



CITY OF LAKELAND
Application for Planned Developments

Case No. _____ Date of Application _____

Name of Applicant _____

Address _____

Daytime Telephone Number _____ Fax Number _____

Name of Property Owner _____

Address _____ Telephone Number _____

Name of Project Planning/Engineering Firm _____

Name of Project Manager or Contact Person _____

Address _____

Telephone Number _____ Fax Number _____

E-mail _____

Name of Planned Development _____ Parcel ID# _____

Site Location _____

Site Acreage _____ Zoning District(s) _____

Proposed Use(s) _____

Proposed Number of Lots/Dwelling Units _____ Proposed Gross Floor Area _____ Sq. ft.

Multiple Phases? _____ If yes, total number of phases and schedule _____

Approval requested: Outline Plan Preliminary Development Plan Final Development Plan

Application for Planned Developments

Applicants Signature

Date

Property Owners Signature (if different from applicant)

Date

Please contact the Planning Department Staff for meeting dates and times, number of copies of all required materials, and the required filling fee to be submitted with the application.

CITY OF LAKELAND

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Lakeland, TN 38002

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OBJECTIVES

The Board of Commissioners may, upon proper application, grant a special permit for a Planned Development to facilitate the use of flexible techniques of land development and site design providing relief from zoning requirements designed for conventional developments. Planned developments shall be permitted in all zoning districts except for the FW-Floodway District.

PRE-APPLICATION CONFERENCE WITH CITY STAFF

At least thirty (30) days prior to filing any application for a Planned Development, the prospective applicant shall request a pre-application conference with the City. A preliminary development plan shall be submitted to the Planning Commission with the application for the Planned Development within six (6) months of the pre-application conference.

EFFECT OF APPROVAL OF DEVELOPMENT PLANS

The approved preliminary development plan shall bind the applicant, owner and mortgagee, if any, with respect to the contents of such plan. The preliminary development plan shall be used in lieu of a Master Subdivision Plan to comply with the provisions of the Subdivision Regulations pertaining to Master Plans. A Planned Development and the approved preliminary development plan may be amended in accordance with the procedure which governed its approval. If any application for a Planned Development is denied by the Board of Commissioners, a reapplication pertaining to the same property and requesting the same Planned Development may not be filed within twelve (12) months of the date final action was taken on the previous application, unless such reapplication is initiated by the Planning Commission or authorized by the Board of Commissioners.

GENERAL PROVISIONS

No action of the Board of Zoning Appeals shall be required in the approval of a special permit for a Planned Development. The preliminary and final development plans shall contain a certification that the services of a Certified Planner (AICP or equivalent), Landscape Architect, Architect, and/or Civil Engineer were utilized in the design and planning of the project and related plan documents.

DEVELOPMENT AGREEMENT

Following approval of the Final Development Plan by the Planning Commission and prior to construction, the developer and/or owner must enter into a Development Agreement with and satisfactory to the City of Lakeland Board of Commissioners relative to all required public and private improvements. Construction including land preparation will not be permitted to commence until a Development Agreement has been fully executed by the City and developer.

DEVELOPMENT PERIOD, STAGING

The Planning Commission may recommend and the Board of Commissioners may establish a reasonable period of time for the completion of the Planned Development at the time the Special Permit is granted.

Each stage of development shall be planned and related to existing surrounding and available public facilities and services such that failure to proceed to subsequent stages will not have an adverse impact on the development or its surroundings at any stage of the development.

If no actual construction has begun or no use has been established in the Planned Development within the approved time period, the Board of Commissioners may, in its discretion, terminate the final development plan by giving written notice to the applicant. Actual construction is defined to include the placing of construction materials in a permanent position and fastened permanently or extensive grading including demolition or removal of existing structures necessary for the development. If actual construction is not commenced within this approved time period, the final development plan may be terminated.

Upon the request of the applicant and review of the recommendation of the Planning Commission, the Board of Commissioners may extend for a reasonable time, not to exceed one (1) year, the period for the commencement of actual construction of the Planned Development.

If the Final Development Plan is terminated, the Planned Development designation shall be removed from the Official Zoning Map and a notice of revocation shall be filed on the recorded development plan.

