



209 S. Main Street • Marysville, Ohio 43040  
Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

**APPLICATION FOR  
PLANNED UNIT DEVELOPMENT (PUD) – DEVELOPMENT PLAN**

**\*\*\* IMPORTANT INFORMATION ~ Please read before completing the application\*\*\***

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- Applications and applicable fees shall be submitted by no later than 5:00 p.m. on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by the Division of Engineering for completeness. Submittals found to be incomplete will be rejected and the application will not be placed on the Commission agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- **No late submittals or additional information will be accepted after the application deadline.**
- Any construction and/or occupancy of the site for which the sketch plan is being requested for shall not commence until all appropriate approved permits are obtained by the City and the County Building Department.

**Project Site Information** (Please print clearly)

Address of land to be rezoned: \_\_\_\_\_

Present Zoning District: \_\_\_\_\_ Present Use of the Land: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_ Proposed Use of the Land: \_\_\_\_\_

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

Owner’s Address (Street): \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Owner’s Telephone Number: \_\_\_\_\_

**Applicant Information** (Please print clearly)

Applicant: \_\_\_\_\_  Owner  Agent  Representative  Other

Company: \_\_\_\_\_

Address (street): \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please contact the Division of Engineering prior to making your application submittal. The Division of Engineering is available to assist you in reviewing all application requirements to ensure your application is complete.**

**For staff Use**

**Yes      No**

**Application Requirements**

Yes	No	Application Requirements
		<b>REQUIRED FOR ALL SUBMITTALS:</b>
		One (1) original signed application
		Two (2) copies of the Development Plan Drawing ( <i>see below</i> ) for the entire area of the proposed development, drawn at a suitable scale and 24 x 36 inches in size (unless staff grants an alternative size)
		Two (2) copies of the Supplemental Map ( <i>see below</i> )
		Two (2) copies of the Application Information, Lighting Plans, Landscaping & Screening/Buffering Plan, Architectural Design Standards and Sign Plans; bounded together or in a ringed binder ( <i>see below</i> )
		Two (2) sets of mailing labels or a printed word template (5160 in size) containing the names and addresses of the property owner(s) contiguous to or directly across the street from the parcel(s) to be rezoned. You may also include the names and addresses of others that may have a substantial interest in the proposed rezoning. <i>Please refer to the County website <a href="http://www.co.union.oh.us/">http://www.co.union.oh.us/</a> to get this information and please make sure you go to the link for tax mailing address.</i>
		11 x 17 Sketch Plan Map for each mailing label
		<b>DIGITAL SUBMITTAL REQUIRED:</b>
		All applications require a digital (.pdf) submittal (applications, plans, renderings, text etc.) to be included with the completed application. Any application that does not include a digital submittal will be considered incomplete.
		<b>DEVELOPMENT PLAN DRAWING: (Shall include the following information)</b>
		The proposed name of the PUD, which shall not duplicate or closely approximate the name of any other PUD or subdivision in the City of County
		Property owner's name and address
		Location by Virginia Military Survey (VMS)
		North arrow
		Vicinity map
		Boundaries of the PUD/subdivision and its acreage
		Existing and proposed streets and right-of-ways
		Existing natural and manmade features such as soil types, vegetation, topography, including the location of the 100-year flood plain, wetlands, rivers, streams, ponds, lakes and other water courses
		Location of all wooded areas, tree lines, hedge rows, natural areas and other features and indicate if they are remain or will be removed
		Existing easements, railroad right-of-ways and service facilities
		Current zoning classification of the tract(s) of land and properties within 500 feet of the development
		The proposed location and size of each subarea and their uses
		General location of proposed bike paths and other trail systems
		Identify any existing buildings or structures to be removed or demolished

		<b>SUPPLEMENTAL MAP:</b>
		Map showing the design of the proposed development along with all properties that are located within 500 ft. and how all of the developments relate
		<b><i>THE FOLLOWING ITEMS ON THIS CHECKLIST SHALL BE SUBMITTED BOUND OR IN RING BINDERS (please do not bound or make individual binders for each item)</i></b>
		<b>APPLICATION INFORMATION</b>
		A reduced copy of the map to be 11 by 17 in size
		A complete description of the zoning requirements for the PUD and each subarea within the PUD, which at a minimum shall include:
		List of permitted and conditional uses
		Minimum lot size
		Minimum lot width
		Maximum percentage of lot to be occupied
		Maximum floor area
		Maximum height of principal buildings
		Minimum yard dimensions including front, rear, and side setbacks (for principal buildings, accessory buildings and off-street parking)
		Maximum height of accessory buildings
		Minimum off-street parking space requirements
		Minimum off-street loading space requirements
		Written presentation by the developer setting forth the following:
		How the development meets the proposed and specific objectives set forth in Section 1145.01 of the Planning & Zoning Code
		How the proposed development impacts public service and facilities, including but not limited to, schools, water, sewer and traffic
		How the proposed development conforms to the City's Comprehensive Plan
		<b>LIGHTING PLAN:</b>
		Including but not limited to, light pole heights, pedestrian lighting, minimum foot-candles and maximum foot-candles
		<b>LANDSCAPING AND SCREENING/BUFFERING PLANS:</b>
		Including but not limited to the type, number and location of all proposed and existing landscaping
		<b>ARCHITECTURAL DESIGN STANDARDS:</b>
		Indication as to the type of architectural style proposed for the development and the type and amount of materials to be used
		<b>SIGN PLANS:</b>
		All signs and graphics within the PUD shall be compatible in size, location, height, material, shape, color and illumination. Information on the Sign Plan shall include:
		A sign plan for the entire PUD shall set forth the design parameters for the entire project to ensure a consistent and comprehensive character throughout the project. The sign plan shall include the design, layout and dimensions of all ground, window and wall signs as well as

		distances from right-of-ways and the type and intensity of the illumination.
		Signs should contribute to the overall cohesive design, reflect simplicity and avoid visual clutter.
		The overall design and placement of buildings should take into account the general placement of signs so that all permanent signs and their associated lighting fixtures complement the appearance and architecture of the building and the PUD.
		Ground mounted signs should be designed to relate to and share common design with the building.
		All materials and colors of the sign, sign background and sign frame should be compatible with the buildings materials and colors.

**I hereby attest to the truth and exactness of all information supplied on and with this application.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Paid (stamp):**

**Fees:** \_\_\_\_\_

**PUD Development Plan Review Fee:** \$1,000 for 10 acres or less, plus \$50.00 for each additional 5 acres or portion thereof over 10 acres.

**The application has been reviewed and is found to be complete.**

\_\_\_\_\_  
City Staff

\_\_\_\_\_  
Date



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**2022**

**Planning Commission (PC)**

**Meeting Schedule and Application Submission Deadline**

(Applications due 21 days prior to the meeting date)

<b>APPLICATION DEADLINE</b>	<b>MEETING DATE</b>
December 14, 2021	January 3, 2022
January 11, 2022	February 1, 2022
February 8, 2022	March 1, 2022
March 15, 2022	April 5, 2022
April 12, 2022	May 3, 2022
May 17, 2022	June 7, 2022
June 14, 2022	July 5, 2022
July 12, 2022	August 2, 2022
August 16, 2022	September 6, 2022
September 13, 2022	October 4, 2022
October 11, 2022	November 1, 2022
November 15, 2022	December 6, 2022
December 13, 2022	January 3, 2023