MURRAY CITY CORPORATION
COMMUNITY & ECONOMIC DEVELOPMENT

Daniel C. Snarr, Mayor
Tim Tingey, Director
801-270-2420 FAX 801-270-2414

# Applying for a Planned Unit Development (P.U.D.)

A "planned unit development" means an integrated plan for development of residential, commercial, industrial uses, or combinations of such uses, in which one or more of the regulations, other than use regulations, is waived or varied to allow flexibility and initiative in site and building design and location.

**Overview:**
The purpose of the planned unit development is to allow diversification in the relationship of various uses and structures to their sites and to permit more flexibility in the use of such sites. The concept is intended to encourage the consolidation of open space by clustering dwelling units, efficient use of public facilities and avoiding environmentally sensitive areas.

It is important to understand that the Planned Unit Development application is not the process to subdivide property. To create an officially recognized subdivision the City must approve an application for a subdivision. Both applications should be submitted at the same time. For more information on subdivision requirements, please see the form for **Applying for a Subdivision**. Further, planned unit developments require a Conditional Use Permit issued by the planning commission. For more information on conditional use permits, please see the form for **Applying for a Conditional Use Permit.**

**Required Conditions:**
The following are the required conditions for a planned unit development:

- ☐ Minimum lot size is two acres;
- ☐ A planned unit development which will contain uses not permitted in the zoning district in which it is located will require a change of zoning;
- ☐ The planning commission will require the arrangement of buildings and open space within the development to assure that adjacent properties will not be adversely affected;
- ☐ Preservation, maintenance and ownership of open space in the development will be accomplished by the dedication of land to the City, or by complying with provisions for condominium ownership act, or by the creation of a separate homeowners association;
- ☐ Landscaping, fencing and screening shall be integrated into the site shall be approved by the planning commission.

- ☐ **Take Note**. If there is an existing building on the property that is proposed to be demolished or remodeled, and the building is over 50 years old, it may require review by the Historic Preservation Board. Please contact Mary Ann Kirk at (801) 264-2638 for additional information.

**Submittal Deadline:**
Application for a subdivision must be submitted to the Murray City Community Development Department, 4646 South 500 West by 10:00 a.m. at least three weeks prior to the intended date the application is to be considered by the planning commission. Incomplete applications may delay processing of the application and subsequent scheduling of public hearings.

**Meeting Dates:**

| | |
|---|---|
| Who? | Planning & Zoning Commission |
| When? | 1st & 3rd Thursday of each month at 6:30 p.m. |
| Where? | Murray City Hall Council Chambers, 5025 South State Street |

**Application Fee (non-refundable):**
- ☐ Planned unit development fee: $200.00 + final subdivision fee if applicable.

**Application Process and Requirements:**
**Step 1. Initial Contact.** Meet with a Murray City staff planner to discuss the P.U.D. proposal. Staff will provide information describing the requirements of the planned unit development
**Step 2. Pre-Application Conference.** Contact the community development department and schedule a pre-application conference with a staff planner. Bring your conceptual plan to the meeting for staff comment.
**Step 3. Contact Salt Lake County Recorder's Office.** Contact the Salt Lake County Recorder's Office to ensure recordability of the proposed planned unit development name. The recorder's office will not accept a proposed name identical to a previously recorded plat
**Step 4. Submit Application for a Preliminary Review.** Submit three copies of the development plans with one copy reduced to 8 ½ " x 11" showing the following information:
- ☐ Dimensions drawn to scale (i.e. 1"=20', 1"=30', etc.) of property lines, streets, setbacks, parking, etc.;
- ☐ Proposed land use(s);
- ☐ Location of existing streets, canals, streams, wetlands, ditches, hillsides, etc.;
- ☐ Preliminary building elevations, building materials, floor plans, location of

structures;

- ☐ Dimensions and locations for traffic and pedestrian circulation, parking, playgrounds, preliminary landscaping plan, fencing and other open space;
- ☐ Architectural drawings and sketches showing general design and character of the uses and physical relationship of the uses;
- ☐ Residential density, coverage and open space characteristics showing why it is desirable to apply regulations differing form those normally required;
- ☐ Impacts on schools;
- ☐ Analysis of potential impacts on traffic and public utilities;
- ☐ Preliminary grading and drainage plans.

**Step 5. Attend the Planning Review Meeting.** The meeting is held on the Monday following the application deadline at 1:00 p.m. in the Public Services building conference room, located at 4646 South 500 West, Murray, Utah. If the meeting date falls on a holiday, check with planning staff for the date of the meeting. This meeting is attended by representatives of the various city departments who provide additional insight or information which will be useful to the Planning Commission to make a decision.

