



PLANNING, ZONING AND ADJUSTMENT BOARD  
PLANNED UNIT DEVELOPMENT APPLICATION

STAFF USE  
File: PUD2020 \_\_\_\_\_  
P&Z Invoice: \_\_\_\_\_

Owner or Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_ Zone: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Description of Proposal and Proposed Use of Project: \_\_\_\_\_

Estimated Construction Start Date: \_\_\_\_\_

Representative Attending P&Z Meeting: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

*Signature*

*Date*

**REMEMBER:** Submit a total of twelve (12) copies of the application, plans, and any other information noted.  
One (1) full size (24"x36") scalable set of plans for staff review and  
Eleven (11) reduced size (11"x17") to be distributed to the Planning and Zoning Board  
Submit a digital file containing PDFs of each document submitted.  
The deadline for submitting the application is by 4:00 PM.

Please see attached meeting, submittal date and fee schedule.

**A. The Conceptual Plan should include:**

A description of the proposed PUD must be submitted and shall contain:

- A written explanation of the objectives to be achieved by the PUD.
- A written statement of the scope of the proposed development to include:
  - Architectural theme.
  - Uses of single-family and multi-family dwellings, townhouses, condominiums, commercial structures, and other proposed uses.
  - Approximate size and number of lots.
  - Availability of adequate or provision of adequate utilities, including raw water.
  - Availability of adequate or provision of adequate new streets.
  - Statement of compatibility of proposed PUD with adjacent land uses.
  - A graphic Conceptual plan describing the land uses to be permitted with each area.
  - A common area landscaping concept graphically illustrating the location and character of common area, recreational amenities, pathways, and other proposed site improvements.
  - A proposed phasing plan.

**B. The Preliminary Plan should include: (Included with this phase is a Public Hearing)**

- A list of abutting landowners of record and their addresses from the county assessor's office
- A description of uses and activities proposed within each area, including the following:
  - The type, sizes, and mixture of dwelling units.
  - The acreage or square footage of each use, including parking, roadways, easements, rights-of-way, and recreational areas.
  - The number of off-street parking spaces.

- Any other applicable restrictions such as building setbacks, structural height limits, access, grades, or widths of roads.
- The overall density for the entire PUD, as well as the ratio of common area in areas to be developed, stated on a percentage basis, including the number of square feet.
- A written statement by a registered professional engineer, which shall describe the following:
  - The proposed method and arrangement for connection to the municipal water system, and the projected usage and needs.
  - The proposed method and arrangement for connecting to the municipal sewer system, and the projected usage and needs.
  - The soil, geological, and ground water conditions of the site and the manner in which storm drainage will be handled.
  - The manner in which raw water or irrigation water will be provided.
- If the PUD is to be developed in phases, a description of each phase and an estimated date of completion for each phase. Any substantial change or alteration in the design of the PUD or completion schedule will require the owner to submit an amended plan in compliance with the most current rules and regulations adopted by the City of Cody.
- The applicant shall provide an estimate of water consumption and amount of sanitary sewer discharge based on the proposed land use plan.
- Appendices:
  - Appendix 1 (Site Plans Check List) See Attached**
  - Appendix 2 (Traffic Impact Analysis Check List) See Attached**
  - Appendix 3 (Landscape and Common Area Plan Check List) See Attached**
  - Appendix 4 (Master Utility plan Check List) See Attached**
  - Appendix 5 (Drainage Study and Site Detention Plan Check List) See Attached**
  - Appendix 6 (Common Area Maintenance Plan Check List) See Attached**
  - Appendix 7 (PUD Design Objectives Review Forms) See Attached**
- Primary Contact.
- Scale not less than 1" = 100' and shown on plans.
- 24" x 36" reproducible.
- Name of PUD.
- Location/Boundaries tied to official government survey.
- Names and address of subdivider, designer of PUD, licensed PE or LS.
- Date of preparation.
- North Arrow.
- Exact bearings/distance dimensions.
- Total acreage.
- All proposed subdivided lands.
- All lands and owners adjacent to proposed lands within 200ft.
- Location/dimensions and names of proposed streets, typical cross-sections, alleys, easements, lot lines.
- Contour lines.
- Designated flood areas.
- Lot designated/lot size.
- Names of adjacent subdivisions.
- Existing Utilities including: location within subdivision, size, grade, type of material, approx. depth of bury, service locations.
- Existing Utilities including: location adjacent to subdivision, size grade, type of material, approx. bury depth.
- Proposed Utilities (conforming to city master plan) including: location within PUD, size, grade, type of material, approx. depth of bury, service locations.

