



**PD Zone Change Check List**  
**Washington County Community Development**

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***\*All PD Zone Changes must meet the applicable requirements of local, state and federal law as referred to in Washington County Ordinance (Title 10 Chapter 9 of the Washington County Code).***

[https://www.sterlingcodifiers.com/codebook/index.php?book\\_id=427](https://www.sterlingcodifiers.com/codebook/index.php?book_id=427)

**This type of Development requires a Public Hearing during the Planning Commission Meeting**

**Types of Planned Development Zones:**

- PDR – Planned Development Residential Zone
- PDC – Planned Development Commercial Zone

**Before a PD Zone Change can be considered the applicant shall provide:**

- Refer to Title 10 Chapter 9 of the County Code for more detailed information.
- Proof of Ownership.
- Completed PD Zone Change Application.
- Paid application fees.
- Mailing labels containing the names and addresses of adjoining property owners within 500' radius of parcel.
- Concept Plan:** Concept plan of the proposed development shall be presented to the Planning Commission for feedback. No formal action is taken by the Planning Commission at concept plan review. Planning Commission and staff feedback is intended to provide meaningful direction for applicant moving forward.
  - A narrative describing proposed development that includes the type of development, density, open space, total acreage, and a description of how it will tie into surrounding areas.
  - Exhibits showing all parcels or property to be included in the PD Zone.
  - General street layout, including integration into existing streets.
  - Exhibits depicting the general architectural styles of structures, pavilions, club houses, site furniture, monument signage or entry features.
  - Exhibits of conceptual open space design.
  - General landscaping plan.

- Proof of access.
- Topography for irregular sites and drainage.
  - Topography shall be shown at contour intervals of two feet unless otherwise exempted by the public works director.
- Legal Description of the property where zone change is requested.
- Project Plan and Development Agreement:** The project plan needs to consist of professionally designed schematic plan including the layout of the development and accompanied by the appropriate written text. Public hearing is required at time of Planning Commission review. Planning Commission makes recommendation to County Commission. The County Commission is the land use authority.
  - Identify the boundary of the project property.
  - Provide a delineation of phases (if applicable) and acreage associated with each phase.
  - Indicate the total project area, and also each area by the type of land use proposed to be developed.
  - Indicate proposed land uses, indicating square footage or acreage and percentage of each component of the project.
  - Indicate the number of residential and/or recreational units and/or square footage of floor area of nonresidential uses by type of use.
  - Indicate the density of uses within each land use component or phase, using units per acre for residential or recreational development, and floor area ratio for nonresidential components.
  - Show a proposed vehicular and pedestrian circulation plan including entrances and exits and connections to vehicular and pedestrian facilities external to the project.
  - Show existing natural features of the site including rivers, lakes, ponds, streams, wetlands, steep slopes, mature trees and tree stand.
  - Show where proposed open space will be provided, delineated by what type of open space it is.
  - Indicate location of landscaping as required herein, buffers, and a proposed lighting plan.
  - Typical elevations.
  - A draft development agreement submitted with the project plan for review by planning staff and the planning commission.
- Phase Plan:** Most planned developments will consist of a project plan identifying a number of areas of the site with unique or individual land use types. Each of the areas, if developed separately, will require separate preliminary and final plat approval. Phase plans must be submitted with the project plan and zone change. The phase plan must be consistent with the project plan and shall meet all requirements of the subdivision ordinance (Title 11) for a preliminary plat.

- Preparation of phase plan: the phase plan shall be prepared by a registered land surveyor, or engineer.
- Submittal of a phase plan: After a phase plan is submitted and staff has determined that all of the necessary information has been submitted, the plan will be placed on the next available land use authority agenda to be reviewed with the project plan and zone change. If the project is to be developed in more than one phase, each phase of the development will be submitted for separate final plat approval.

- Rezoning:** The zone change request to the applicable PD zone and required public hearing take place in conjunction with the review of the completed project plan and phase plan. The project plan shall be reviewed by staff and discussed in an informal meeting (1<sup>st</sup> Tuesday of the month) with the applicant to examine potential areas of nonconformity. Staff, upon review of the plan will determine whether the project meets the intent of the PD zone and includes the required elements. Staff may reject the project plan and notify the applicant of any deficiencies so corrections may be made.
  - How does the plan of the proposed project meet the purpose of a planned development.
  - The overall project density as well as the density of land use components, land use mix and percentages.
  - General vehicular and pedestrian circulation including the location and capacity of the facilities and connections internally and externally, and open space type, amount, and location.
- Joint Utility Development Staff Meeting:** Meet with the Joint Utility Development Staff in monthly meeting held on the 1<sup>st</sup> Tuesday of each month @ 9:30 am.
- Planning Commission:** Meet with the Planning Commission (usually the month following the Joint Utility Staff Meeting, if no additional information is needed). Planning Commission meets on the 2<sup>nd</sup> Tuesday of each month @ 1:30 pm. Required public hearing is held in Planning Commission Meeting. Planning Commission makes recommendation to County Commission.
- County Commission:** Application reviewed by the County Commission in a regularly scheduled County Commission Meeting after recommendation from Planning Commission. County Commission is the land use authority. The County Commission meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month @ 4:00 pm.