

CITY OF JOHNSON, ARKANSAS

# PLANNED UNIT DEVELOPMENT - PUD

**STAFF USE ONLY**

Date Application Submitted: _____	FEE: \$200.00 - \$800.00
Date Accepted as Complete: _____	Planning Commission Action: _____
Petition Number: _____	City Council Action: _____
Public Hearing Date: _____	Zone: _____

Please fill out this form completely, supplying all necessary information and documentation to support your request. *Your application will not be placed on the Planning Commission agenda until this information is furnished.*

**Application:**

Indicate one contact person for this request: \_\_\_\_\_ Applicant \_\_\_\_\_ Representative

*Applicant (person making request):*

*Representative (engineer, surveyor, realtor, etc.):*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Phone: ( ) \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

( ) \_\_\_\_\_

( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Site Address / Location: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Assessor's Parcel Number(s) for subject property: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

**FINANCIAL INTERESTS**

The following entities and / or people have financial interest in this project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT / REPRESENTATIVE:** I certify under penalty of perjury that the foregoing statements and answers herein and all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions of approval.

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER(S) / AUTHORIZED AGENT:** I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. *(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

*Owners (attach additional info if necessary):*

**Name: (printed):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone: (        )** \_\_\_\_\_

**Name: (printed):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone: (        )** \_\_\_\_\_

**Checklist:**

*Attach the following items to this application:*

1. Payment in full of applicable fees for processing the application: (See Page 12 For Fee Schedule)
2. Correspondence in the form of a written letter to the City of Johnson describing the scope, nature and intent of the proposal.
3. Legal description and parcel numbers of property (may be found on deed or current survey of property). A survey may be required if the deed cannot be platted accurately.
4. A typed list of all adjacent property owners, including those lots across streets. List must include name and full address. (May be found in the County Assessor's office)
5. Proof of notification of adjacent property owners:  
Each adjacent property owner must be notified by letter explaining your request, and given the date, time and place of the meeting. Each such property shall be notified by certified mail and a copy of the green certified mail receipt shall provide such proof. (Not to be sent until placement on the Planning Commission agenda - but no later than 15 days in advance of the meeting)
6. A copy of the plat on record in the county assessor's office. The owner's name and the parcel number for every adjacent property shall be shown on this plat (map).
7. 4 - 8 ½ x 11 color elevations showing all four sides of each proposed building (Additional elevations will be due with each submittal). Materials and colors must be called out on this drawing.

8. Signed PUD and Grading and Drainage Applications.
9. Twenty Four (24) copies of the plat or plan collated, bound and *folded* to page size with title information on the outside. Maximum submittal size is 18x24. Plats should be drawn in layers, symbols, and line types. All of the following information shall be contained on a single plat. Grading/drainage may be submitted on separate plat if desired. Any deviation from this format will have to be approved prior to submittal.
10. After the Technical Plat Review Meeting (TPR), resubmit twenty four (24) copies of plans, digital copies and a written response to all TPR committee comments

## ***PLAT INFORMATION***

### **General**

11. Names, addresses, zoning, parcel numbers and property lines of all property owners adjacent to the exterior boundaries of the project (including individual lots across streets and rights-of-way) shall be located on the plat at the correct location.
12. Names, addresses, telephone numbers, of owner(s), developer(s) and project representative.
13. North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use.
14. Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date, and revisions.
15. Provide a complete and accurate legend.
16. A vicinity map of the project with a radius of 1.5 miles from the project. This map shall include any Master Street Plan streets as well as the 100-year flood plain boundary.
17. Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W. needs as determined by the AHTD and Master Street Plan. Future R.O.W. as well as existing R.O.W. and center lines should be shown and dimensioned.
18. The location of all existing structures. Show the location of proposed buildings, square feet and height. Dimension buildings from the roof overhang and setbacks to property lines.
19. Site coverage note indicating the percentage of site that is covered by both buildings and surfaced area.

### **Legal Description**

20. Written legal descriptions including area in square feet or acres that read clockwise. This shall be provided on the plat. (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
21. Boundary survey of the property shown on the plat. The surveyor shall seal, sign, and date the survey. The survey shall be tied to state plane coordinates.
22. Provide a benchmark, clearly defined with an accuracy of 1/100'. This benchmark must be tied to USC & GS Datum, supply coordinates. Benchmarks include but are not limited to the following: fire hydrant, man hole, etc.
23. Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83)
24. Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
25. Curve data for any street which forms a project boundary.

