



CITY OF SEARCY PLANNING AND DEVELOPMENT

300 West Arch Avenue · Searcy, AR 72143 · (501) 279-1085 · (501) 207-5731 direct

PLANNED UNIT DEVELOPMENT PACKET

Thank you for your interest in helping to develop the City of Searcy. To have a Planned Unit Development approved and rezoned to PUD, you must perform a number of steps. Planned Unit Developments in the City of Searcy are required to be prepared and submitted in accordance with the procedures set forth in Art. 4-4-2 of the Searcy Zoning Code.

The following is a brief summary of the steps that you will need to take to get a Planned Unit Development approved.

1. Contact the Planning Office to verify upcoming Planning Commission dates, to discuss the potential PUD, and to determine if the PUD submission is a Short Form Approval Procedure or a Long Form Approval Procedure.
2. Complete the application form contained herein.
3. Return the application and payment to the Planning / Code Enforcement Office by the first of each month for consideration at the next month's Planning Commission meeting. Supporting documents for the Zoning Plan as required on the checklist herein, with the exception of certified mail receipts and proof of publication, shall be turned in 5 business days later.
4. Obtain a list of property owners within 200 feet of the property where the Planned Unit Development is being proposed from either a Certified Abstractor or from the records of the White County Assessor's Office.
5. Notify your neighbors from the property owner's list of your intent to rezone to PUD with a description of the PUD and the date of the Public hearing by certified mail, return receipt requested no later than 15 days prior to the Public Hearing date.
6. Publish a Notice of Public Hearing in a local newspaper no later than 15 days in prior to said Hearing. Please be aware that the local newspaper doesn't publish every day and a delay may occur between submission and publication.
7. Appear before Technical Review Staff on the third Wednesday of the month in which the application was turned in at 1:00 in the Planning Office to explain the PUD request and the Zoning Plan.
8. Return receipts of certified mail and proof of publication no later than 7 days prior to Public Hearing date.
9. Appear before Planning Commission to explain the PUD rezoning request and Zoning Plan.

10. If the Planning Commission approves your PUD rezoning request, appear before the City Council for the final rezone ordinance.
11. For Short Form Approvals: If the City Council approves the rezone to PUD, applicant may move forward with the completion and submission of Final Development Plans to the Planning Office as required on the checklist herein.
12. For Long Form Approvals: If the City Council approves the rezone to PUD, submit an application for Preliminary Plat Approval in accordance with the procedures set forth in the Searcy Subdivision Code (A Subdivision Plat Packet will be available from the Planning Office). Once the Preliminary Plat is approved by Planning Commission, applicant may move forward with the completion and submission of the Final Development Plans / Final Plat Approval to the Planning Office as required on the checklist herein.

Make sure that you or your representative is thoroughly familiar with these steps. If you encounter any problems whatsoever in this process, please feel free to contact the City Planner at the Planning / Code Enforcement Office.

CHECKLIST ITEMS FOR PUD ZONING PLAN

Planning Commission / Public Hearing Date: _____

Publication / Notice Deadline: _____

Technical Review Meeting Date: _____

Items Required on the First of the Month:

- Application
- Fees Paid: 20,000 square feet building but less than 50,000 square feet - \$100.00
 50,000 square feet building but less than 100,000 square feet - \$200.00
 100,000 square feet building or more - \$250.00

Items Required for Zoning Plan Five Business Days Later:

Provide two full size sets and a digital (PDF) set (digital copies may be sent via email) of the following:

- Legal Description of the Property.
- List of property owners within 200 feet of the subject property from either a Certified Abstractor or from the records of the White County Assessor's Office.
- Certificate of Owner.
- Certificate of Surveying Accuracy.
- Vicinity Map.
- Names, addresses, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project (including individual lot across streets and rights-of-ways).
- North Arrow, scale, date of preparation, and existing zoning classification.
- Boundary survey of the property and written legal description of the property.
- Source of title to the property giving deed record book page number or instrument number.
- Location of all existing and proposed easements.
- Areas and dimensioned length and width for each lot in the proposed development.
- Proposed building footprint(s) with all proposed setbacks dimensioned.
- Proposed permitted uses and location of permitted uses.
- Proposed residential density of the dwelling as calculated by Section 4-4-2 Item D in the Searcy Zoning Code.
- Proposed setbacks and buffer areas shown with dimensions.