RECORDING OF FINAL DEVELOPMENT PLAN WITH REGISTERS OFFICE

After a final development plan is approved by the Planning Commission, the plan shall be recorded in the Shelby County Register’s Office after receipt of any necessary bonds, fees, and execution of Development Agreements relative to the provision of public and/or private improvements. All required certificates of approval shall be properly executed prior to recording of the final development plan and related documents.

PLANNED DEVELOPMENT SUBMISSION CHECKLIST

	For Office Use Only
Written Documents	
Outline Plan	
Following a pre-application conference with City staff, the applicant shall submit a request for an Outline Plan to the Planning Commission with the application for a Planned Development, all required fees and associated documentation. If the planned development is less than fifty (50) acres, the applicant may exclude this step and begin with the Preliminary Development Plan. The Preliminary Development Plan shall include as a minimum:	
<ul style="list-style-type: none"> a) A legal description prepared by and certified by a licensed surveyor or civil engineer in a form acceptable to the City of Lakeland of the total site proposed for development. b) A statement of current and proposed ownership and existing and proposed zoning. c) A statement of planning objectives to be achieved by the Planned Development through the design and use mixture approach proposed by the applicant. This statement should include a detailed description of the character development; d) Quantitative data for the following: <ul style="list-style-type: none"> i) Total acreage of the development and acreages devoted to specific uses. Any proposed phases shall be indicated. ii) Requested uses shall be designated by references to appropriate Lakeland Zoning Districts, including permitted use sections, densities, and bulk and area requirements. Deviations from the specific district regulations shall be requested in writing. iii) Approximate densities of development shall be indicated on the application and required plan. iv) Approximate acreage to be maintained as common acres and proposed maintenance plans. v) Appropriate studies, if applicable, (depending on the size and complexity of the development as determined by the Planning Director and Engineer) used in the development of the Outline Plan, such as but not limited to soils analysis, an economic feasibility study, a transportation impact study, an environmental inventory and impact analysis, a housing study, market analysis, and utility and infrastructure requirements. e) The Outline Plan shall include one or more graphic presentation maps. The Plan map shall include as a minimum the following: <ul style="list-style-type: none"> i) A property survey prepared and certified by a licensed surveyor or civil engineer in a form or other description acceptable to the Lakeland Planning Commission on a scale approved by the Planning Commission; 	

<ul style="list-style-type: none"> ii) A contour map on two (2')-foot intervals noting water courses, designated floodplains, identified aquifers or wetlands, and areas with slopes in excess of ten (10%) percent; iii) Aerial photographs or a surveyed drawing noting major natural features such as forested areas, lakes, streams, and existing uses and transportation features; iv) A Transportation Plan showing all existing and proposed arterial and collector status streets, as well as existing minor residential streets, and design concepts to be utilized such as frontage roads and internal circulation concepts should be submitted in the written documents and illustrations provided; v) A drainage analysis and plan; vi) Location of existing utilities, public facilities, proposed open space, and recreational or natural preservation areas; vii) A General Plan for provisions of utilities; viii) Proposed zoning scheme noting areas for residential, commercial, and industrial uses; ix) A Tree Preservation Plan; and, ix) Conceptual lot lines and plot designs. 		
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Preliminary Development Plan Approval Process and Effect of Approval		
<ol style="list-style-type: none"> 1. <u>Application Deadline</u> -An optional application / submission for approval of a Preliminary Development Plan of the entire Planned Development, if it is to be completed in one phase, or of a portion of the Planned Development, if it consists of more than one phase, shall be submitted, when complete, by the applicant on a date and time no later than the corresponding filing deadline for the Planning Commission meeting at which it is to be considered, as indicated in the approved Annual Planning Commission Filing and Meeting Schedule, and insufficient time so that the applicant may develop the Planned Development in accordance with the phasing schedule, if any, of the approved Preliminary Development Plan. An application shall not be considered complete and available for docketing at the Planning Commission until all of the filing requirements of this article are provided and on file with the City of Lakeland on or prior to the applicable filing deadline as stated herein. 2. <u>Application / Submission Materials</u> - The application /submission for Preliminary Development Plan approval shall be filed with the Planning Commission and shall include, but not be limited to the following, if not supplied previously with the Preliminary Development Plan: <ol style="list-style-type: none"> a. Tree survey per the Lakeland Tree Management Ordinance. b. Selected Stream Management Buffer requirements, as stated in Section 2 of this article. c. Preliminary Plat d. Subdivision covenants and restrictions. e. All quantitative and data requirements of the Preliminary Development Plan, shall be presented in final form, unless a specific requirement is expressly waived and deferred to a subsequent approval step by the Planning Commission. f. Detailed design guidelines including, but not limited to, building elevations, architectural renderings, design standards, and floor plans, for structures and improvements, in accordance with the documentation provided with the preliminary development plan, unless a specific requirement is expressly waived and deferred to a subsequent approval step by the Planning Commission. If necessary, any refinements to the standards and guidelines submitted with the preliminary development plan shall be provided with the detailed design guidelines, so that building permits subsequently approved shall be in substantial compliance with the detailed design guidelines. Standards, renderings, and proposed elevations shall be in substantial compliance with Lakeland Municipal Code, Chapter 14, Chapter 11, Architectural Design Standards, if applicable. The Planning Commission may waive Chapter 11 requirements for a mixed use development. For a mixed use development for which waivers of Chapter 11 are considered, each applicable standard that is waived shall be individually and expressly waived in writing. For each item waived, the applicant shall be required to provide alternative written standards, renderings, and elevations, or a written rationale as to why compliance cannot be achieved for the applicable item. 		