### **Floodplain / Floodway / Wetlands**

26. Show 100-yr floodplain and / or floodway and base flood elevations. Reference the FIRM panel number and effective date or flood zone statement if not in flood zone.
27. Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.

### **Topographic Information**

28. Existing and proposed topographic information with source of the information noted.  
Show:
  - a. Two foot contour interval for ground slope between level and twenty percent.
  - b. Five foot contour interval for ground slope exceeding twenty percent.
29. Spot elevations at grade breaks along existing road centerlines, gutter lines and top of curbs or edge of pavement.
30. Contours of adjacent land within 100 feet of the project shall also be shown.

### **Landscape Plans**

31. The conceptual design may be reviewed by the Planning Commission, however a detailed plan must be approved by the Building Official prior to the issuance of the building permit. The conceptual plan shall show the general layout of the plant material and shall include proposed plant species (common names are acceptable) and size. Existing and proposed utility lines shall be shown on the plan. When an ordinance requires shrubs or other screening material, show the layout of planting beds (it is recommended that shrubs be within defined planting beds for ease of maintenance) The detailed plan shall also include approved planting details and notes and particulars for irrigation.
32. Landscape proposals for parking lots shall include proposed plant species (common names are acceptable) and size. Existing and proposed utility lines shall be shown on the plan. State the method for irrigating the plant material on the plan. When an ordinance requires shrubs or other screening material, show the layout of planting beds (shrubs must be within defined planting beds for ease of maintenance).

### **Utilities - Existing**

33. Show on the drawing all known on-site and off-site existing utilities and easements (dimensioned) and provide the structures locations, types, and condition and note them as "existing" on the plat.
34. Existing easements shall show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

### **Utilities - Proposed**

35. Show all storm sewer structures, sanitary sewer structures and drainage structures:
36. Show all Sanitary sewer systems
37. Note the occurrence of any previous overflow problems on-site or in the proximity of the site.
38. Water systems, on or near the site:

- a. Provide pipe locations, types, and sizes
  - b. Note the static pressure and flow of the nearest hydrant
  - c. Show location of proposed fire hydrants and meters.
39. Underground or surface utility transmission lines:  
*(Note: This category includes, but is not limited to Telephone, Electrical, Natural Gas, and TV Cable)*
- a. Locations of all related structures (pedestals, poles, etc.)
  - b. Locations of all lines (note whether the line is below or above ground)
  - c. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in grade for the proposed street.
40. State the width, location, and purpose of all proposed easements or rights of way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project.

### **Streets, Rights-of-way, And Easements**

41. The location, dimensions, grades, and names of all existing and proposed streets, alleys, sidewalks, and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Private streets shall be clearly indicated and named. Names of streets should be approved by the City of Johnson and Washington County 911.
42. A layout of adjoining property (within 250') in sufficient detail to show the effect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements. This information can be obtained from the Master Street Plan and/or Aerial Photos.
43. The location of all existing and proposed street lights (At every intersection, cul-de-sac & every 250' and associated easements to serve each light.)

### **Site Specific Information**

44. Provide a note of any known existing erosion problems on-site or within 250' downstream of the property.
45. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
46. The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased)
47. The location of all known potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.).
48. The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated.
49. For large scale residential development, indicate the use and list in a table the number of units and bedrooms.
50. For non-residential use, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use.
51. The location and size of existing and proposed signs, if any.
52. Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections.
53. Location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided, and handicapped accessible parking spaces.

54. Location of buffer strips, fences or screen walls.
55. Indicate location and type of garbage service. Dimension turnaround area at dumpster location.
56. A description of commonly held areas, if applicable.
57. Draft of covenants, conditions, and restrictions, if any.
58. A written description of requested waivers from any city requirement.
59. Show required building setbacks for planned unit developments. Provide a note on the plat of the current setback requirements for the development. A variance is necessary from the Planning Commission for proposed setbacks less than those set forth in the zoning district.
60. General land use breakdown table.

**Site Specific Information (continued)**

61. Boundary of proposed phases.
62. Phasing and development schedule.
63. Location and arrangement of open space/common space.

