



PLANNED UNIT DEVELOPMENT APPLICATION

CHESAPEAKE PLANNING DEPARTMENT

PUD Creation

PUD Modification

APPLICATION NUMBER: _____
(Assigned by Chesapeake Planning Department)

GENERAL INFORMATION

Project Name: _____

1. Applicant(s): _____
Address: _____
City: _____ State: ____ Zip: _____
Daytime Phone: _____ FAX Number: _____
E-mail address: _____
Interest in subject property: _____

2. Agent(s): _____
Agency: _____
Address: _____
City: _____ State: ____ Zip: _____
Daytime Phone: _____ FAX Number: _____
E-mail address: _____

3. Owner(s) of property: (If different from applicant)
Name: _____
Address: _____
City: _____ State: ____ Zip: _____
Daytime Phone: _____ FAX Number: _____
E-mail address: _____

DECLARATION

APPLICATION NUMBER: _____

PRIMARY TAX MAP NUMBER: _____

DECLARATION OF PLANNING COMMISSION / CITY COUNCIL INTEREST:

Does any member of the Planning Commission or City Council own or have any personal or financial interest in the land which is subject to this application, or has any personal or financial interest in the outcome of the decisions, as defined by the Virginia Conflict of Interest Act? No Yes If yes, please explain:

DECLARATION OF ACCURACY:

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that wrongful certification or failure to provide required or requested documents that become available after the initial submittal of this application may result in a delay in, or invalidation of, any official governmental action taken. Fraudulent representations may lead to additional penalties under law.

I, the undersigned, also certify that the list of adjacent property owners is complete and correct as of the date of this application submittal. I will update any changes in ownership of the property that is the subject of this application and adjacent property owners upon learning that any such property has been conveyed prior to final action on this application. I understand that if the list of adjacent property owners is determined to be inaccurate, out-of-date or incomplete at a later date, any action taken on this application may be deemed null and void.

DECLARATION OF FINANCIAL RESPONSIBILITY FOR ADVERTISING COSTS:

I, the undersigned, understand that the cost of newspaper advertising for public hearing notification purposes is my responsibility and agree to pay all notices of payment due and bills associated with advertising costs for this application, including all readvertisements for continuances and appeals. *Party responsible for advertising:* Applicant Agent

DECLARATION OF CONSENT:

I, the undersigned, consent to entry upon the subject property by public officers, employees, and agents of the City of Chesapeake wishing to view the site for purposes of processing, evaluating or deciding this application.

Applicant/Owner: _____

Applicant/Owner: _____

Applicant/Owner: _____

Applicant/Owner: _____

Agent: _____

DESCRIPTION OF PROPERTY

1. List all 13-digit Tax Map Number(s): _____,
_____, _____,
_____, _____.

2. Street Address (or common description if address is not available):

3. Borough: _____

4. Legal Description of the Property: _____

5. Physical location of the property including boundaries to the north, south, east, and west. State the street frontage, depth, and overall size in square feet/acreage:

DESCRIPTION OF PROPERTY (continued)

6. Zoning Information:

a. Zoning Sheet(s): _____

b. Current Zoning Classification(s), acreage of each zoning classification, and present use of the property: _____

c. Proposed Zoning reclassification(s) and acreage of each proposed zoning reclassification(s): _____

d. Zoning Overlay District Classification(s), or any special district established in the City Code, where applicable:

e. Adjacent property zoning and uses:

DIRECTION	ADJACENT ZONING DESIGNATIONS/USES
North	
South	
East	
West	

7. Check the Land Use Plan Overlay District in which the property is located:

Urban Suburban Rural

8. Land use designation of the property as contained in the City's Comprehensive Plan:

9. Planning Area: _____

DEVELOPMENT INFORMATION

RESIDENTIAL DEVELOPMENT PROFILE

	Enter Year Construction Begins	If Proffered, DUs per Gross Acre	Avg. Market Value Per Unit in Today's Dollars	Avg. Market Value of Comparable Unit in Vicinity	Cumulative Total Units
Townhouse					
Single Family Detached					
Single Family Attached					
Condominium					
Apartment					
Other (Pls. Describe):					

OTHER: _____

Average Units Built per Year for 5 Year Intervals

Years:	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40
Townhouse								
Single Family Detached								
Single Family Attached								
Condominium								
Apartment								
Other (Pls. Describe):								

OTHER: _____

DEVELOPMENT INFORMATION (continued)

NONRESIDENTIAL DEVELOPMENT PROFILE

	Enter Year Construction Begins	If Proffered, % of Lot Coverage	Avg. Market Value/Sales Price per Sq. Ft.*	Avg. Market Value/Sales Price of Comparable Sq. Ft. in Vicinity	Cumulative Total Sq. Ft.
Office/ Institutional					
Retail					
Industrial					
Lodging					
Other (Pls. Describe):					

*Based on construction costs, soft costs, profit & overhead.

