



**TOWN OF ELIZABETH
REZONE/PLANNED UNIT DEVELOPMENT SUBMITTAL CHECK-LIST**

- Completed Land Use Application
- Appropriate Land Use Fees
- A written narrative outlining proposal, including the following information:
 1. The applicant's name.
 2. Description of the general proposal.
 3. Present zoning and land use on and surrounding the site.
 4. General development schedule and phasing plan when the project is not constructed at one (1) time.
 5. Statement of consistency with the Town Master Plan.
 6. Description of water and sewer systems proposed to serve the site.
- An alphabetical list of all property owners within five hundred (500) feet of the affected property (emailed to Community Development Director).
- A copy of the warranty deed and title commitment within 30 days of submittal
- Twenty-five (25) copies of the rezoning map, including a written legal description, (folded to 9" x 12") and area to be rezoned and prepared in accordance with the Section. Additional copies may be requested for referral.
- Applicable for Planned Development Zoning:* twenty-five (25) copies of the development plan (folded to 9" x 12") and guide prepared in accordance with this Section. Additional copies may be requested for referral.
- A disclosure letter if the applicant is different from the landowner.

***Failure to submit all required documentation shall result in a delayed application. Additional information may be requested after the formal application is received.

Additional information: Depending upon the size and proposed land uses, the Town may require, in its discretion:

1. A traffic impact study.
2. A fiscal impact study demonstrating the revenues and expenditures attributable to the proposed development.
3. **Development guide and plan. If PD zoning is proposed, see below.**
 - a. *Development guide and plan. The development guide and plan shall reflect the variations in lot size, bulk, type of use or activity, density, lot coverage, open space or other regulations modified and approved by the Board of Trustees upon the recommendation of the Planning Commission. The general requirements of the development guide and plan are as follows:*



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COMMUNITY DEVELOPMENT DEPARTMENT

- i. The development plan shall be prepared at a suitable scale to clearly show the land uses proposed.
- ii. The plan shall illustrate land use areas, floodplains, parks, sites to be dedicated for public facilities, adjacent roadways and their classifications, internal arterial and collector roadways along with dimensioned rights-of-way, existing easements and other information as may be required to fully illustrate the proposal.
- iii. On the map will be included a land use schedule listing the various land use categories, acreages and number of units.
- iv. The development plan shall include the information required under "Rezoning Map."
- v. Any planned development shall submit a development guide that establishes the standards, variations and requirements for the development which are divergent from the zoning regulations of the Town. Those conditions established by a development guide and approved by the Board of Trustees shall be recorded and utilized for development and review of the project.
- vi. The uses permitted in a planned development shall be those permitted by right or by special review as indicated on the development guide.
- vii. Planned developments shall be under single development responsibility in accord with a unified plan for development, even though the property may be under single or multiple ownership. Each owner is responsible for developing his or her portion of the project in accord with the overall plan. The current and/or future owners and their assigns shall be required to develop the proposed project in accordance with the approved development guide.
- viii. The development guide shall not contain sections that propose standards for signs, landscaping or parking. This Chapter shall establish these regulations.