



Staff Use Only
Fee Paid: _____
\$750 for submittal
Intake Date: _____

### PUD Amendment Application

Land Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Project Name: \_\_\_\_\_ Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

All PUD Amendments shall comply with the requirements of Chapter 18.28 of the City of Evans Municipal Code and all applicable regulations and standards in the municipal code.

#### SUBMITTAL CHECKLIST:

The following items are needed for a complete submittal and staff review of this Application.

Applicant Initial as Submitted	Submittal Requirements	City Staff Initial as Complete
	Letter of Intent (See Section 18.28.110 H for Standards/Requirements)	
	PUD Amendment Fee Paid (\$750)	
	Public Hearing Fee Paid (\$50)	
	Initial Review Meeting Held with City staff on:	
	Escrow Agreement Signed and Fee Paid	
	Copy of complete original PUD Plan and any amendments to date	
	Conceptual Plan	
	Legal description of property	
	If any of the following are requested to be amended, or were not included with the original PUD approval, also include:	
	A survey plat showing the outer boundaries of the area and showing elevation contours at two-foot intervals	
	A site plan showing the location of all buildings, signs, streets, lanes, parking areas, landscaping, parks, open areas, recreational facilities and all other improvements; the site plan shall show the dimensions of all structures, streets, parking areas, and recreational facilities, and shall show the distances between structures and boundary lines	
	Preliminary drawings of all buildings, with elevations	
	A preliminary engineering plan for streets, sidewalks, lanes, utility lines and drainage facilities	
	An indication of the location, height and size of proposed signs, lighting and advertising devices	

	A narrative statement of how each building and structure will be used, the volume of business expected to be conducted at any commercial or industrial establishment, the hours of business of those establishments, the number of employees expected to work in any commercial or industrial establishment, the number of dwellings units in each building, and all other information calculated to disclose, to the extent possible, the uses to which the area will be put and the impact of those uses on the area and on land adjoining the area	
	A statement of how the co-owned area will be managed, used and maintained, and including a projected budget for a reasonable period of time for the operation and maintenance of such areas	
	If land is to be dedicated, a legal description of that land and a site map showing the location of that dedicated land	
	A preliminary development schedule	
	Traffic study as required by the City	
	Evidence of current ownership, acceptable to the City Attorney, such as a copy of an updated title policy or commitment, current within thirty (30) days.	
	A list of all landowners and mailing addresses for properties located within 500' of the planned development (if provided by the City, \$25 fee)	
	Property posted with land use proposal sign (provided by the City, placed by applicant)	
	Easement holders notified – provide copy of letters	
	An electronic copy of all submitted documents	
	Other:	

**I certify that to the best of my knowledge this PUD Amendment Application meets all of the criteria listed above and all the appropriate documentation has been submitted as requested:**

\_\_\_\_\_  
**Owner Signature**

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

\_\_\_\_\_  
**Applicant Signature**

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

For City Staff Use Only

Date Submitted:

Date Reviewed:

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

Corrections Needed? \_\_\_ Yes \_\_\_ No

Date Returned as Incomplete to Applicant and Owner:

Date Accepted as Complete:

Planning Commission Public Hearing Date

City Council Public Hearing Date

Date mylars submitted to City for signature:

**Formal comments will be found in the L:drive under Community Development/PUD Amendment/ (name of application)**