Street, for further information.

• Are there free services available?

Yes, the 2nd Floor Development Center has staff available to answer many types of development-related questions without fee. A one-hour meeting with a Team Leader may be arranged to discuss process and scope for a proposed development without fee. Also, the Office of Customer Advocacy on the 1st Floor provides consultation services related to adaptive reuse of existing buildings without fee.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY).

PUD Application Information Form

DSD FACT FINDING #: _____ DATE REQUESTED: _____

Please have the following information filled out before filing your application. This will assist staff when entering data on our computer system.

Property Location:					
To Be Changed From:		To:	PUD		
Proposed Use:	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>	<input type="checkbox"/> <u>Other</u>	
	<input type="checkbox"/> Single-Family	<input type="checkbox"/> Retail	<input type="checkbox"/> Commerce Park	_____	
	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Office	<input type="checkbox"/> Light Industrial	_____	
			<input type="checkbox"/> Heavy Industrial	_____	
Council District:		Village:			
Legal Description:					
Tax Parcel Number(s):		Gross Acreage:			
Zoning Map:		TAZ (Traffic Area Zone):			
Quarter Section:		Census Tract:			
Property Owner:					
Mailing Address:					
City:		State:		Zip:	
Phone:		Fax:		Email:	
Applicant:					
Mailing Address:					
City:		State:		Zip:	
Phone:		Fax:		Email:	
Representative:					
Mailing Address:					
City:		State:		Zip:	
Phone:		Fax:		Email:	
Adjacent Jurisdiction to be Notified:					

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Standard First Neighborhood Meeting Letter

For additional information, please call the Planning Department at 602-262-7131, option #6.

Note: Letter must be mailed in time to provide a minimum of 10 working days notice of the meeting. The meeting shall be held within one (1) month from the filing of the application.

Dear **Property Owner or Neighborhood Association President**:

The purpose of this letter is to inform you that _____ has recently filed a rezoning request for a **XX** acre site located _____, rezoning case number Z-__-__-__, to change the zoning from **XXX** to Planned Unit Development (PUD). I/We would like to invite you to a neighborhood meeting to discuss this rezoning request and proposed development. The meeting will be held on **DAY, DATE, at TIME at LOCATION**.

Attached is a copy of the cover page of our application, the site plan and elevations (site plan and elevations required for requests of 20 acres or less). A copy of the entire PUD Development Narrative containing the complete details of this request is on file with the City of Phoenix Planning Department and available on-line at <http://phoenix.gov/PLANNING/pudindex.html>. The following describes our request:

Proposed change: Brief description of development, including, at a minimum, proposed uses, height, density/intensity, lot coverage, and setbacks.

Existing use: Describe what is on the site today, how it is designated on the General Plan, and how it is zoned.

Please be advised that meetings and hearings before the _____ Village Planning Committee and the Planning Commission are planned to review this case. Specific meeting and hearing dates have not yet been set. You should receive a subsequent mailing identifying the date and location of the meeting/hearings when they have been scheduled.

Please contact me or one of my staff at **applicant's phone number** to learn more about the case and express your concerns. The City of Phoenix Village Planner assigned to this case is **name** and can be reached at **phone number**. This planner can answer your questions regarding the City review and hearing processes as well as the staff position once their report is complete. You may contact **name** at **phone number** or **e-mail address**. You may also make your feelings known on this case by writing to the City of Phoenix Planning Department, 200 West Washington Street, Phoenix, Arizona 85003 and referencing the case number. Your letter will be made part of the case file.

Again, I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at **phone number** and **fax number**.

Sincerely,

Developer or representative's name

Attachment

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**Affidavit of Notification
First Neighborhood Meeting Letter**

For additional information, please call the Planning Department at 602-262-7131, option #6.

Rezoning Application No.: _____

Applicant Name: _____

Location: _____

I confirm that notice as required for the case noted above has been completed in accordance with Section 506.B.7 of the Zoning Ordinance.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by
_____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My commission expires _____

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Standard Second Neighborhood Meeting Letter

For additional information, please call the Planning Department at 602-262-7131, option #6.

Note: Letter must be mailed in time to provide a minimum of 10 working days notice of the meeting. The meeting shall be held prior to the Post Application meeting.

Dear **Property Owner** or **Neighborhood Association President**:

The purpose of this follow-up letter is to inform you that _____ has recently filed a rezoning request for a **XX** acre site located _____, rezoning case number Z-__-__-__, to change the zoning from **XXX** to Planned Unit Development (PUD). I/We would like to invite you to a second neighborhood meeting to discuss this rezoning request and proposed development. The meeting will be held on **DAY, DATE, at TIME at LOCATION**.

