

Exhibit C - Detailed Planned Unit Development Procedures

- Filing Date: _____ with a possible Public Hearing: _____
- Filing Procedures:
 - All applications will be accepted as submitted to the staff on or before the noted filing dates.
 - Application must be submitted with a \$ 300.00 filing fee.
 - In order for an application to be submitted to the Elkhart County Advisory Plan Commission for Public Hearing it must be complete and have all items noted on the Application Checklist.
 - All items noted on the Application Checklist must be submitted at the time of application or the application will not be processed by the staff. Processing will begin upon receipt of the noted deficiencies.
 - When all Application Deficiencies have been corrected the processing of the petition will be for the next available Public Hearing.
- Application Processing:
 - Will begin upon the receipt of a complete application and filing fees.
 - Review Procedures:
 - The application will be submitted to the Technical Review Committee with the date and time being sent to the applicant.
 - The Technical Review Committee will make the following comments:
 - Non-compliance with Specifications - I Planned Unit Developments
 - Suggestions to meet the purposes and criteria of Specifications - I Planned Unit Developments
 - Make a Recommendation of Compliance.
- Setting for Public Hearing:
 - All Detailed Planned Unit Developments must be considered at a Public hearing by the Elkhart County Advisory Plan Commission and only after a complete and correct proposal has been submitted.
 - The mailing of Notice to the Neighboring Property Owners and the publishing of the Legal Advertisement will be done by the staff as follows:
 - The Technical Review Committee makes a recommendation of compliance; or
 - Upon receipt of a the corrections (deficiencies) that reflect the items of non-compliance stated by the Technical Review Committee; or
 - By written request of the applicant.
 - Please Note: The application for a Detailed Planned Unit Development will be considered as a proposal for a map amendment only after the Legal Advertisement and Notice to the Neighboring Property Owners have been mailed or published in accordance with Indiana Codes.
 - The applicant will be required to post the property ten (10) calendar days prior to the public hearing with signs supplied by the staff in an area visible from a public right of way. Should the actual Public Hearing date change it is the applicant's responsibility to secure from the staff corrected signs.
- Public Hearing:
 - The applicant and the neighboring property owners within 300 feet will be given notice of the date and the time of the public hearing by mail.
 - The Public Hearing Procedures are as follows:
 - The Staff for the Plan Commission will present the Staff Report, the Technical Review Committee Recommendation and Suggestions, with the Staff Recommendations and findings.
 - The Applicant/petitioner will then present the proposal for the Detailed Planned Unit Development with information and facts to justify favorable findings.
 - The Plan Commission will:
 - Ask for persons in support of the petition to comment.
 - Then persons needing to have more information.
 - Then persons in remonstrance.
 - It is suggested that all persons not repeat presented information.
 - The Applicant/petitioner will be permitted to answer request for more information and to rebut the remonstrance presented. The presentation of new information will not be permitted.
- Recommendations by the Plan Commission:
 - The Plan Commission will close the Public Hearing and will consider the proposal.
 - At this time no further input will be permitted.
 - The Plan Commission Members can make specific request for more fact, findings, and information after the Public Hearing has been closed.
 - After consideration the following recommendations can be made by the Plan Commission with written findings of fact based on the criteria established by Specification - I.
 - Favorable recommendation.

- Favorable recommendation with Reasonable Conditions.
 - Favorable recommendation with Conditions for issuance of Improvement locations permits.
 - Unfavorable recommendation.
 - No recommendation.
- Legislative Body:
- All Detailed Planned Unit Development proposals will be certified to the appropriate Legislative body with jurisdiction over the Detailed Planned Unit Development.
 - The Legislative Body may:
 - Adopt a Detailed Planned Unit Development Ordinance as certified by the Plan Commission.
 - Adopt a Detailed Planned Unit Development Ordinance as proposed and/or impose reasonable conditions for issuance of Improvement locations permits.
 - Reject the proposal.
 - Return proposal for further review and consideration by the Plan Commission.
- Recording of Detailed Planned Unit Development Ordinance:
- The Detailed Planned Unit Development Ordinance may be recorded by the staff, upon receipt of necessary recording fees or by the applicant.

