



<b>Office Use Only:</b>	
Application# _____	Fees Paid _____
Date Received _____	Accepted By _____
Date Complete _____	App Deny Conditions _____

**APPLICATION FOR REZONE –  
PLANNED DEVELOPMENT DISTRICT (PD)**

Contact Planning & Development (864) 467-4476

**APPLICANT/OWNER INFORMATION**

\*Indicates Required Field

	APPLICANT	PROPERTY OWNER
*Name:		
*Title:		
*Address:		
*State:		
*Zip:		
*Phone:		
*Email:		

**PROPERTY INFORMATION**

\*STREET ADDRESS \_\_\_\_\_

\*TAX MAP #(S) \_\_\_\_\_

\*CURRENT ZONING DESIGNATION \_\_\_\_\_

\*PROPOSED ZONING DESIGNATION \_\_\_\_\_

\*TOTAL ACREAGE \_\_\_\_\_

\*PROPOSED PD NAME \_\_\_\_\_

**INSTRUCTIONS**

1. The applicant is strongly encouraged to schedule a preapplication conference at least one (1) month prior to the scheduled submission deadline. At this time, the applicant may also be encouraged to schedule a sufficiency review one (1) to two (2) weeks prior to the scheduled submission deadline to allow staff review of the application. Call (864) 467-4476 to schedule an appointment.

PREAPPLICATION MEETING DATE \_\_\_\_\_

2. If the application includes more than one (1) parcel and/or more than one (1) owner, the applicant must provide the appropriate deed book/page references, tax parcel numbers, and owner signatures as an attachment.
3. If the application is to designate a portion of a property as Planned Development (PD), otherwise described by deed, a survey of the parcel reflecting the requested designation(s) by courses and distances must be included in the submittal package.
4. In addition to the Planned Development (PD) required documents, as set forth in **Sections 19-2.3.3, Planned development district**, and **19-3.2 (N), PD: Planned development district**, the applicant/owner must respond to the "Standards" questions on page 4 of this application. A separate sheet may be attached to address these questions.

5. All applications and fees (made payable to the City of Greenville) for designation as a Planned Development (PD) must be received by the planning and development office no later than 2:00 pm of the date reflected on the attached schedule.
  - A. Planned Development (PD) - New                      \$550.00 – Zoning Map Amendment, *public hearing required*
  - B. Major Deviations    \$275.00 – Planned Development (PD), *public hearing required*
  - C. Minor Deviations    \$150.00 – Planned Development (PD), *administrative review*
6. Staff will review the application for “sufficiency” pursuant to Section 19-2.2.6, Determination of Sufficiency. If the application is deemed insufficient, staff will notify the applicant and request that the application be revised and resubmitted to address insufficiency comments. In this event, the item will be postponed to a subsequent regularly scheduled planning commission meeting.
7. Please refer to **Sections 19-2.3.3, Planned development district**, and **19-3.2 (N), PD: Planned development district** for additional information.
8. **Public Notice Requirements.** Planned Development (PD) applications require a planning commission public hearing. Additionally, informal review from the design review board is required prior to the planning commission hearing. The applicant is responsible for sign posting the subject property at least 15 days (but no more than 18 days) prior to the scheduled planning commission hearing date.

Planned Development (PD) applications also require a developer-led neighborhood meeting, which is to be held at least eight (8) days prior to the scheduled planning commission hearing (Sec. 19-2.2.4, Neighborhood meetings). See *Instructions for Organizing a Developer-Led Neighborhood Meeting* for more information.

Upon planning commission recommendation, the application item will be scheduled for city council hearing.