OTHER: _____

Average Floor Area (000's Sq. Ft.) Built per Year for 5 Year Intervals

Years:	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40
Office/ Institutional								
Retail								
Industrial								
Lodging								
Other (Pls. Describe):								

OTHER: _____

DEVELOPMENT INFORMATION (continued)

Applicants must provide the following information on 8½ " x 11" size paper, numbered according to the questions in this section. Please restate the questions with your answers. All parts of the development information must be completed for all PUD Creation/Modifications unless otherwise noted.

NATURE OF PROPOSED DEVELOPMENT

1. a. Describe the nature of the use or uses proposed for the subject property under the proposed PUD Creation/Modification.
- b. Describe the planned development, including the total number of residential units, total square feet of office, commercial, and industrial uses. Provide a residential population projection and/or increased number of workers.
- c. Compare the used permitted under the existing zoning classification with the uses permitted under the proposed PUD Creation/Modification.
- d. Complete the Residential or Nonresidential Development Profile tables.

TRAFFIC IMPACT (To be Completed by Agent or Consultant)

2. a. Identify the roads or streets abutting the subject property.
- b. Indicate if the proposed PUD Creation/Modification is **exempt** from the Level of Service (LOS) test for Adequate Road Facilities based on the following criteria:
 - The proposed PUD Creation/Modification will not allow for the creation of more than five (5) lots for single-family dwellings.
 - The proposed PUD Creation/Modification will not generate more traffic than would be generated by potential future development under the existing zoning.
 - The proposed PUD Creation/Modification will not increase the traffic by more than fifty (50) total vehicle trips per day, as determined by the Director of Development and Permits or designee, than could be generated under the existing zoning.
 - Is the proposed PUD Creation/Modification exempt from the LOS test for Adequate Road Facilities? Include all supporting information.
 - Yes No If no, additional traffic information may be required. Contact Traffic Engineering **prior to** any traffic data collection or analysis, to determine the extent of information needed for the LOS test for Adequate Road Facilities and to determine whether a Traffic Impact Analysis (TIA) is required.

DEVELOPMENT INFORMATION (continued)

DRAINAGE IMPACT ANALYSIS (DIA)

3. The applicant shall address potential drainage impact issues, including how the proposed development will accommodate drainage impacts on the proposed site and surrounding upstream and downstream properties.
 - a. How will this project address increase in stormwater runoff as a result of development? Please note although the post-development peak flow is less than pre-developed, the increase of volume must be addressed in areas with existing deficiencies.
 - b. What steps will be taken to ensure adequacy of the receiving facility (off-site dynamic drainage analysis of watershed, improvements, etc.)?
 - c. Address whether the project will be required to provide for water quantity and/or water quality of stormwater runoff.
 - d. What off-site easements and/or improvements are required? What steps have been taken to ensure that these easements can be obtained and that improvements can be constructed?
 - e. Address the current adequacy of the existing drainage receiving facility.
 - f. Is this development subject to tidal impacts? How will the tides associated with a hurricane or northeaster affect the drainage system?
 - g. What steps have been taken to ensure no property damage will result from a 100-year tidal or rainfall event?

WATER AND SEWER IMPACT

4.
 - a. State whether, and in what respect, adequate water and sewer services exist or can be provided to serve the uses that would be permitted if the property were rezoned.
 - b. If septic tanks and private wells are proposed, provide a soil analysis for the subject property and documentation from the Chesapeake Health Department approving the site for septic tank use.

FIRE PROTECTION

5. State whether and explain in what respect adequate fire protection services exist or can be provided to serve the uses that would be permitted if the property were rezoned.