**Step 6. Attend Planning Commission Meeting.** The planning commission will be reviewing the submitted preliminary development plans. The applicant will be sent a copy of the planning commission agenda and staff recommendation in advance of the meeting date. Information on the agenda will give the date, place and time of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If no applicant is present, the Planning Commission will move on to the next agenda item. It will be up to the applicant to reschedule another hearing date and pay the appropriate fee. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. Following the public hearing, the Planning Commission will make a decision regarding the preliminary application. An application may be "tabled" or "continued" if the Planning Commission needs additional information or time to consider the application.

**Step 7. Submit Final Plans for Review.** The final plans should reflect a more complete and refined level of detail above the preliminary plans. The final plans should also include the following information:

- ☐ Sign location, design and size if any;
- ☐ Location of exterior lighting;
- ☐ Final drainage and grading plans;
- ☐ Detailed landscaping plan showing locations and kinds of trees, plantings, etc.;
- ☐ Covenants, conditions and restrictions;
- ☐ Building materials and colors.

**Step 8. Attend Planning Commission Meeting.** The planning commission will be reviewing the final development plans and/or plats for conformance with the planned unit development regulations. In approving an application the planning commission may attach such conditions as it may deem necessary to insure compliance with the purpose

of the P.U.D. regulations.

**Step 9. Submit final P.U.D. plat.** After obtaining civil engineering approval, the applicant shall prepare and submit to the City a final P.U.D. plat. The final plat shall be prepared by a licensed surveyor on a 24" x 36" sheet of mylar with waterproof black ink be drawn so that the top of the sheet faces north and complies with the following requirements:

- ☐ A registered land surveyor's certificate of survey and boundary description;
- ☐ The owner's certificate of dedication; including the name of the subdivision;
- ☐ Owner's acknowledgment before an officer authorized by law to take the acknowledgment of conveyances of real property;
- ☐ Certificate of approval from utility providers;
- ☐ Planning Commission's certificate of approval;
- ☐ The Salt Lake Valley Health Department's certificate of approval;
- ☐ The City Engineer's certificate of approval;
- ☐ The Community Development Department's certificate of approval;
- ☐ The City Attorney's certificate of approval;
- ☐ The Mayor's certificate of approval; and
- ☐ A space in the lower right-hand corner of the drawing for the County Recorder's use.

Before the subdivision plat can be recorded, the applicant must also submit the following:

- ☐ Payment in full of all fees and bonds as determined by the City Engineer;
- ☐ A digital file of the plat compatible with systems used by the City (contact the city engineer for details at (801) 270-2400);

**Expiration of P.U.D. Approval:**

Approval of the final plat by the Planning Commission shall be void if the plat is not recorded within one (1) year after the date of approval, unless an extension of time is made in writing and granted during the one-year time period.

**Issuance of Building Permit:**

Prior to completion and recordation of the P.U.D. plat with the Salt Lake County Recorder's office the City will not issue any building permit for development associated with or affected by a P.U.D. application.

**Appeal of Planning Commission Decision:**

Any person shall have the right to appeal any decision rendered by the planning commission to the Board of Adjustment by filing a letter stating the reasons for the appeal, and paying the filing fee within 30 days of the date of the Planning Commission decision.

# PLANNED UNIT DEVELOPMENT (P.U.D.) APPLICATION

**Type of Application (check all that apply):**

- ☐ **Residential**
- ☐ **Commercial**
- ☐ **Condominium**
- ☐ **Conditional Use**
- ☐ **Appeal**

Subject Property Address:_____

Parcel Identification (Sidwell) Number:_____

Parcel Area:_____ Current Use:_____

Floor Area:_____ Zoning Classification:_____

Applicant Name:_____

Mailing Address:_____

City, State, ZIP:_____

Daytime Phone #:_____ Fax #:_____

Business Name (If applicable):_____

Property Owner's Name (If different):_____

Property Owner's Mailing Address:_____

City, State, Zip:_____

Daytime Phone #:_____Fax #:_____

Describe your request in detail (use additional page if necessary):_____

_____

_____

_____

Authorized Signature:_____ Date:_____

## Property Owners Affidavit

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

_____ _____
Owner's Signature Owner's Signature (co-owner if any)

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

_____
Notary Public
Residing in _____
My commission expires: _____

## Agent Authorization

I (we), _____, the owner(s) of the real property located at

_____, in Murray City, Utah, do hereby appoint

_____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize

_____ to appear on my (our) behalf before any City board or commission considering this application.

_____ _____
Owner's Signature Owner's Signature (co-owner if any)

On the _____day of _____, 20 _____, personally appeared before me

_____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

_____
Notary Public
Residing in _____
My commission expires: _____