**Other Requirements**

64. Any other data or reports as deemed necessary for project review by the City of Johnson.

**Prior to Building Permit:**

65. Prior to the issuance of a building permit for a planned unit development, an easement plat shall be filed dedicating all required easements and rights-of-way.
66. Grading and drainage permits.
67. No permitting will be authorized until after a preconstruction meeting has been held. It is the consulting engineer's responsibility to schedule this meeting.
68. Completion of all required improvements or the placement of a surety with the City (bond). Guarantees in Lieu of Installed Improvements to guarantee all incomplete improvements. Further, all improvements necessary to serve the site and protect public safety must be completed, not just guaranteed, prior to the issuance of a Certificate of Occupancy
69. Approval of preliminary and final plats.

A pre-application conference may be arranged and is encouraged to review the proposed project and discuss the checklist requirements.

*(Note: As this request goes through the review process, revised copies of the project plat, and elevations, if applicable, will be required.)*

*(sample)*

**ADJOINING PROPERTY OWNERS NOTIFICATION  
OF UPCOMING PUBLIC HEARING**

Today's Date: \_\_\_\_\_

APPLICANT/REPRESENTATIVE CONTACT INFO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planning Commission Meeting:

Thursday, \_\_\_\_\_ 6:00 p.m.  
Johnson City Hall  
2904 Main Drive

PROJECT DESCRIPTION:

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**ADJOINING PROPERTY OWNERS COMMENTS**

(Return Comments to City of Johnson Planning Division in Enclosed Stamped Envelope)

\_\_\_\_\_ I have been notified of the above meetings for the described project.

\_\_\_\_\_ I **do not** object to the project described above.

\_\_\_\_\_ I **do** object to the project described above because:

\_\_\_\_\_  
Name of Property Owner (Printed)

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Signature of Property Owner

CITY OF JOHNSON GRADING PLAN CHECKLIST

PROJECT NAME:

DATE REVIEWED:

CHECKLIST ITEM	COMPLETE	INCOMPLETE	SEE NOTE #
APPLICATION FORM AND REVIEW FEE			
169.04. MINIMUM EROSION CONTROL REQUIREMENTS (ITEMS A.-F.)			
169.06. C. CUT OR FILL SLOPES: 1. FINISH GRADE			
2. MAXIMUM LENGTH			
3. EXISTING TOPOGRAPHY			
4. SETBACK REQUIREMENTS (ITEMS a.-h.)			
169.06. D. CUTS (ITEMS 1.-3.)			
169.06. E. FILLS (ITEMS 1.-3.)			
169.06. F. EROSION AND SEDIMENTATION CONTROL (ITEMS 1.-8.)			
169.06. G. UNDISTURBED LAND REQUIREMENTS FOR RESIDENTIAL SUBDIVISIONS			
169.06. H. REQUIRED RETAINING WALL AND ROCK CUT DESIGN (ITEMS 1.-3.)			
169.07 GRADING PLAN SPECIFICATIONS			
1. Site Plan. Site plan at a scale no smaller than one inch equals 100 feet, showing property lines; vicinity map; name of owner, developer and adjacent property owners.			
2. Existing Grades. Existing grades shall be shown with dashed line contours and proposed grades With solid line contours. Contour intervals shall be a max. of two feet. Spot elev. shall be indicated.			
3. Designation of Grade. Areas with 0 to 10%, 10-15%, 15-20% and >20% grade shall each be identified in a distinguishing manner.			
4. Identify Land to be Disturbed. Land areas to be disturbed shall be clearly identified.			
*5. Engineer/Architect. Seal of a registered engineer, architect, or landscape architect certifying that the plan complies with this Chapter.			
6. Cuts and Fills. All cuts and fills, including height and slope, shall be clearly shown on plan.			
*7. Streets and Right of Way. Location and names of all existing or platted streets or right-of-way within or adjacent to tract and location of all utilities and easements within or adjacent to the property shall be indicated.			
8. Lot/Building, Etc. Identification. The proposed location of lots, buildings, streets, parking lots and parks, playgrounds or green space shall be indicated. Also to be indicated is any existing or proposed building within 100 feet of the site.			
9. Soil Type. Soil types shall be identified according to the Unified Soil Classification System.			
10. Natural Features. Location of natural features such as drainage ways, ponds, rock out-croppings, And tree cover. Indication of 100 year floodplains as defined by FEMA.			
*11. Streets and Drainage Ways. Profiles and cross sections for proposed streets and drainage ways.			
12. Acreage/Zoning. Total acreage and zoning classification.			
*13. Surface Water. Provisions for collecting and discharging surface water.			
*14. Underground Utilities. Profiles and cross sections of streets; drainage systems; and under-ground utilities, if they are necessary to clarify the grading plan in terms of potential erosion or runoff, or if the grading on site has the potential of disturbing the utility line.			
15. Treatment of Slopes and Benches. The method of treatment for all slopes and benches shown.			
169.07. B. ADDITIONAL INFORMATION			
1. Time Schedule. A time schedule indicating the anticipated starting and completion dates of the development sequence and time of exposure of each area prior to stabilization measures.			
2. Description/Fill Material/Compaction. Description of quantity (in cubic yards), source, and composition of imported fill material and compaction specifications. Also, note the quantity			



(in cubic yards) and destination of excavation materials to be removed from the site.