DEVELOPMENT INFORMATION (continued)

CONSISTENCY WITH THE COMPREHENSIVE PLAN

6. In what respect is the proposed PUD Creation/Modification consistent with the Chesapeake Comprehensive Plan?

CHANGED CONDITIONS AND ERRORS

7. In what respect are there any changed or changing conditions in the area that make the proposed PUD Creation/Modification necessary?
8. In what respect will the proposed PUD Creation/Modification correct an error in the application of the Chesapeake Zoning Ordinance as applied to the subject property?

COMPATIBILITY OF USES WITH EXISTING USES

9. In what respect is the range of uses in the proposed PUD Creation/Modification compatible with the uses permitted on other property in the immediate vicinity?

EXISTENCE OF A VIABLE ECONOMIC USE

10. State and explain whether a reasonably viable economic use of the subject property exists under the current zoning classification.

CHESAPEAKE BAY PRESERVATION AREA

11. Is the property is located within the Chesapeake Bay Preservation Area?
- No Yes If yes, provide a map of the property showing topographic information that includes elevations and contours in accordance with Section 16-102.B.12.b of the Zoning Ordinance.

ENVIRONMENTAL SITE ASSESSMENT

12. Will the application involve land disturbance for residential, assembly, day care, group home, recreation, school, library, or similar land use?
- No Yes If yes, submit an Environment Site Assessment meeting the requirements of the Chesapeake Public Facilities Manual.

Additional information may be required by the reviewing departments, Planning Commission, or by City Council in order for the application to be fully and appropriately reviewed.

Notwithstanding such criteria, the Planning Director, the Planning Commission, or the City Council may at any time during the review process find that essential information is lacking and may deem the application incomplete and defer further review or action until such time that such information is provided.

PUD CREATION – ADDITIONAL REQUIREMENTS

The following additional information shall be submitted for a PUD Creation application:

1. A written statement generally describing the proposed PUD, the market which it is intended to serve, and its relationship to the Chesapeake Comprehensive Plan.
2. Community Impact Statement which describes the probable effect of the proposed development upon the community. At a minimum, it shall address the following:
 - a. Adequacy of existing public facilities and services to serve the development. Analysis shall be made of sewer, water, schools, fire stations and other major locally financed facilities.
 - b. Additional on-site and off-site public facilities or services which would be required as a result of the development.
 - c. A traffic and transit impact analysis indicating the relationship of the proposed development to traffic, road, and transit use and plans in the immediately surrounding area.
 - d. A drainage impact assessment, listing potential drainage impact issues arising from the development. Submit a conceptual drainage assessment, for Development and Permits review, to address how you will ensure that this development will not create detrimental drainage impacts on the proposed site, surrounding upstream and downstream properties.
 - e. Fiscal Impact Analysis of the proposed development, such as estimated tax revenues to be generated versus the cost of public improvements to be financed by the City or the State.
 - f. Impact of construction and permanent changes in land use upon surrounding property, such as aesthetics, vegetation, storm water management, noise, air, and water pollution.
 - g. Employment opportunities to be generated by the development.
3. Evidence that the applicant has sufficient control over the subject property to effectuate the proposed PUD, including a statement of legal, beneficial, tenancy and contractual interests held in or affecting the subject property and including a current certificate of abstract title or commitment of title insurance.

MASTER DEVELOPMENT PLAN REQUIRED SUBMITTALS

The Master Development Plan shall consist of a drawing and development criteria in narrative format. The proposed Master Development Plan shall include the following:

Drawing:

1. A general land use plan prepared by a licensed surveyor, engineer, architect, landscape architect, or planner utilizing a scale so that the entire parcel can be shown on one piece of paper no larger than 30 inches by 40 inches; however, in no case shall the scale be less than one inch equals 800 feet. The general land use plan shall include, but not be limited to, a description of the type, location and nature of land use within each area of the development, including intensity of use;
2. A proposed traffic circulation concept which illustrates both arterial and internal collector streets related to the development, including proposed right-of-way;
3. A generalized layout and description of water and sewer service, schools, fire protection, recreation, and similar essential services proposed for the planned unit development;
4. A delineation and description of the minimum open space areas, including any perimeter and buffer areas;
5. A tabulation of the following information:
 - a. The total number of dwelling units proposed by type of structure;
 - b. The total square feet of building floor area for nonresidential uses by general type;
 - c. The total land area, expressed in acres and a percent of the total development area, proposed to be devoted to residential and non-residential uses by type of use, and open space;