- Drainage plan.
- Proposed Street and Traffic Signs.

**Supplemental Materials**

- Warranty Deed
- Copies of easements/rights of ways.
- Written requests for variances to regulations.
- Proposed Utilities systems.
- Water line design.
- Surface improvements.
- Any additional preliminary information pertaining to utility systems.
- Agreement for transfer of water rights to the city.
- Common Area
- CD containing digital files of all maps and drawings submitted for this application.
- Application fees due upon submittal to City of Cody.

**C. The Final Plan/Plat should include:**

- Scale of not less than 1"=100' and shown on plans.
- 24" x 36" reproducible.
- Name of PUD.
- Date of preparation.
- North arrow.
- Legal description of property to be divided.
- Primary control points.
- Tract boundary lines, right-of-ways lines (streets & easements), lot lines with accurate dimensions, bearings or angles.
- Curve data (spirals not permitted).
- Right-of-way widths for each street, alley or other right-of-way.

**Supplemental Materials**

- Statement from the state engineers office regarding water rights.
- Utility company statements.
- Covenants.
- Three sets of approved plans and specifications for improvements to be installed with appropriate signatures of federal agencies, local agencies and companies affected by development (ie. **DEQ Approval**).
- Deed for open space land to city or cash in lieu of open space received.
- Special requirements by P&Z or Council.
- Utility fees paid.
- Application fees due upon submittal to City of Cody.

**After Final Plat Approval by P&Z & Council**

- 2 Mylar copies of signed/sealed and filed final plat.
- Electronic copy of subdivision providing the following data:  
Prior to recordation of the Final Plat, electronic media shall be provided in AutoCad.dwg or AutoCad.dxf format, which contains the physical features of the survey for this development. The drawings shall be referenced to a known coordinate system. A Project (PRJ) file should be submitted. If not, include a text file with all the parameters describing the datum, projection and coordinate system used for the project. The drawings shall include either a data dictionary to explain the layers, or a self-explanatory layering system.

## Appendix 1. (Site Plans)

### A. Submittal Requirements

The site plan is a plot plan of the entire area to be developed, which shows location and size of buildings, the size and area of the land under consideration, street names and widths, parking area size, and all other items required on the following site plan checklist. A site plan is required for all PUDs, and must be prepared by an architect, a civil engineer, a land surveyor, or a planner and must comply with the standards and requirements set forth in this Appendix. A complete site plan application consists of:

- The site plan application form.
- Vicinity map (8 ½"x 11" or if less than one acre, a scale of 1":200')
- 12 copies of a site plan and site plan checklist.
- Drainage Study and Site Detention Plan, see appendix number 5.
- Traffic Impact Analysis; see appendix number 2.
- Master Utility Plan, see appendix number 4.
- Landscape Common Area Common area Plan; see appendix number 3.

#### Objectives:

- To insure compliance with Subdivision Regulations, and all drainage, safety, utilities, natural hazard, traffic, and easement provisions required by City rules, regulations, and plans.
- To provide a smooth transition between adjoining properties.
- To facilitate the review of new developments by appropriate departments of the City.
- To streamline the development application, review, and approval process.

### B. Site plan check list

All items on the following checklist must be addressed on a site plan. All proposed items addressed on the checklist must be included in the finished physical development as designated on the approved site plan.

- Legal description and common address of the proposed site.
- Title block stating names of project, name, address, and telephone number of owner and designer.
- Names and addresses of all abutting property owners and assessor's parcel number.
- Surrounding land uses and zoning on all abutting sides, including those lands separated from the site by a street, alley, or other roadway.
- Current zoning of the land under consideration and proposed zoning, if applicable.
- North arrow, scale of site plan to be 1"=10' or a multiple thereof, date site plan was prepared.
- Land area dimensions.
- Dimensions of all setbacks and heights of all proposed structures.
- Location and dimensions of all proposed off-street loading dock areas, including street access and traffic flow to these areas.
- Location of all trash receptacles.
- Dimensions and locations of all advertising signs and fences.
- Location of existing and proposed exterior lighting, heights of poles, and size and number of fixtures.
- Names and widths of all adjacent streets; dimensions and locations of all public and private roadways, streets, or driveways, both paved and unpaved, including rights-of-way, pavement width, and proposed uses of rights-of-way.
- Location and dimensions of existing and proposed curb cuts and sidewalks.
- Off-street parking spaces, locations and dimensions, layout, traffic control, compact and handicapped parking spaces, including all surface markings such as directional arrows.
- Types of ground or yard surfacing throughout, grass, paving, gravel, etc.
- Existing and proposed easements.
- Vicinity map at a scale of 1"=600' clearly indicating the location of the site.