*(To be filled out at time of application submittal)*

\_\_\_\_\_ Public Hearing signs are acknowledged as received by the applicant

\_\_\_\_\_ Instructions for Organizing a Developer-Led Neighborhood Meeting are acknowledged as received by the applicant

**\*APPLICANT SIGNATURE** \_\_\_\_\_

9. **Please verify that all required information is reflected on the plan(s), and submit one (1) paper copy, one (1) binder and one (1) electronic version of the application submittal package.**

*Binder Requirements:*

- Three-ring binder
- PD Name on front cover and spine of binder
- Five (5) Tabs with the following labels: Location / Existing Zoning; Submitted Application; Public Notice and Comments; Planning Commission / Staff Report; City Council / Ordinance

10. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition, the applicant affirms that the applicant or someone acting on the applicant’s behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

Furthermore, my signature (applicant) indicates that I understand and consent that this matter will appear before the Planning Commission for consideration and that any recommendation, for approval or denial, by the Planning Commission will be presented to the City Council at their next regularly scheduled meeting to be held on the fourth Monday of the month following the Planning Commission meeting in which the matter was heard.

\_\_\_\_\_ **\*APPLICANT SIGNATURE**  
 \_\_\_\_\_ DATE

11. To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application **is** \_\_\_ or **is not** \_\_\_ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

<b>*Signatures</b>	
Applicant	
Date	
Property Owner/Authorized Agent	
Date	

**APPLICATION REQUIREMENTS**

1. Planned Development (PD) format and content requirements are reflected in the City of Greenville code under **Sections 19-2.3.3, Planned development district, and 19-3.2 (N), PD: Planned development district**
2. Plan and information requirements:
  - a. PD Regulating Plan – submit a regulating master plan for the proposed planned development, which includes the following elements:
    - a. Contextual site information
    - b. Total acreage of overall site
    - c. Location and number of acres of various areas by type of use (*Sec. 19-4.3, Use-specific standards*)
    - d. Location, orientation, height and number of stories of existing and proposed buildings
    - e. Location of open space, landscaping and site features (*Sec. 19-6.2, Landscaping, buffering, and screening*)
    - f. Number of dwelling units and density of various residential types and approximate number of bedrooms in each residential unit
    - g. Square footage of non-residential use
    - h. Building elevations to depict mass, form, roofline, and fenestration patterns
    - i. Building and hardscape materials
    - j. Primary traffic circulation pattern
    - k. Location of parking areas and approximate number of spaces dedicated to each use type (*Sec. 19-6.1, Off-street parking and loading*)
  - b. Statement of Intent – submit a descriptive statement setting forth the characteristics and purpose of the proposed PD, which includes the following information:
    - a. Unique aspects of design and development

- b. Procedures of any proposed homeowners' association or other group maintenance agreement
  - c. Proposed development schedule
  - d. Public improvements both on and off-site and estimate time schedule for providing such improvements
  - e. Impact on public facilities and letters from the appropriate agencies or districts verifying service availability
  - f. Architectural style, appearance and orientation of proposed buildings
- c. Sign Plan – submit a comprehensive sign plan for the PD (Sec. 19-6.6, Sign regulations)
- d. Final Development Plan – upon public hearing approval, submit a final development plan for administrative review and approval

**SUPPORTING INFORMATION – STANDARDS QUESTIONS**  
**Applicant response to Section 19-3.2(N) General Development Parameters**  
*(Please attach separate sheet if additional space is need)*

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED PLANNED DEVELOPMENT PROVIDES A MIX OF USES.

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2. DESCRIBE THE WAYS IN WHICH THE PROPOSED PLANNED DEVELOPMENT UTILIZES CLUSTER OR TRADITIONAL NEIGHBORHOOD DEVELOPMENT PRINCIPLES TO THE GREATEST EXTENT POSSIBLE THAT IS INTERRELATED AND LINKED BY PEDESTRIAN WAYS, BIKE WAYS, AND TRANSPORTATION SYSTEMS.

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3. DESCRIBE THE WAYS IN WHICH THE PROPOSED PLANNED DEVELOPMENT RESULTS IN LAND USE PATTERNS THAT PROMOTE AND EXPAND OPPORTUNITIES FOR PUBLIC TRANSPORTATION AND AN EFFICIENT AND COMPACT NETWORK OF STREETS, ETC.

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4. DESCRIBE THE WAYS IN WHICH THE PROPOSED PLANNED DEVELOPMENT WILL BE COMPATIBLE WITH THE CHARACTER OF SURROUNDING LAND USES AND MAINTAIN AND ENHANCE THE VALUE OF SURROUNDING PROPERTIES.

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