Development Criteria in Narrative Format:

1. Nature, type, and location of land use within each area of development, including intensity of use. Intensity of use may be regulated:
 - a. For nonresidential development the intensity of development may be regulated:
 - (1) by specifying the maximum square footage or gross leasable area,
 - (2) by specifying setbacks, height and bulk restrictions, or
 - (3) by a combination of such restrictions for the project. In addition, nonresidential PUD plans may specify performance standards to be imposed on the project and restrictions regarding location and nature of industrial, commercial, and other nonresidential activities.

MASTER DEVELOPMENT PLAN REQUIRED SUBMITTALS (continued)

- b. For residential development, the intensity of development may be regulated:
 - (1) By specifying the number of dwelling units per acre,
 - (2) by specifying setbacks, height and bulk restrictions, or
 - (3) by a combination of such restrictions for the project as a whole or for components of subareas within the project. In addition, residential PUD's plans may specify performance standards to be imposed on the project and restrictions regarding location and nature of residential activities.
2. A description of street and streetscape design;
3. A description of water and sewer service, schools, fire protection, recreation and similar essential services;
4. A description of minimum open space areas, including any perimeter and buffer areas and improvements;
5. A general statement describing the provision that is to be made for the dedication or care and maintenance of any public or private open space or service facilities;
6. The proposed schedule of parking and loading spaces for each proposed type of land use; and
7. Bulk, area and height restrictions for the project as a whole or for subareas and/or components.
8. If the PUD is proposed for construction in phases during a period extending beyond one year, a proposed schedule of development of such phases shall be submitted stating the following:
 - a. The infrastructure improvements that will be completed with each phase of construction;
 - (1) The proposed intensity of use for each type of land use to be provided or constructed during each phase;
 - (2) The total amount of public and private open space to be provided or constructed during each phase;
 - (3) The overall chronology of development to be followed from phase to phase.
9. Architectural specifications, guidelines, review procedures, statement of architectural variety, and enforcement mechanisms for architectural review of all buildings and structures.
10. Specifications relating to landscaping and buffering requirements.

PUD MAJOR MODIFICATION - REQUIRED SUBMITTALS

The following shall be submitted for major modifications to an existing Planned Unit Development:

1. Three (3) copies of the Development Criteria clearly showing the proposed changes. Proposed deletions to the approved Development Criteria shall be shown as a strike out. Proposed additions to the approved Development Criteria shall be underlined.
2. Thirty (30) copies of the Master Development Plan drawing clearly showing the proposed change in land use designation(s). Proposed changes to the Master Development Plan shall be clearly shown on the approved Master Development Plan with the subject property highlighted and the current land use designation and proposed land use designation indicated on the approved Master Development Plan. **Also three (3) copies of the Master Development Plan reduced to 8½" x 11" paper.**

SPECIAL POWER OF ATTORNEY

Application No: _____

Tax Map Number(s): _____

Property Description (Street Address, if assigned, or Common Description, Borough): _____

Nature of **zoning reclassification** sought: _____

I/we _____, am/are

the applicant for the above referenced application; the owner of the property described above and I/we do hereby make, constitute, and appoint _____

_____, my true and lawful attorney-in-fact, and grant unto my attorney-in-fact full power and authority to make application for the rezoning application described above, and to perform all acts and make all representations as such person shall deem necessary or appropriate in regard to said application, without any limitation whatsoever, including but not limited to the following authority: to submit proffers that would constitute binding conditions on the rezoning of the property, including limitations on its use, and to modify or amend any documents in whole or in part relating to the application.

The rights, powers, and authority of said attorney-in-fact herein granted shall commence and be in full force and effect on the _____ day of _____, 20____, and shall remain in full force and effect thereafter until actual notice, by certified mail, return receipt requested is received by the Planning Department of the City of Chesapeake stating that the terms of this power have been revoked or modified.

Applicant/Owner:

Applicant/Owner:

sign _____

sign _____

Name, Title _____

Name, Title _____

Company _____

Company _____

Commonwealth/State of _____

City of _____

Subscribed and sworn to before me this _____ day of _____, 20____,

with the signatures of _____

NOTARY PUBLIC

Notary Registration No. _____

My commission expires: _____

* If the owner or applicant is a corporation, partnership, or similar entity, documentation must be attached which establishes that the person signing on behalf of the entity has the authority to act on behalf of and to bind that entity.