- g. The general location, arrangement, and design of architectural, wall, or pole lighting, typical specifications and fixture types, pole types, and lighting levels. Plans shall be in compliance with Article III, Section 13 of the Land Development Regulations regarding, Site Lighting Standards, if applicable. If waivers are requested and an item is waived, each applicable standard that is waived shall be individually and expressly waived in writing.
- h. The general location, arrangement, and standards for signs that are part of a consistent design theme, in compliance with the Lakeland Sign Ordinance. Plans shall be in compliance with the Lakeland Sign Regulations. If waivers are requested and item is waived, each applicable standard that is waived shall be individually and expressly waived in writing.
- i. All textual information (such as descriptions, objectives, quantitative data, tabulations, bulk standards, and conditions) of the Preliminary Development Plan, and all other conditions of approval stated as part of the Special Permit granted by the Board of Commissioners, shall be provided on a separate plan sheet(s).

Final Development Plan Approval Process

1. Application /Submission Deadline -An application /submission for approval of a Final Development Plan of the entire Planned Development, if it is to be completed in one phase, or of a portion of the Planned Development, if it consists of more than one phase, shall be submitted by the applicant on a date and time no later than the corresponding filing deadline for the Planning Commission meeting at which it is to be considered, as indicated in the approved Annual Planning Commission Filing and Meeting Schedule, and in sufficient time so that the applicant may develop the Planned Development in accordance with the phasing schedule, if any, of the approved Preliminary Development Plan. An application shall not be considered complete and available for docketing at the Planning Commission until all of the filing requirements of this article are provided and on file with the City of Lakeland on or prior to the Applicable filing deadline as stated herein.
2. Application /Submission Materials-The application/submission for Final Development Plan approval shall be filed with the Planning Commission and shall include, but not be limited to the following:
 - a. A plan suitable for recording with the Shelby County Register's Office
 - b. Proof referred to on the plan and satisfactory to the City Attorney as to the provision and maintenance of common open space
 - c. All certificates, seals and signatures required for the dedication of land and recordation of documents
 - d. Location and type of existing and proposed landscaping
 - e. Location and dimensions of utility and drainage facilities
 - f. All textual information (such as descriptions, objectives, quantitative data, tabulations, bulk standards, and conditions) of the Preliminary Development Plan, and all other known conditions of approval stated as part of the Special Permit granted by the Board of Commissioners, shall be provided on a separate plan sheet(s).
 - g. All other requirements of a Final Plan and Final Plat under the Lakeland Subdivision Regulations and/or this Ordinance