



**BROWN COUNTY GOVERNMENT
Plan Commission / Building Department**

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**PLANNED UNIT DEVELOPMENT (PUD) OUTLINE PLAN – NASHVILLE
APPLICATION CHECKLIST and PROCEDURE**

Applications for PUD outline plan must include all the required items listed below. Applications that do not include all the required items are incomplete and will NOT be docketed. Complete applications must be submitted by 2:30 p.m. of the submission deadline day. Complete applications and all checklist items must be delivered in person.

PUD NAME: _____

_____ **APPLICATION** (must be signed by all property owner(s) (Provided by the Plan Commission in person only)

_____ **FILING FEE** (\$375) – due on docket date

_____ **COPY OF MOST RECENTLY RECORDED DEED** (Provided by Recorder's Office)

_____ **LEGAL DESCRIPTION IF DIFFERENT FROM DEED DESCRIPTION**

_____ **PLAT MAP** of the proposed site (Provided by the Plan Commission or Surveyor's Office)

_____ **OUTLINE PLAN MAP** containing the following information:

1. Drawing of the PUD showing in concept the major circulation; generalized location and dimensions of buildings, structures, and parking areas; open space areas, recreation facilities; and other details to indicate the character of the proposed development. The drawing shall be at a scale of not less than 1" = 50'.
2. The drawing shall also include:
 - a. site location map
 - b. the name of the development with the words "Outline Plan" included
 - c. boundary lines and acreage of each land use component (e.g., lot)
 - d. existing easements, including location, width and purpose
 - e. existing land use on adjoining properties, including topography (at least 2 foot contours) of any embankments or retaining walls; use and location of major buildings, railroads, power lines, towers and other influences; name of any adjoining subdivision(s)
 - g. existing streets on and adjacent to the tract, including street name, right-of-way width, walks, curbs, gutters, and culverts

- h. proposed public improvements including streets, hydrants, street lights. etc. planned by the public for future construction on or adjacent to the tract
 - i. existing utilities on the tract
 - j. any area within the 100 year flood plain
 - k. other conditions on the tract, including water courses, wooded areas, existing structures and other significant features
 - l. existing vegetation to be preserved and locations, nature, and purpose of proposed landscaping
 - m. map data such as north point, scale and date of preparation;
3. Delineation on a USSGS map (at an appropriate scale) of the perimeter of the proposed development, the drainage area in which the development is located, the location of drainage courses and surface water flow within the drainage area, significant drainage features and facilities. (This can be a separate document from the Outline Plan drawing.)

WRITTEN STATEMENT OF THE CHARACTER OF THE PUD containing the following information:

1. Ownership: a statement of present and proposed ownership of the all land within the project including the beneficial owners of a land trust.
2. Development schedule that includes:
 - a. stages in which the project will be built, including the area, density, use, public facilities, and open space to be developed with each stage. Each stage shall be described and mapped.
 - b. projected dates for beginning and completion of each stage.
3. Proposed uses:
 - a. Residential uses: gross area, architectural concepts (narrative, sketch, or representative photo), number of units, bedrooms breakdown and proposed occupancy limits for each residential component;
 - b. Nonresidential uses: specific nonresidential uses, including gross areas, architectural concepts (narrative, sketch, or representative photo), and building heights.
4. Facilities Plan: preliminary concepts and feasibility reports for
 - a. Roads, streets and alleys
 - b. Sidewalks
 - c. Sanitary sewers
 - d. Stormwater management
 - e. Water supply system
 - f. Lighting
 - g. Public Utilities
 - h. Any other information requested during the pre-design conference
5. Traffic Analysis: if requested by the Plan Staff or the Plan Commission, a study of the impact caused by the PUD and any measures proposed to accommodate that impact.

PROCEDURE FOR OUTLINE PLAN REVIEW

1. Submit the application for a hearing, the outline plan and accompanying materials to the Plan Office no later than the filing deadline established by the Plan Commission. (Please see checklist.)
2. ON DOCKET DATE the applicant or main contact will take the legal notice to the Democrat at least 10 days prior to the hearing. Also, mail certified letters to notify neighbors within 250 feet of the property at least 10 days prior to the hearing. **Please see Procedure to file for Hearing handout for information about mailing certified letters.**
3. Attend the public hearing on the petition. Within 10 days after the hearing, the Plan Commission shall forward its recommendation concerning the Outline Plan to the Town Council. The recommendation can be a favorable recommendation, an unfavorable recommendation, or the Commission may send no recommendation.
4. If the underlying district is a B1, B2, or B3 zone, then the architectural features, signage, and landscape features of the outline plan must be submitted to the Development Review Committee for review.
5. The Council shall take action on the proposed Outline Plan within ninety (90) days of receiving the recommendation from the Plan Commission.
6. If the recommendation is favorable, it takes effect upon adoption by the Council or on the ninety-first day following certification if the Council fails to act on the proposal in a timely manner.
7. If the recommendation is unfavorable or if there is no recommendation, it takes effect if adopted by the Council. The proposal is defeated if it is rejected by the Council or if the Council fails to act within ninety days.
8. The zoning map will be amended to designate the area covered by the Outline Plan as a PUD district.