STATEMENT OF OWNERSHIP

Application No: _____

The owner(s) and applicant(s) listed on the attached PUD Creation/Modification Application, do hereby affirm that the listing attached to, and hereby made a part of this statement of ownership, identifies the names and last known addresses of all of the following persons and entities in regard to the property that is the subject of the Application:

1. All applicants, title owners, contract purchasers, and lessees of the property; and, if any of the foregoing is a trustee, each beneficiary having an interest in the property.
2. Where any of those listed in (1) above is a corporation, all shareholders owning ten per cent (10%) or more of any class of stock issued by said corporation and where any of those listed in (1) above is a corporation having ten (10) or fewer shareholders, all such shareholders. This requirement may be waived by the Planning Director where the owner or applicant, as applicable, is a publicly-held corporation.
3. Where any of those listed in (1) above is a partnership, or limited liability company, all such partners, both general and limited, in a partnership, and all members of a limited liability company.
4. Where any of those listed in (1) above is a church, provide a list of all such trustees or if no trustees, then identify the president or vice-president of the corporation or association of the church.

Attach the listing of names and addresses on business letterhead of either the applicant, owner or agent, as required above.

Applicant/Owner:

Applicant/Owner:

sign _____
 Name, Title _____
 Company _____

sign _____
 Name, Title _____
 Company _____

Commonwealth/State of _____

City of _____

Subscribed and sworn to before me this _____ day of _____ 20____,

with the signatures of _____

NOTARY PUBLIC

Notary Registration No. _____

My commission expires: _____

ADJACENT PROPERTY OWNERS LIST OF ADDRESSES

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

PUD CREATION APPLICATION CHECKLIST

The following items are required as part of the filing for a PUD Creation application:

- FILING FEE:** \$370 plus ____ acres @ \$20.00 per acre \$ _____
- The original and three (3) copies of the complete PUD Creation application**, with ORIGINAL SIGNATURES ON ONE COPY, including all required development information. All information must be typed or clearly printed on the application and 8½" x 11" paper as needed. *Please consolidate each of the following into an application:*
 - Community Impact Statement**
 - Special Power of Attorney**, if applicable.
 - Statement of Ownership.**
 - Title report**, not more than six (6) months old.
 - Zoning map** reduced to 8½" x 11" paper.
 - Survey of the property** reduced to 8½" x 11" paper.
 - Vicinity map** on 8½" x 11" paper. *This may be included on the survey of the property.*
 - Adjacent property owner's list of addresses** on the form provided with this application or Avery 5260 label format.
- Four (4) copies of the **Environmental Site Assessment, Phase I and \$1,600.00 supplement review fee, when applicable.**
- Three (3) copies of the **PUD Development Criteria** in narrative format
- Thirty (30) copies of the **PUD Development Plan** drawing.
- FILING FEE:** \$370 plus ____ acres @ \$20.00 per acre \$ _____
- Stamped #10 (4 1/8" x 9½") envelopes** with the name and mailing address of each adjacent property owner printed legibly. **(Please do not use pre-stamped, dated envelopes from a postage machine. Also, do not include your return address on the envelopes.)**
- SIGN FEE.** The applicant is responsible for proper posting of sign(s) on the property. The sign fee is \$25.00 for the first sign, \$20.00 for each additional sign, as required. You will be phoned and advised of when the sign(s) must be posted. Applicants are encouraged to take pictures of the signs after posting and provide them to the Planning Department as proof that the signs were properly posted.
- In addition to the filing fee, the applicant is responsible for all newspaper advertising costs for public hearing notifications. **The applicant will be billed separately for these costs.** The average advertising cost is \$200 for the Planning Commission Public Hearing and the average is between \$400 to \$1,000 for the City Council meeting. The project will require a minimum of four (4) advertisements. Any additional advertising costs incurred due to continuances will also be the responsibility of the applicant. Planning Commission advertisement fees will be billed by the City of Chesapeake. City Council advertisement fees will be billed by the Virginia Pilot.
- This completed PUD Creation Application Checklist.