



BROWN COUNTY GOVERNMENT
Plan Commission

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PLANNED UNIT DEVELOPMENT (PUD)
OUTLINE PLAN CHECKLIST
and
PROCEDURE for OUTLINE PLAN APPROVAL

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** (\$300) – due on docket date

_____ **COPY OF MOST RECENT RECORDED DEED** (Provided by the 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)

_____ **TEN (10) COPIES OF COMPLETE APPLICATION PACKET FOR APC REVIEW**

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

1. Existing topographic character of the land showing at least 10 foot contour intervals and major natural features.
2. Location, owner, zoning and use of adjacent properties, including location, size and use of all buildings within fifty (50) feet of the lot line.
3. Location and amount of any land to be used as common open space.
4. Number of phases, if any, in which the PUD is to be constructed.
5. Approximate location of the streets in the project.
6. Data concerning the availability, adequacy and location of both existing and proposed public facilities including but not limited to:
 - Utilities – sewage disposal systems, sanitary and storm sewers, water, gas and electricity
 - Streets – impact of expected traffic from the PUD on existing streets, showing routes to neighboring towns and/or other major destinations, e.g., shopping or industrial centers.
 - Schools
 - Fire protection

7. 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.

WRITTEN STATEMENT containing the following information:

1. Description of the project including the types of uses, phases of development, residential densities, etc.
2. Name and address of the property owner(s)
3. Zoning of property and surrounding properties
4. Existing uses on property and surrounding properties
5. Public and private roads on the property and adjacent properties
6. Any other information requested during the pre-design conference

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 filing deadlines chart)**
2. **Publish a notice of legal hearing in the Democrat 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 Board of County Commissioners. The recommendation can be a favorable recommendation, an unfavorable recommendation, or the Commission may send no recommendation.**
4. **The County Commissioners shall take action on the proposed Outline Plan within ninety (90) days of receiving the recommendation from the Plan Commission.**
5. **If the recommendation is favorable, it takes effect upon adoption by the Commissioners or on the ninety-first day following certification if the Board of Commissioners fails to act on the proposal in a timely manner.**
6. **If the recommendation is unfavorable or if there is no recommendation, it takes effect if adopted by the Commissioners. The proposal is defeated if it is rejected by the County Commissioners or if the Commissioners fail to act within ninety days.**
7. **The Board of Commissioners may impose reasonable conditions on the proposed PUD.**
8. **The zoning map will be amended to designate the area covered by the Outline Plan as a PUD district.**