Detailed Planned Unit Development Requirements

- Applications forms adopted by the Plan Commission**
- Legal Description for parcel**
- 13 Copies Narrative of Request describing**
 - Intention for ownership,**
 - Proposed Land-uses and Percentage of site for each uses**
 - Open Space ___%
 - Buffers ___%
 - Single Family residential ___%
 - Two Family Residential ___%
 - Multi-Family Residential ___%
 - Professional Office ___%
 - Limited Business ___%
 - General Business ___%
 - Business and Wholesale ___%
 - Limited Manufacturing ___%
 - General Manufacturing ___%
 - Intentions regarding water and sewage disposal**
 - Listing of all deviations from the development standards requested**
 - Dwelling Densities for residential ___/ per acres**
 - How development relates with surrounding land uses**
 - Other information Reports (13 copies)**
- Soil Report (not required if on City Sewer)**
 - Soil Boring / Soil Pit location Site plan
 - Soil Profile Logs for all borings or pits
 - Depth to All Limiting
- Municipal Sewer and Water Report**
 - Distance to nearest public water or sewer utility
 - Projected cost for extension and connection
 - If development is to be on private well and septic reason for not extending and connection (e.g., not in service area of utility)
- Traffic Projection and Thoroughfare Report**
 - Description of existing road surface and right of way (e.g., two lane vs four lane, concrete vs chip and seal, swale vs curb and gutter, ten foot lanes vs twelve foot lanes, etc.)
 - Vehicle counts from state or local information's sources
 - Projected vehicle counts to and from development with peak times
 - Projected vehicle count broken down by end trip generated and drive by
- Project Demographic for all Residential Developments (over five acres)**
- Site Improvement Report:**
 - Listing of All site improvements
 - Projected cost of improvements
 - Time line for Installations
- Storm Water Drainage Report**
 - Off-site Information
 - Watershed size draining onto the site
 - Projected runoff
 - Undeveloped Site:
 - Projected runoff from the undeveloped site
 - Developed Site:
 - Projected Developed runoff from site
 - Site Retention Calculation:
 - Retain one hundred percent of the project increased runoff; Plus twenty percent of the undeveloped runoff
 - Runoff projection Model
 - ✓ $CFR = ART \times PPR \times 25$ (3 inch rain event)
 - ✓ CFR = Cubic Feet of Runoff
 - ✓ ART = Square foot area of Runoff based on development type (eg Undisturbed grasses, Sodded grass areas, Wooded areas, Pavement area, Drives, Roads, Buildings etc)
 - ✓ PPR = Percent of projected runoff for the development type
- Drawing showing**
 - Off-site watershed
 - Area Runoff Type
 - Storm-water retention

Development Plan Requirements

- One eighteen inch by twenty-four inch mylar
- 13 Copies of the Development Plan
 - Name of Planned Unit Development
 - Location description to the Quarter Quarter Section, Township, Range, and Political Township
 - Legal description
 - Scale used
 - Date of Drawing
 - Surveyors Certificate
 - North Arrow
 - Boundary of Planned Unit Development
 - Shown by a heavy line (unique to drawing)
 - Bearing and lengths
 - All changes in bearings on the boundary must be shown as monumented monuments will be noted as being installed after construction of all public or bonded improvements
 - Show the Location of
 - Easements
 - Rights of way
 - All easements and rights of way to be dedicated for public use
 - All bearings, lengths, widths and instrument numbers (for all previously recorded documents)
 - Corporate boundaries
 - Township lines
 - County lines
 - Section lines
 - Platted tracts adjacent to the Planned Unit Development
 - Special Flood Hazard Area (if site is within the One hundred year flood zone) by a unique line
 - General Location Map showing the Planned Unit Development
 - Development setback lines
 - Referenced to:
 - Property lines
 - Right of way centerlines
 - Notarized certification by owner(s) of property Submitted Signed Un-signed
 - Certifications of compliance with Specifications I by Plan Commission
 - Certifications of Adoptions and Compliance with Specifications - I by the Legislative Body
 - Auditor statement
 - Recorder Statement
 - Planned Unit Development Ordinance Number statement

Site Plan/Support Drawing

- 13 Copies
 - Name of Planned Unit Development
 - Legal Description
 - Scale used
 - Developments building set back lines
 - Name of Surveyor and address
 - North Arrow
 - Building Coverage calculations
 - Proposed structure(s) and Improvements
 - Phasing of projects
 - Building Separations on site
 - Building separations to adjacent off site buildings within 100' of petitioners property
 - Demonstrations of Vehicle and Pedestrian Circulation
 - Parking areas
 - Landscaping
 - Height, scale, materials, and style of improvements
 - Signage (location, height, and size)
 - Recreation Space
 - Outdoor Lighting (all lighting must be maintained to reduce off- site impacts)
 - Name of Owner and Developer and address
 - Boundary of Planned Unit Development by unique and identified line
 - Adjacent parcels boundaries lines shown in hatched lines
 - Property lines and easements
 - Monuments and corner marker
 - Residential and commercial driveways adjacent to and with in 200 feet
 - Show the Location of:
 - All existing utilities
 - Distances to sanitary sewer and municipal water
 - Existing well and septic onsite
 - Off site well(s) and septic(s) within 100' of the petitioners property
 - Onsite well(s), septic(s) area and septic repair area(s)
 - Soils as identified in the Soil Report
 - One-hundred year floodplain designated by a unique line
 - Contours in two foot intervals
 - Identifications of all land uses
 - All information shown on the General Development Plan from the GPUD ordinance (If the petition is for a portion of GPUD)

Applications Checklist:

Detailed Planned Unit Development

Tax Code _____ Number: _____

Transaction _____ Number: _____

Planned Unit Development _____ Name: _____

Submitted Omitted N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applications forms adopted by the Plan Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Legal Description for parcel. |

Narratives: (13 Copies)

Submitted Omitted N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Intention for ownership, |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed Land-uses |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Intentions regarding water and sewage disposal. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Listing of all deviations from the development standards |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dwelling Densities for residential |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | How development relates with surrounding land uses. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other information |

Reports: (13 Copies)

Submitted Omitted N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soil Report (not required if on City Sewer) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Municipal Sewer and Water Report |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storm Water Drainage Report |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Traffic Projection and Thoroughfare Report |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Project Demographic for all Residential Developments (over five |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Improvement Report: |

Development Plan Requirements

Submitted Omitted N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | One eighteen inch by twenty-four inch mylar |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13 eighteen inch by twenty-four inch copies |

Site Plan/Support Drawing

Submitted Omitted N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13 copies. |
|--------------------------|--------------------------|--------------------------|------------|

Give Public Notice Signs for each Right of way

Notes:

Detailed Planned Unit Development Application Checklist
Reviewed by _____ Date: _____