- Existing structure(s) and general indication of any significant vegetation.
- Location of all flood hazard areas within a 100-year floodplain and/or floodway. Reference the FIRM panel number and effective date. Note regarding wetland, if applicable. Note if Corps of Engineers determination is in progress.
- Location of parking areas, vehicle maneuvering areas, and any proposed access drives.
- Location of access drives for adjacent properties, including those across the street, street intersections.
- Proposed sidewalks and streets.
- Street names, rights-of-way (existing and proposed), centerlines, and easements bordering or traversing the property.
- Open space plan indicating the size and proposed use for common useable open space areas.

Items Required Seven Days Prior to Planning Commission / Public Hearing Date:

Provide two full size sets, ten (10) 11x17 sets, and a digital (PDF) set of the Zoning Plan.

- Certified Mail Receipts
- Proof of Publication
- All items required in the original submittal with any included revisions or modifications based on Staff comments during the Technical Review Meeting.

*The City shall be responsible for posting a sign on the Property notifying the public of the rezone request and date of Public Hearing 15 days prior to the Public Hearing.

CHECKLIST ITEMS FOR PUD FINAL DEVELOPMENT PLAN

Long Form Approvals: An application for a Final Development Plan shall not be accepted until a Preliminary Plat for the property has been approved by Planning Commission.

Planning Commission (If applicable): _____

Technical Review Meeting Date: _____

Items Required on the First of the Month:

- Application for Final Plat Review - Long Form PUD Approval Only

Items Required for Final Development Plan Five Business Days Later:

Provide two full size sets and a digital (PDF) set (digital copies may be sent via email) of the following:

- All items required on the PUD Zoning Plan checklist.
- Certificate of Engineering Accuracy.
- Proposed/Final Bill of Assurance, Restrictive Covenants, or other legal instruments set up to fulfill Section 4-4-2 Item 3.G in the Searcy Zoning Code.
- Lighting plan showing street lighting and exterior lighting quantity, direction, and pattern.
- Existing and proposed topographic information including two-foot contour interval for areas with a slope less than 10%, five-foot contour interval for areas with a slope of more than 10%.
- Existing significant drainage features on the site.
- Drainage improvements and drainage runoff quantities (cubic feet per second), prepared by a Professional Engineer, with points of entry and exit for the development. Show flood hazard area.
- Soil tests as may be required or requested.
- Location, size, and materials of all proposed utilities.
- Location of any proposed signs.
- Landscape Plan as may be required by Section 6-7 of the Searcy Zoning Code.
- Long Form Approvals Only: Any items required for the Final Plat as required by the Searcy Subdivision Code (listed in Subdivision Plat Packet) that are not listed above.

NOTICE OF PUBLIC HEARING

Please take notice that a public hearing before the Planning Commission of the City of Searcy, Arkansas on the _____ of _____, 20____ at 12:00 noon in the Searcy City Hall Council Chambers, upon the request of _____, for an amendment of the Zoning Map of the City of Searcy, Arkansas, changing the Zoning Classification of the hereinafter described land from _____ to _____ at

Address or Physical Location:

Legal Description:

All interested parties are encouraged to attend the hearing for additional information or to make their comments known.

PUBLISHED BY ONE INSERTION

NOT LESS THAN 15 DAYS PRIOR TO THE DATE OF THE PUBLIC HEARING



CITY OF SEARCY

REQUEST FOR PLANNING COMMISSION ACTION

Date: _____

Property Owner(s) Name: _____

Address of Property: _____

Phone Number: _____ Email: _____

Mailing Address: _____

**IF YOU ARE NOT THE PROPERTY OWNER,
PLEASE HAVE THE OWNER COMPLETE THIS SECTION OF THE APPLICATION.**

I am the property owner and hereby appoint _____
to act as my legal agent in pursuing the requested action.

Owner's Signature

Date

Applicant(s) Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____

ACTION REQUESTED

RE-ZONE

FROM: _____ **TO:** _____

PLAT REVIEW

TYPE: _____

CONDITIONAL USE PERMIT

OTHER (PLEASE SPECIFY)

I have received a copy of the application packet and understand that all the items and number of copies required on the submittal checklist, along with the appropriate fee, must be submitted to the Planning office no later than the close of business on _____. I further understand that if the information required is not submitted on time, the case will not be placed on the Planning Commission agenda, that some of the requirements are mandated by State Law and cannot be altered, and that the Planning Commission will not grant waivers to the adopted procedure.

Printed Name

Signature

Initials & Date Accepted by Planning Dept. _____