**General notes that summarize:**

- Total land area in acres or square feet.
- Total building area in square feet (building footprint and total floor area).
- Percentage of land covered by buildings.
- Number and type (single family, duplex, etc.) of housing units.
- Structure height(s).
- Number of stories and square footage per story of leasable space.
- Total number of parking spaces.
- Square footage of parking area(s).
- Square footage of all landscaped areas and common areas.
- Percentage of site covered by landscaping.
- Existing and proposed contours in intervals acceptable to the City Engineer.
- Finish Floor Elevations and Architectural Elevations of the buildings(s) to be constructed (front, rear, side).
- Surface drainage plan for all sites.
- Pavement design report for parking areas.
- Traffic study, as required by City Engineer.

**Appendix 2. (Traffic Impact Analysis)**

**A. The traffic impact analysis shall include:**

- Land Use and Trip Generation
  - A table of each type of land use, the number of units or square footage, as appropriate.
  - Trip rates used (daily and peak hour) and resulting trip generation.
- Traffic graphics showing AM and PM peak and total site generated traffic.
- AM and PM Capacity Analysis
  - An AM and PM peak hour capacity analysis shall be provided for all major drive accesses that intersect collector or arterial streets and all arterial-arterial, collector-collector, and arterial-collector intersections within one mile of the site, or as directed by the Public Works Director.
- Location of approaches
- Circulation and channelization patterns
- Location and type of traffic-control devices
- Pedestrian systems
- Bicycle systems
- Projected turning movements
- Impact on surrounding existing street intersections
- Proposed actions to mitigate traffic impacts related to the proposed development.

**B. Report format shall be:**

- Trip Generation – using Institute of Transportation Engineers Trip Generation Manual.
- Trip Distribution
- Traffic Assignment
- Capacity Analysis
- Evaluation
- Recommended Access Plan, including access points, modifications and any mitigation techniques.

**C. Summary Analysis explaining:**

- The proposed access points for the project, their location, and the rationale for their placement in terms of circulation.
- Future off-site road improvements for the access, which roads they will be, the projected time frame for their

completion and who is responsible for their completion.

- ADT and level of service changes to all streets.
- How the PUD will minimize traffic impacts to existing streets.
- Describe bicycle and pedestrian pathways within the development, if used.

### **Appendix 3. (Landscape and Commons Area Plan)**

#### **Landscape and Common area Plan Check List**

All items on the following checklist must be addressed on a landscape and commons area plan. All proposed items addressed on the checklist must be included in the finished physical development as designated on the approved landscape and commons area plan.

- Scale:  $\frac{1}{4}'' = 1'-0''$  to  $1'' = 40'$
- Property lines, easements, and public rights-of-way, including clear vision triangles.
- All existing and proposed buildings or structures.
- Drive approaches, parking spaces, light standards, circulation and pedestrian walkways.
- Location and spacing of proposed plant materials.
- Location of existing trees or landscaping to be preserved or eliminated.
- Types and locations of new vegetation identified by botanical and common names and listed on a plantschedule.
- Size of materials to be used.
- Quantity of each planting material to be used.
- Types and location of inorganic landscaping material.
- Locations of walls, fences, and refuse storage areas.
- Methods of protecting the landscaped areas.
- Proposed treatment of all ground surfaces (concrete or asphalt paving, pavers, turf or gravel).
- For areas requiring watering or irrigation, specify the means this is to be accomplished, i.e., automatic lawn sprinkler system, and source of water.
- A performance bond or letter of credit for one hundred fifty (150) percent of the landscaping materials and labor cost shall be posted with the City of Cody to ensure complete and timely installation of the specified landscaping.

### **Appendix 4 (Master Utility Plan)**

#### **A. The utility plan shall include:**

- Title of development.
- Label "Master Utility Plan".
- Plans must be prepared in a format to drafting standards approved by the Planning Department at a scale between  $1''=20'$  and  $1''=50'$ .
- Existing and proposed street names labeled.
- Location of all proposed and existing lot lines.
- "Ties" to control points shall be indicated with the township, section and range indicated.
- Block and lot numbers.
- City of Cody Datum and Benchmark.
- Vicinity map ( $8 \frac{1}{2}'' \times 11''$ ) indicating site and adjacent streets. If site is less than one acre, map must be drawn at a minimum of  $1'' : 200'$ .
- Location of all proposed and existing easements and/or rights-of-way appropriately dimensioned.
- Topography indicated using 2-foot vertical contour lines on City of Cody datum.
- Scale and north arrow.
- Existing and proposed utilities (separation between utilities must be indicated).