**CITY OF JOHNSON GRADING PLAN CHECKLIST**

CHECKLIST ITEM	COMPLETE	INCOMPLETE	SEE NOTE #
3. Natural Vegetation Preservation. Proposals for preserving natural vegetation and description of revegetation or other permanent erosion control strategy.			
4. Runoff/Sedimentation. Specification of measures to control runoff and sedimentation during construction indicating what will be used such as straw bales, silt dams, brush check dams, lateral hillside ditches, catch basins, and the like.			
5. Dust. Where excessive dust may become a problem, a plan for spraying water on heavily traveled dirt areas shall be addressed.			
6. Soils Engineering Study. The City may require a soils engineering study or soil loss calculations if site conditions so warrant.			
169.08.C. If applicable, proof of notification of adjacent property owners.			

**NOTES:**


**CITY OF JOHNSON**  
**GRADING And / or STORMWATER, DRAINAGE AND EROSION CONTROL**

Project Location/ Parcel #: \_\_\_\_\_

Project title/name: \_\_\_\_\_

Date: \_\_\_\_\_

Is the submittal: Preliminary: \_\_\_\_\_ or Final: \_\_\_\_\_

Number of Acres: \_\_\_\_\_

If final, please list the date of the preliminary submittal: \_\_\_\_\_

Type of Work: Residential: \_\_\_\_\_ Single Family or Duplex  
Or Commercial: \_\_\_\_\_ Type of Commercial: \_\_\_\_\_

Permit for Drainage also? Yes: \_\_\_\_\_ or No: \_\_\_\_\_

**Applicant information:**

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Owner's information:**

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Engineer / Architect information:**

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

For all soil disturbing activities on one or more acres of land or properties that are part of a larger common plan, an approved storm water pollution prevention plan (SWPPP) must be provided and implemented by the owner. Please provide a copy of the SWPPP and the Arkansas Department of Environmental Quality (ADEQ) approval letter, if review is required by ADEQ. All perimeter controls and the construction entrance will be installed and verified by the city prior to granting the permit.

**(Call the city 48 hours in advance to schedule inspection)**

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if the construction or work is suspended or abandoned for a period of 6 months at any time after work is started.

**Applicant:** I, the undersigned applicant, do hereby certify that I have read and examined this application and know the same to be true and correct; and that I have the authority to make this application. All provisions of the law and ordinances governing this type of work will be completed with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Review fee schedule:**

1 Acre or less \$100

Greater than 1 Acre  
but less than 5 \$200

Greater than 5 Acres \$300

Fee required: \_\_\_\_\_ Date Paid: \_\_\_\_\_

(Note: fee required at the preliminary application)

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Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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<b>Variance</b>		\$ 25.00	\$ 100.00 (after Violation)
<b>Conditional Use Request</b>		\$ 100.00	
<b>Rezone</b>		\$ 300.00	
<b>Pre Plat Large Scale Development/ PUD</b>			
<i>Non-residential</i>		\$ 800.00	
<i>Residential</i>	10 or less units	\$ 200.00	
	25 or less units	\$ 400.00	
	26 or more units	\$ 800.00	
<b>Final Plats Large Scale Development/ PUD</b>			
<i>Non-residential</i>		\$ 800.00	
<i>Residential</i>	10 or less units	\$ 200.00	
	25 or less units	\$ 400.00	
	26 or more units	\$ 800.00	
<b>Grading Permit</b>	1 acre or less	\$ 100.00	
	1 acre but less than 5 acres	\$ 200.00	
	Greater than 5 acres	\$ 300.00	
<i>Tree Preservation</i>		\$ 120.00	
<b>Vacations</b>		\$ 200.00	
<b>Appeals</b>		\$ 50.00	
<b>Lot Splits</b>		\$ 200.00	
<b>Lot/Property Line Adjustments</b>		\$ 200.00	