

Exhibit B - General 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 \$ 250.00 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 recommendations:
 - 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 General 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:
 - When the Technical Review Committee gives a favorable recommendation; 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 General 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 General Planned Unit Development with information and facts to justify a favorable finding.
 - 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 General Planned Unit Development proposals will be certified to the appropriate Legislative body with jurisdiction over the General Planned Unit Development.
- The Legislative Body may:
 - Adopt a General Planned Unit Development Ordinance as certified by the Plan Commission.
 - Adopt a General 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.

General 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 ___%
 - 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)**
- Site Plan / Primary Plat (13 copies) showing:**
 - Name of General Planned Unit Development
 - Scale used
 - General location of structures
 - North arrow
 - Building coverage approximate calculations
 - Phasing of projects
 - Demonstrations of vehicle and pedestrian circulation
 - Parking areas
 - Landscaping
 - Height, scale, materials, and style of improvements
 - Signage (location, height, and size)
 - Recreation Space
 - Name of Owner and Developer and address
 - Boundary of General Planned Unit Development by unique and identified line
 - Adjacent parcels boundaries lines shown in hatched lines
 - General property lines and easements
 - Residential and commercial driveways adjacent to and with in 200 feet
 - Broad identifications of all land uses