

# PUD Pre-application Conference

## *Submittal Packet*

1. **Application Packet.** *Be sure to complete and submit all the required materials that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.*

The "Application Packet" for a *Planned Unit Development (PUD) Overlay Pre-application Conference* includes the following:

- Application Form (*This form must be filled out completely for all applications*) and
- PUD Plan Checklist (*Use this Checklist to prepare the Submittal*)

2. **When is a PUD Pre-application Conference needed?**

- A *Pre-application Conference* is the required first step in the process of rezoning and subsequent development of a PUD. (*The process may be combined with a Sketch Plan review*).

3. **What must be submitted?**

- One (1) completed and signed *Application Form*.
- One (1) completed *PUD Plan Checklist*.
- Seven (7) copies of the *PUD Plan* (at a scale that does not exceed 1-inch equals 80-feet) and one reduced copy that does not exceed "8-1/2 x 14" in size (may be at a reduced scale).
- In lieu of hard copies, the complete submittal may be received electronically as a PDF.
- There is not a set deadline for the *PUD Plan* submittal, but it must be received at least 5 days before the *Pre-application Conference* for routing to the internal staff review team, called the Development Review Committee (DRC).
- Pre-application conference meetings are on Fridays- the specific date is set by the Planning & Housing Director.
- There is No Fee for the *Pre-application Conference*.

*No application will be accepted unless it complies with all the submittal requirements. Applications that are incomplete will be returned to the applicant without further review.*

4. **What is the PUD Approval process?**

Development approval as a Planned Unit Development Overlay is a multi-step process:

### **Step One - Pre-application Conference**

- The ***Pre-application Conference*** is the First Step in the approval process for a Planned Unit Development (PUD) Overlay. For the *Pre-application Conference*, submit all required items to the Department of Planning & Housing.
- The Department of Planning & Housing will review the submittal to determine if there is sufficient information for staff to understand the concept of what is proposed.
- The submittal will be routed to DRC staff.
- After the DRC team meets internally, a *Pre-application Conference* will be scheduled with the applicant to discuss the proposal in further detail, as needed.
- Following the meeting with the applicant, the Department of Planning & Housing shall prepare a letter responding to the submittal, in order to identify issues for the applicant to address with a formal submittal. As a conceptual review meeting, comments will not be exhaustive, nor will they

be binding on future reviews and submittals. The letter shall be prepared within 20 days of the conclusion of the Pre-application Conference.

- Application for PUD rezoning can proceed after the pre-application conference step has been completed. Information specific to *Rezoning* to Planned Unit Development (PUD) Overlay is included below as a reference.

**Next Step – Rezoning to Planned Unit Development (PUD) Overlay**

- A rezoning request for a Planned Unit Development (PUD) Overlay is made by submitting a “*Rezoning with Master Plan*” application along with supporting materials.
- The *Master Plan* requirements for a PUD are included in Sec. 29.1507(4). The *Master Plan* allows the developer to get entitlement without having to fully flesh out complete details required for a *Major Site Development Plan* or *Preliminary Plat*. However, the applicant may include a Preliminary Plat and/or a Major Site Development Plan to be considered concurrently with the rezoning, if so desired.
- The plans must include enough detail to determine that the Findings included in Sec. 29.1114(3), related to the design of the proposal and its related deviations are achieving the purpose of the PUD. Otherwise, the *Rezoning* cannot proceed.
- The City may require additional materials related to housing design as needed to support the proposed *Rezoning* request.

**5. Where should submittals be made?**

- Submit the completed *PUD Pre-application Packet* to either the:

Department of Planning & Housing  
Room 214, City Hall  
515 Clark Avenue  
Ames, Iowa 50010

OR

[planning@cityofames.org](mailto:planning@cityofames.org)

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,  
PLEASE CONTACT THE DEPARTMENT OF PLANNING & HOUSING.**

Phone: 515-239-5400  
FAX: 515-239-5404  
E-mail: [planning@cityofames.org](mailto:planning@cityofames.org)

**PUD Pre-application Conference**  
*Application Form*

(This form must be filled out completely before your application will be accepted.)

1. **Property Location** for the proposed PUD (Street Address and/or Subdivision Name):  
\_\_\_\_\_
2. **Tax parcel identification number:** \_\_\_\_\_
3. **Existing Zoning and Proposed Zoning Classification of the Property:** \_\_\_\_\_  
\_\_\_\_\_
4. **Project Name and Project Description with Reason or Need for the PUD Overlay:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. **Property Owner:** \_\_\_\_\_  
Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
                    (Street)                                    (City)                                    (State)                                    (Zip)  
Telephone: \_\_\_\_\_  
                    (Home)                                    (Business)
6. **Attorney:** \_\_\_\_\_  
Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
                    (Street)                                    (City)                                    (State)                                    (Zip)  
Telephone: \_\_\_\_\_  
                    (Home)                                    (Business)
7. **Land Surveyor:** \_\_\_\_\_  
Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
                    (Street)                                    (City)                                    (State)                                    (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business)

8. **Contact Person:** \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Business)

E-mail address: \_\_\_\_\_

*I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ames, and have submitted all the required information.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Print Name

*(Note: No other signature may be substituted for the Property Owner's Signature.)*

# **PUD Pre-application Conference**

## *Plan Checklist*

(This form must be filled out completely before your application will be accepted.)

- ☐ Seven (7) copies of the *Plan Set* (at a scale that does not exceed 1-inch equals 80-feet) and one reduced copy that does not exceed "8-1/2 x 14" in size (may be at a reduced scale), which includes the information described below, as set forth in Section 29.1114(2) of the Zoning Ordinance. In lieu of hard copies, the complete submittal may be received electronically as a PDF.
- ☐ Existing Conditions within proposed zoning boundary and within 200 feet proposed zoning boundary.
  - ☐ North arrow, graphic scale, and the preparation or submission date.
  - ☐ Site Location Map with nearby major street intersections
  - ☐ Project boundary
  - ☐ Existing internal property lines
  - ☐ Topography (contours at two-foot intervals)
  - ☐ Areas of different vegetation types
  - ☐ Floodplain and floodway boundaries
  - ☐ Designated wetlands and other designated environmentally sensitive areas
  - ☐ Structures
  - ☐ Public rights-of-way
  - ☐ Utilities [general location of public infrastructure, including water mains, sanitary sewer mains, and facilities and other infrastructure, such as storm drainage]
  - ☐ Easements [location, width, and type]
- ☐ Conceptual PUD Plan
  - ☐ North arrow, graphic scale, and the preparation or submission date.
  - ☐ Project boundary
  - ☐ Lot dimensions
  - ☐ Streets and other transportation rights-of-way [dimensions with indication of public or private]
  - ☐ Interconnected pedestrian and bicycle circulation routes to the surrounding areas and within the development.
  - ☐ Public infrastructure extensions
  - ☐ Pattern of surface water drainage and stormwater treatment areas
  - ☐ Open space / Amenities
  - ☐ Summary Table describing all uses of the total site area, including the number of units per net acre for each unit type and each zoning area
  - ☐ Planned Deviations from Zoning District standards [lot area, lot width, lot frontage, setback, and site coverage] *A typical lot configuration with a building footprint is desirable.*
  - ☐ One copy of information or plan/elevation illustrating conceptual building design character