Attached is a copy of the cover page of our application, the site plan and elevations (site plan and elevations required for requests of 20 acres or less). A copy of the entire PUD Development Narrative containing the complete details of this request is on file with the City of Phoenix Planning Department and available on-line at <http://phoenix.gov/PLANNING/pudindex.html>. The following describes our request (including a description of what has changed as a result of the first neighborhood meeting and staff review):

Proposed change: Brief description of development, including, at a minimum, proposed uses, height, density/intensity, lot coverage, and setbacks.

Existing use: Describe what is on the site today, how it is designated on the General Plan, and how it is zoned.

Please be advised that meetings and hearings before the _____ Village Planning Committee and the Planning Commission are planned to review this case. Specific meeting and hearing dates have not yet been set. You should receive a subsequent mailing identifying the date and location of the meeting/hearings when they have been scheduled.

Please contact me or one of my staff at **applicant's phone number** to learn more about the case and express your concerns. The City of Phoenix Village Planner assigned to this case is **name** and can be reached at **phone number**. This planner can answer your questions regarding the City review and hearing processes as well as the staff position once their report is complete. You may contact **name** at **phone number** or **e-mail address**. You may also make your feelings known on this case by writing to the City of Phoenix Planning Department, 200 West Washington Street, Phoenix, Arizona 85003 and referencing the case number. Your letter will be made part of the case file.

Again, I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at **phone number** and **fax number**.

Sincerely,

Developer or representative's name

Attachment

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**Affidavit of Notification
Second Neighborhood Meeting Letter**

For additional information, please call the Planning Department at 602-262-7131, option #6.

Rezoning Application No.: _____

Applicant Name: _____

Location: _____

I confirm that notice as required for the case noted above has been completed in accordance with Section 506.B.7 of the Zoning Ordinance.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by
_____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My commission expires _____

Page left blank intentionally

Standard Public Hearing Notification Letter

For additional information, please call the Planning Department at 602-262-7131, option #6.

MAILING: WITHIN 10 WORKING DAYS OF THE POST APPLICATION MEETING

Dear **Property Owner** or **Neighborhood Association President**:

The purpose of this follow-up letter is to inform you that our company has recently filed (**insert rezoning application number**) for a **xx** acre site located _____ and that meetings/hearings have now been set to review our case.

Our request for Planned Unit Development (PUD) Zoning (General Plan Land Use Designation of _____) would permit (describe request) _____. A copy of the entire PUD Development Narrative containing the complete details of this request is on file with the City of Phoenix Planning Department and available on-line at <http://phoenix.gov/PLANNING/pudindex.html>.

The meetings/hearings are as follow:

Village Planning Committee Meeting:	Name of Committee	_____
	Location	_____
	Date and Time	_____
Planning Commission Hearing:	Location	_____
	Date and Time	_____
City Council Hearing/Ordinance Adoption:	Location	_____
	Date and Time	_____

You are welcome to attend any or all of these meetings/hearings to learn about the case and make your opinions known. Please confirm the meeting details with the City of Phoenix Planning Department before attending as they are subject to change. Hearing information may also be found on signs posted on the site and on City Page in the Arizona Republic. You may also make your feelings known on this case by writing to the City of Phoenix Planning Department, 200 West Washington Street, Phoenix, Arizona 85003 and referencing the case number. Your letter will be made part of the case file.

The **insert name** Village Planning Committee will forward a recommendation to the Planning Commission after considering testimony from affected parties and reviewing the staff report prepared by the Planning Department. The village planner who will staff this meeting is **name** and can be reached at **phone number**. This planner can answer your questions regarding the village review and city hearing processes as well as the staff position once their report is complete. You are also urged to contact me or one of my staff at **applicant's phone number** to learn more about the case and express your concerns.

If a case is not appealed within 7 calendar days after the Planning Commission decision, it is ratified by the City Council without further discussion.

Again, I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at **phone number** and **fax number**.

Sincerely,

Developer or representative's name

Attachments

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**Affidavit of Notification
Public Hearing Notification Letter**

For additional information, please call the Planning Department at 602-262-7131, option #6.

Rezoning Application No.: _____

Applicant Name: _____

Location: _____

I confirm that notice as required for the case noted above has been completed in accordance with Section 506.B.7 of the Zoning Ordinance.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by
_____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My commission expires _____