



APPLICATION FOR AMENDMENT TO PLANNED UNIT DEVELOPMENT

City of Manchester, IA | 208 E Main Street | Manchester, Iowa 52057
Timothy J. Vick, City Manager 563.927.1116
Tim Heims, Building/Zoning Official 563.920.0867

FILING FEE: \$75.00

ADDRESS: _____

APPLICANT INFORMATION

Name: _____ Cell: _____

Address: _____

Email: _____

If provided, we will use email for routine notifications and information.

LANDOWNER INFORMATION *(if different than applicant)*

Name: _____ Cell: _____

ENGINEER/ARCHITECT INFORMATION

Name: _____ Cell: _____

Address: _____

Email: _____

If provided, we will use email for routine notifications and information.

ACKNOWLEDGEMENT

- I understand an amendment to the Conceptual Plan and the Development Plan require a Pre-Application Conference. The amendment also requires a Public Hearing and recommendation by the Planning & Zoning Commission, as well as a Public Hearing and approval by the Manchester City Council.
- I understand if the City Council approves the Conceptual Plan and request for rezoning, I have two years to submit the Development Plan.
- I understand I must adhere to a time schedule for submission, commencement and construction of the Development Plan. Any amendments, or failure to adhere to the set time schedule, may result in resubmission and reapplication of the P.U.D.
- I understand once the Development Plan has been submitted I must obtain a building permit prior to commencing work.
- I understand that any amendments to the Conceptual Plan, after the City Council has approved the plan, shall be resubmitted in the same manner as the original conceptual plan.
- I understand that any amendments to the Development Plan after the Zoning Administrator has approved the plan shall be resubmitted and considered in the same manner as the original development plan.
- I certify the information and documents submitted are true and complete to the best of my knowledge and that I have read a copy of the City of Manchester's Code of Ordinance Chapter 165.21 Planned Unit Development District as provided on the website at www.manchester-ia.org.

Applicant Signature

Date

City Manager

Date

Building Official/Zoning Administrator

Date

**Return To: City Manager, City of Manchester, Iowa | 208 E Main Street | Manchester, IA 52057
tvick@manchester-ia.org | 563.927.1116**

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PRE-APPLICATION REQUIREMENTS

According to Manchester City Code of Ordinance Chapter 165.21, the following information must be provided. Please complete and attach additional pages if necessary. Please refer to Ordinance 165.21 for a more detailed description.

Pre-Application Meeting Date _____ / _____ / _____

Pre-Application Meeting

Address of PUD: _____

Current Zoning: _____

Current Use of the Property: _____

Size of land, excluding streets and alleys: _____

Existing or anticipated uses of other property in the neighborhood: _____

Adjoining Property Owners have been informed of my intentions to submit this development proposal. Yes No

Conceptual Plan and Evidence Required

Conceptual Plan must include entire proposed development and may be required to be prepared and signed by an architect or landscape architect registered in the State. Please address the following items in detail unless waived. Attach additional pages if necessary.

- Maintenance of any common ground.
- Storm water and surface water drainage.
- Sanitary sewer capacity.
- Water Service.
- Traffic flow.
- Off-street parking and loading areas.
- Market study (if applicable).
- Financial Assurance to complete the proposed development within the time schedule presented.
- Professional Assurance to complete the proposed development within the time schedule presented.
- Environmental report addressing issues relative to development on the site.

Contents of Conceptual Plan

Conceptual Plan must be submitted on a sheet size no larger than 24" x 36" and shall include a digital copy, and shall show in schematic form the following:

- Maximum size 24" x 36", schematic form.
- Boundaries of proposed PUD and description of existing structures and uses on surrounding properties.
- Topographic features of the site, including major existing natural features.
- Proposed building uses, number of stories, general exterior design and building materials, dimensions, and floor areas, prepared by an architect registered in this State.
- Parking areas and access drives.
- Streets abutting or within the proposed development.
- Landscaping plan for the entire PUD district showing the general location and type of proposed landscaping, walks, fences, walls and other screenings. Unless otherwise expressly provided in the Conceptual Plan, fencing shall be allowed as per the standards for the R residential districts for all lots devoted to single- or two-family use, with the required yards for fence purposes to be determined by the setbacks shown by the typical lot layout identified in the plan. If no fences are intended, the plan shall specifically state that no fences are to be allowed.
- Location, size and type of any existing and proposed signs.
- Required peripheral yards.
- Common land, detention basins, recreation areas, parks, school sites and any other amenities and shall show if any area is to be dedicated to a governmental entity with its written acknowledgement of such dedication.
- Existing utility and other easements.
- Development stages and schedule for commencement after the Zoning Administrator's approval of the Development Plan and completion of construction after commencement in each stage.

P&Z Review & Hearing Date _____ / _____ / _____

City Council Hearing Date _____ / _____ / _____

DEVELOPMENT PLAN REQUIREMENTS

Every Development Plan submitted shall comply with Manchester City Code of Ordinance Chapter 161 Site Plan Review, including the following items of information, unless otherwise waived by the Zoning Administrator.

Development Plan Submitted _____ / _____ / _____

Building Coverage	
Site Development	
Set Backs	
Frontage	
Parking & Internal Circulation	
Access Drives	
Traffic Capacity	
Building Design	
Exterior Dimensions	
Exterior Design & Materials	
Floor Areas	
Stories	
Usage of all Proposed Buildings	
Outside Storage	
Loading Areas	
Public Facilities	
Infrastructure	
Storm water and surface water drainage	
Sanitary sewer capacity & disposal	
Water Service	
Utilities	
Street Improvements	
Gas Tanks	
Signage (location, size, type)	
Existing or New	
Location Size Type	
Landscaping	
Location	
Amount & Type	
Fences/Walls/Screening	
Walkways	
Operating Characteristics	
Operating Hours	
Estimated Number of Employees	
Time Schedule	
Approximate State Date	
Approximate Completion Date	

Additional Documents Required prior to Approval of the Development Plan

- Covenants for Common Land
- Performance Bonds
- Covenants for Dedicated Land to the City, recorded by the Developer in the office of the Delaware County Recorder
- Warranty Deeds/Easements/Agreements for all land Dedicated to the City, recorded by the Developer in the office of the Delaware County Recorder

Planned Unit Development Approved _____ / _____ / _____

Ordinance _____ - _____

Building Permit Issued _____ / _____ / _____

Work Commenced _____ / _____ / _____