- Pipe material, size, and class for all existing and proposed lines.
- Existing and proposed service lines (each proposed unit is to have separate sewer and water service).
- Location of service meters for water, gas, and electric.
- Angles at alignment changes.
- Test hole locations when applicable.

**B. Sewer System Plan Components**

- Locate and number all existing and proposed manholes.
- Dimensioned distances between manholes.
- Flowline elevations at all manholes.
- Field verification of all existing sanitary sewer service lines.

**C. Water System Plan Components**

- Show looping system or prove looping requirements not applicable.
- Existing and proposed fire hydrant locations.
- Dimensioned distances of all main line runs.
- Locate proposed new water taps.
- Raw water system, if applicable.

**Appendix 5. (Drainage Study and Site Detention Plan)**

For all sites, within a PUD, a drainage study and site detention plan shall be submitted to the Public Works Director. These documents shall comply with the City's Master Storm Drainage Plan and provide for surface drainage and present the effect surface drainage will have on the area under consideration and all abutting areas.

**Appendix 6 (Common Area Maintenance Plan)**

The developer shall submit a legal instrument to the Community Development Department setting forth a plan providing for the permanent care and maintenance of common areas, recreational areas, private streets, communally owned facilities, and parking lots. The City of Cody will submit same to the City Attorney and it shall not be accepted by the City of Cody until approved as to legal form and effect.

If the common area is deeded to a landowner's association, the applicant shall file the proposed documents governing the association. Such documents shall meet the following requirements:

- The landowners' association must be established before any residences are sold.
- Membership in the association must be mandatory for each owner.
- Common area restrictions must be permanent and not for a period of years.
- The landowners' association must be made responsible for liability insurance, taxes, and maintenance of recreational and other facilities.
- The association must have the power to levy assessments that can become a lien on individual premises for the purpose of paying the cost of operating and maintaining common facilities.
- The governing board of any such association shall consist of at least five (5) members who shall be owners of property in the PUD.

**Appendix 7 (PUD Design Objective Review Forms - FILL OUT)**

- Form 1 – All Development**
- Form 2 – Residential Development**
- Form 3 – Commercial Development**
- Form 4 – Industrial Development**

## PROCESS

1. Owner or representative submits all the required information as outlined within this application to the Community Development Department and pays fees listed below.

| <b>P&amp;Z Development/Application Fees - Fees Listed Below:</b>  |                                |
|---|--------------------------------|
| <b>Per Ordinance 2015-01 – Enacted January 20, 2015 – <u>P&amp;Z Development/Application Fees</u> – Due at the time of Submittal.</b>   |                                |
| <b>Conceptual Plat</b>  | <b>\$250.00</b>                |
| <b>Preliminary Plat</b>   | <b>\$350.00</b>                |
| <b>Minor Adjustment</b>   | <b>\$100.00</b>                |
| <b>Major Adjustment</b>   | <b>\$200.00</b>                |
| <b>Final Plat</b>   | <b>\$350 + \$30.00 per lot</b> |
| <ul style="list-style-type: none"><li>• <b><u>Applications WILL NOT BE REVIEWED until application/development fees have been paid. It is the responsibility of the customer to present receipt of payment or inform Planning Department staff of payment.</u></b></li><li>• <b>A fee will be charged for each re-submittal of a plan.</b></li></ul> |                                |

2. The Community Development Department staff distributes your application to all divisions for review (electric, water, wastewater, sanitation, street, building and engineering). There is a 4 week review period for all extensive site development plans submitted. Please use calendar below to determine the meeting date where your item will be presented before the Planning & Zoning Board.
3. The Community Development Department will provide a response to your request within 4 weeks of your submittal. Each phase of development (i.e. conceptual plans, preliminary plans and final plans/plats) is reviewed in the same manner.
4. If necessary, a meeting can be arranged between the owner/applicant with appropriate city staff to review the project and address any questions or concerns.
5. Your item is added to a Planning, Zoning and Adjustment Board meeting agenda. The Board will then review your proposal and make a recommendation to City Council for each phase of development review.
6. Your application is presented to City Council for review, approval or denial for each phase of development.
7. After final plat has been approved, applicant has 100 days to file the plat at the courthouse to make it public record and begin selling parcels in said subdivision.













