



Community Development

Planned Development Checklist

Please refer to Washington County Code Title 10, Chapter 9. All PD Zone Change Applications must meet the applicable requirements of local, state and federal law. This type of land use application requires a Public Hearing during the Planning Commission Meeting.

Deadline for applications is the last Tuesday of each month – completed with payment received. All applications must be reviewed at the Joint Utility Department Staff Meeting. No application will move forward until approved at Staff level.

Before any Planned Development (PD) applications can be considered the applicant shall provide the following (*incomplete applications will be rejected*):

1. Fully completed PD application forms, plans, and exhibits.
2. All applicable fees.
3. Proof of ownership.
4. Mailing labels containing the names and addresses of adjoining property owners within a 500' radius of the parcel(s). These can be obtained from the Washington County Recorder's Office.
5. Proof of access.
6. Topography for any irregular sites and drainage.
7. Legal description of the property.
8. 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 the time of concept plan review. Planning Commission and Staff feedback is intended to provide meaningful direction for applicant moving forward. Concept plans shall include the following:
 - a. A narrative describing the proposed development that includes the type of development, density, open space, total acreage, and a description of how the development will tie into surrounding areas.
 - b. Exhibits showing all parcels or property to be included in the PD zone, with each land use and development type illustrated.
 - c. General street layout, including integration into existing street networks.
 - d. Exhibits depicting the general architectural styles of structures, pavilions, club houses, site furniture, monument signage or entry features.
 - e. Exhibits of conceptual open space design.
 - f. General landscaping plan.



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9. Project Plan. The project plan will be reviewed by Staff and the land use authority concurrent with the zone change. A public hearing is required at the time of the Planning Commission review. The project plan is the plan for the entire development, and it shall identify the specific phases that the project will consist of, all proposed general circulation/transportation facilities, land uses and proposed densities, open spaces, natural site features, lighting, sidewalks and landscaping.
10. Development Agreement. A draft development agreement must be submitted with the project plan for review by the planning staff and the planning commission.

Each planned development request shall provide proof of all required utilities, including:

1. Septic feasibility.
2. Evidence of available water.
3. Fire protection plan.
4. Will serve letter from the applicable power company or approved alternative energy plan.



Community Development

Planned Development Application

☐ PDC – Planned Development Commercial

☐ PDR – Planned Development Residential

☐ PDSTR – Planned Development Short Term Rental

Property Owner / Applicant: _____ Phone: _____

Address: _____ Email: _____

Representing Firm (if applicable): _____ Phone: _____

Address: _____ Email: _____

Reason for requested zone change:

Parcel(s) ID: _____ Acreage: _____

Current Zone: _____ Proposed Zone: _____

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Office Use Only:

PD Fee – Date Paid _____ Amount Paid: _____ Cash / Check / CC

Receipt # _____ Received By: _____ Reviewed for Completeness: _____



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Land Use Application

Application deadline is the last Tuesday of each month. Application must be complete, and payment received prior to acceptance by the Community Development Department.

All incomplete applications will be rejected.

Application Type:

<input type="radio"/> Conditional Use Permit	<input type="radio"/> Zone Change
<input type="radio"/> Site Plan	<input type="radio"/> Amended Plat
<input type="radio"/> Variance	<input type="radio"/> Preliminary Plat
<input type="radio"/> Lot Line Adjustment	<input type="radio"/> Final Plat
<input type="radio"/> Road Dedication	<input type="radio"/> Other: _____

Project Name and Description: _____

Reason for Request: _____

Address or Approximate Location: _____

Subdivision Name (if applicable): _____

Parcel(s) ID: _____

Area in Acres: _____ Existing Zone: _____ Existing Use: _____

Proposed Zone (if applicable): _____ Proposed Use: _____

I certify that I am signing this application form as an owner of record to the property included in this application. I certify that the information and exhibits submitted are true and correct to the best of my knowledge. I understand that all materials required by Washington County must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I am consenting to allow the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

All Landowners are required to sign this application. If additional space is needed, attach additional sheet signed and dated by the applicants.

Signature: _____ Date: _____

Signature: _____ Date: _____