



Application for a Planned Unit Development

About the Application

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.

The purpose of the planned unit development is to allow a diversification in the relationship of various uses and structures 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.

We highly encourage you to work with our Planning staff prior to submitting an application. For questions regarding any of the information listed in this packet or to set up a pre-submittal meeting please contact us at planning@murray.utah.gov or give us a call at (801) 270-2430.

Submittal:

Applications for a planned unit development may be submitted to the Murray City Community & Economic Development Department, located at 10 East 4800 South Suite 260. Planning staff will review the application and obtain payment after the application has been deemed complete. Planning staff has up to fifteen (15) business days to determine if the application is complete. Applicants will be notified in writing of an incomplete application with information required to correct any deficiencies. This may delay processing of the application and, if required, subsequent scheduling of public hearings.

Application Fee (non-refundable):

- Planning Division Fees
 - Planned Unit Development fee: \$300.00
- Engineering Fees
 - Due at subdivision application

Application Process:

Step 1. Contact the Planning Division: Meet with a Murray City staff planner to discuss the planned unit development proposal. Staff will provide information describing the legal requirements of the City (i.e. lot size, access, etc.) necessary to qualify for a planned unit development and to subdivide the property. The applicant should also discuss with staff the subdivision process, fees and other potential issues associated with the proposed planned unit development. The planning staff and all other officers and employees of the city act in an advisory capacity to the Planning Commission and have no authority to make binding decisions or to make authoritative representations, approvals or determinations other than in a purely advisory and recommending capacity.

Step 2. Submit Application. For all planned unit development applications, please submit the following information, ensuring each item is either checked off or marked 'NA' if not applicable. For each item submitted, include at least one (1) 11x17 inch copy (or larger if requested by staff) and a digital PDF.

Follow the Checklist below **CAREFULLY** and initial each item as being completed, or put N/A if waived by staff or not applicable to the approval process:

Planned Unit Information

- 1. Completed application form.
- 2. Property Owner's Affidavit (i.e., a written statement made before a notary).
- 3. If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form.
- 4. Owner's Certification Form (required only for multi-tenant warehouse facilities).
- 5. Payment of application fee.
- 6. Completed preliminary subdivision application.
- 7. Written description of the proposed project, including:
 - a. The residential density of the project.
 - b. The percentage of covered and open space areas.
 - c. The description will need to include a statement on how the applicant intends to meet the following required conditions for a planned unit development:
 - i. No planned unit development shall have an area of less than two (2) acres.
 - ii. That the development shall be in single, partnership, or corporate ownership, or under option to purchase by an individual or a corporate entity at the time of application or the application shall be filed jointly by all owners of the property.
- 8. Site Plan. The site plan should include the following information:
 - a. Include the project name and exact street address.
 - b. Accurate dimensions of the subject property, drawn to scale (i.e. 1"=10', 1"=30', etc.), with north arrow and date of drawing.
 - c. Property lines, adjoining streets, right-of ways, waterways, easements, etc. with dimensions.
 - d. Location and dimension of existing and proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, retaining walls, fences, exterior lighting, dumpster enclosures, etc.
 - e. Location of existing property features such as streets, canals, ditches, waterways, hillsides, wetlands, flood plain, etc.
- 9. Building elevations. These must be dimensioned to show an accurate representation of the proposed building. Provide a summary of the type of building materials which will be used for all structures. Indicate the scale (i.e. 1/8"-1', 1/4"-1', etc.) used on the elevation.
- 10. Building materials. These must include material information, including style, color and types.
- 11. Preliminary Landscape Plan. This must include:
 - a. Areas to be planted in lawn;
 - b. Specific locations for each existing and proposed shade, evergreen, ornamental or fruit tree;

- c. Areas to be planted in shrubs;
 - d. Areas to be planted as flower beds or with living ground covers;
 - e. Areas to be used as community features.
 - f. Areas for non-living landscape materials (i.e. boulders, cobblestones, bark, etc.);
 - g. Ten (10) feet of landscaping is required along all frontage areas not occupied by drive access.
12. Architectural drawings and sketches showing general design and character of the uses and physical relationship of the uses;
13. Photometric plan. Please include all exterior lighting proposed.
14. Signage. If any signage is proposed for the development, please provide preliminary details.

Step 3. Murray City Department Review: The application is routed to various departments and divisions within Murray City who provide insight or information to the Planning Commission to help make an informed decision. If there are unique circumstances that require additional information, a meeting may be requested by the City to be held in person on Tuesday's at 9 am. The applicant will be notified ahead of time if attendance is required.

Step 4. Attend Planning Commission Meeting: The applicant will be sent a copy of the planning commission agenda and staff recommendation in advance of the meeting date. The agenda will give the date, time, and location of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If the applicant or the representative is not present, the Planning Commission may move on to the next agenda item and/or may take no action on the application. It is the applicant's responsibility to reschedule another hearing date. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. The Planning Commission will then make a motion to approve, modify the conditions, continue the application or deny the request.

Appeal of Planning Division Decision: Anyone aggrieved with a decision of the Planning Division may appeal the decision to the Hearing Officer. The appellant may be the applicant, neighboring property owner, or the City itself. Appeals must be in writing and received by the Planning Division within ten (10) calendar days of the Planning Commission or Division's written decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

PLANNED UNIT DEVELOPMENT APPLICATION

Type of Application(check one): Residential Commercial Condominium

Name of Proposed Subdivision: _____

Project Address: _____

Parcel Identification (Sidwell) Number: _____

Parcel Area(acres): _____ Zoning District: _____ Total # of Lots: _____

Applicant Information

Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone #: _____ Fax #: _____ Email Address: _____

Property Owner's Information (If different)

Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone #: _____ Fax #: _____ Email Address: _____

Licensed Engineer Information

Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone #: _____ Fax #: _____ Email Address: _____

Authorized Signature: _____ Date: _____

For Office Use Only

Project Number: _____ Date Accepted: _____

Planner Assigned: _____

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)

State of Utah

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County of Salt Lake

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)

State of Utah

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County of Salt Lake

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: _____