



**COMMUNITY DEVELOPMENT DEPARTMENT**

360 SW Avery Avenue  
Corvallis, OR 97333-1139  
(541) 766-6819  
FAX (541) 766-6891

**APPLICATION**

**PLANNED UNIT DEVELOPMENT (PUD)**

**Fee: Planning covered by Subdivision fee,  
Public Works covered by Subdivision fee**

**Property Owner or Contract Purchaser Information**

Name: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City & Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Other individuals to be notified of this application:

Name

Address

City & Zip

**General Property Information**

Assessor's Map & Tax Lot Number: T \_\_\_\_\_ S, R \_\_\_\_\_ W, Section(s) \_\_\_\_\_, Tax Lot(s) \_\_\_\_\_

Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Current use(s) of the property: \_\_\_\_\_

Please describe the type of use for which you are applying: \_\_\_\_\_

Uses of adjacent property (not under the ownership of the applicant):

**North** of property: \_\_\_\_\_

**South** of property: \_\_\_\_\_

**East** of property: \_\_\_\_\_

**West** of property: \_\_\_\_\_

**Urban Growth or Planned Review Area:** None \_\_\_\_\_ or one of the following: **Corvallis** UG \_\_\_\_\_ PR \_\_\_\_\_;

**N. Albany** UG \_\_\_\_\_ PR \_\_\_\_\_; **Philomath** UG \_\_\_\_\_ PR \_\_\_\_\_; **Adair** UG \_\_\_\_\_ PR \_\_\_\_\_; **Monroe** UG \_\_\_\_\_ PR \_\_\_\_\_.

**Attachments**

1. Site Plan Indicating:
  - a. Proposed open space areas indicating use, ownership and maintenance of all open space.
  - b. Existing topography at 5-foot contours, areas within the 100 Year Flood Plain or Greenway and the general location of existing structures and vegetation.
  - c. Areas proposed for off-street parking.
  - d. Density and type of proposed buildings.
  - e. A general landscape plan.
  
2. Written information including:
  - a. Proof of ownership and legal description of all land included within PUD.
  - b. An explanation of the objectives to be achieved by the planned unit, including building descriptions, and open space sketches or elevations as maybe required to describe the objectives.
  - c. Development schedule indicating phasing of construction from the beginning to completion.
  - d. Copies of special agreements, covenants or restrictions governing the use maintenance and continued protection of the planned unit and any of its common areas.
  - e. List of adjacent property owners within the defined affected area of the proposed planned unit.
  - f. Description off the relation of proposed development to the surrounding area and the Comprehensive Plan.
  
3. Evidence indication that:
  - a. A satisfactory buffer area exists between different land uses and densities between the proposed PUD site and surrounding land uses.
  - b. The uses are compatible with surrounding land use.

If a division of property is proposed in conjunction with the PUD the requirements of the Benton County Land Division Ordinance for the type of land division proposed must be complied with at the time that this application is submitted.

**Signature(s)**

I hereby certify that I am the legal owners(s) or contract purchaser of the above noted property; that I desire to apply for the Planned Unit Development indicated in this application with attachments and that the information contained herein is true and accurate to the best of my knowledge; that the requested permit would not violate any deed restrictions attached to the property involved; and the attached list of adjacent property owners within 300 feet of my property (or 1,500 feet in the FC, EFU, or EFU-HA Zone) is accurate as reflected by the latest records of the Benton County Assessor's Office.

Owner/Contract Purchaser Signature	Date
Owner/Contract Purchaser Signature	Date

*For Office Use Only*

Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

File Number Assigned: \_\_\_\_\_ Planner Assigned: \_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_

## **Review Process**

1. **Preliminary PUD:** Conference with the Development Department, County Engineer and other departments will be scheduled on receipt of a written request by the applicant within 14 days by the Development Department. At such meeting, a sketch plan of the proposed PUD will be reviewed and initial comments made by departments attending the meeting. Additional written comments may be solicited from departments not attending this meeting or department requiring further review of the sketch plan.
2. **Preliminary PUD Application:** A complete PUD application shall be submitted to the Planning Official 6 weeks prior to the regularly scheduled Planning Commission meeting at which the request is to be heard.
3. **Planning Commission Review and Action:** The Commission shall review the preliminary PUD plan at a regularly scheduled public hearing. The Commission shall determine whether the request is complete and complies with:
  - a. The provisions of this Article.
  - b. The County Comprehensive Plan and Map.
  - c. The County Zoning designation.
  - d. The purposes and standards as set forth in the Benton County Land Division Ordinance when the request involves a tentative plat request.

Only when a positive finding on all of the above is made, shall the Commission approve or conditionally approve the preliminary PUD plan. If a positive finding cannot be made, the Commission shall deny the application or require further information to substantiate an affirmative finding.

## **Administrative Guidelines and Policies**

1. The applicant must begin and substantially complete the PUD within 2 years of the date of approval or within the guidelines of an approved phasing schedule.
2. If the two year time limit or phasing schedule are not complied with, the PUD shall be reviewed by the Development Department and a recommendation given to the Planning Commission recommending the PUD be revoked, the PUD be extended, or that the PUD be amended. The application shall be given notice of a pending review and provide all information as may be applicable to the current status of the PUD.
3. **Changes**
  - a. Minor changes in the location, siting or character of a building or structure may be authorized by the Planning Official; if required by engineering or other circumstances not foreseen at the time the final development plan was approved. No change authorized by the Planning Official under this Section may increase the size of any building or structure by more than ten percent, provided the change does not exceed the minimum or maximum requirements set forth in this Ordinance.
  - b. All other changes must be processed under the procedure applicable to the initial approval of a Planned Unit Development.
4. **Annual Review:** An approved Planned Unit Development shall be reviewed on an annual basis by the Planning Official to determine whether development of the Planned Unit Development is on schedule and in accordance with the approved plan. If the Plan is not developing in accordance with the approved plan or schedule, the Planning Official shall advise the owner of the necessary step to correct any variances from the approved plan. A plan which is unable to develop in accordance with an approved timing schedule shall be rescheduled for a hearing with the Planning Commission and a new schedule rendered. However, any current conditions and standards shall be applied to the Planned Unit Development prior to Planning Commission approval of an extension. This condition shall apply to all previously approved Planned Unit Developments beginning on the first of the calendar year following adoption of this Ordinance.
5. **Subdivision and Resale:**
  - a. A PUD preliminary approval considered a preliminary plat shall follow the procedures as defined in the Land Division Ordinance for approval of a final plat.
  - b. Preliminary Plat status shall be valid as defined by the land division ordinance or as specified by an approved phasing plan by the Planning Commission.