



**City of Monmouth  
Planned Unit Development  
Application**

*For official use only:*

Date: \_\_\_\_\_

Fee: \$ 1,000 + \$ 25 per lot

Receipt No.: \_\_\_\_\_

Application No.: \_\_\_\_\_

**Applicant:**

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

**Title Holder:**

Name

Mailing Address

E-Mail

City

State

Zip

**Surveyor and/or Engineer [If applicable]:**

Name

Phone #

E-Mail

**Location:**

Street Address

Tax Lot Number

Assessor Map

**Description:**

Comprehensive Plan Map Designation

Current Zoning

Size (acres)

**Application Procedure**

In accordance with Monmouth City Code (MCC) Section 17.30.030, a Planned Unit Development shall be processed as a conditional use in accordance with the procedures set forth in MCC Sections 18.10.010 to 18.10.120, "Land Use Actions," and MCC Sections 18.25.010 to 18.25.100, "Conditional Uses."

Conditional Use Permit applications are conducted as a Type II procedure. Written notice of the application is provided to all property owners within 250 feet of the property. For Type II procedures, the Planning Commission shall conduct a public hearing to review the request. In accordance with MCC Section 18.25.010, the Planning Commission shall have the power to grant Conditional Uses that are specifically listed in the Ordinance.

The applicant for a PUD shall be subject to the requirements of MCC Sections 18.010.010 to 18.10.120 "Land Use Actions" and Sections 18.25.010 to 18.25.100 "Conditional Uses" in addition to the requirements of MCC Chapter 17.20 "Planned Unit Development."

**Submittals:**

- A. A complete application must include a separate written submittal that addresses each of the Conditional Use approval criteria found in MCC 18.25.030 Conditions for granting a conditional use:
  1. The conditional use that is requested is listed as a conditional use in the zone in which the subject property is located, or is subject to MCC [18.150.050](#), Criteria for certain transportation facilities and improvements.
  2. Granting of the conditional use will not be materially detrimental to the public welfare or to improvements or residents in the neighborhood of the subject property.
  3. Granting of the conditional use will be consistent with the purpose of the zone in which the subject property is located and with the applicable Comprehensive Plan designation and policies.

- B. A complete application must include the Tentative Plan for the PUD (MCC Section 17.30.110). The following information is required:

- 1. Maps, plans, and drawings required for the tentative plan shall be drawn to scale and shall be reproducible. Five (5) copies of all the maps, drawings, plans, and written statements that comprise the tentative plan shall be submitted with the application for tentative approval, plus an electronic copy (pdf format).

- 2. The tentative plan for a PUD shall include the following:
  - a. A map showing street systems, lot lines and other divisions of land for management, use or allocation;
  - b. A map showing areas proposed to be conveyed, dedicated or reserved for public streets, parks, parkways, playgrounds, school sites, public buildings and similar public and semi-public uses;
  - c. A plot plan for each building site and common open space area, showing the approximate location of buildings, open spaces around buildings and structures;
  - d. Floor plans and elevation drawings of typical proposed structures;
  - e. A development schedule indicating the following:

- i. The approximate date when construction of the project can be expected to begin;
  - ii. The stages in which the project will be built and the approximate date when construction of each stage can be expected to begin;
  - iii. The anticipated rate of development;
  - iv. The approximate dates when each stage in the development will be completed;
  - v. The area, location and degree of development of common open space that will be provided at each stage.
3. Agreements, provisions or covenants which govern the use, maintenance and continued protection of the PUD and any of its common open space areas.
4. A written statement containing the following information:
- a. An explanation of the character of the PUD and the manner in which it has been planned to take advantage of the PUD regulations
  - b. A statement of the proposed financing;
  - c. A statement of the present ownership of all the land within the PUD.
5. The following plans and diagrams may be required if the Planning Commission finds that the PUD creates special problems of traffic, parking, landscaping or economics:
- a. An off-street parking and loading plan;
  - b. A circulation diagram indicating proposed movement of vehicles, goods and pedestrians within the PUD and to and from the surrounding neighborhood, including any features and traffic regulation devices needed to facilitate traffic circulation;
  - c. A landscaping and tree plan;
  - d. An economic feasibility report or market analysis; and
  - e. Special studies prepared by qualified professionals to determine potential traffic, geologic, noise, environmental, natural resource, or other impacts, and required mitigation.

**17.30.040 General Findings Necessary for Approval of a PUD. The Planning Commission may** approve a planned unit development if it finds that the PUD meets the following requirements:

1. The plan proposed for the PUD is an effective and unified treatment of the development possibilities on the project site, is consistent with the comprehensive plan, and makes appropriate provisions for the preservation of natural features such as streams, trees and rough terrain.
2. The proposed PUD will be compatible with the area surrounding the project site and will make no greater demand on public facilities and services than other authorized uses of the land.
3. The financing available to the applicant is sufficient to assure completion of the planned unit development.
4. All requirements for land divisions, as applicable shall be met.
5. All land use and development standards are met, except as modified under MCC 17.30.060.

**17.30.050 Minimum Area of a PUD Site.** A lot, parcel, or tract proposed for development as a PUD shall have an area of at least three (3) acres.

**17.30.060 Dimensional Requirements for a PUD.**

1. The minimum lot area, width, frontage, and yard requirements applying to individual buildings in the zone in which a PUD is proposed shall not apply within a PUD.
2. If the spacing between main buildings is not equivalent to the spacing that would be required between buildings developed under this ordinance on separate parcels, other design features shall provide light, ventilation, and other characteristics equivalent to those obtained from the spacing requirements.

3. The maximum height of any building in a PUD may exceed those building heights prescribed in the zone in which the PUD is proposed if open space, building setbacks, and other design features of the PUD are used to avoid any adverse effects from the greater height.
4. The lot coverage of any PUD shall not exceed 25 percent of the land area being developed, exclusive of public streets or rights-of-way and exclusive of private streets.
5. Front yard and rear yard setback requirements shall not apply, except that a minimum front yard setback of fifteen (15) feet is required for any garage that faces a public or private street.
6. Side yard setback requirements shall not apply, except that all detached accessory structures shall meet Uniform Building Code requirements for firewalls.

**17.30.075 Density of PUD.** The density of a PUD shall not exceed the maximum density permitted in the zone which the PUD is to be developed. In computing density, the total gross acreage of the PUD shall be used, including public areas, common open space and flood plain, if any, within the PUD but not including boundary streets.

**17.30.080 Common Open Space.**

1. No open area may be accepted as common open space within a PUD unless it meets the following requirements:
  - a. The location, shape, size, and character of the common open space is suitable for the planned development.
  - b. The common open space is for amenity or recreation purposes, and the uses authorized are appropriate to the scale and character of the PUD, considering its size, density, expected population, topography, and the number and type of dwellings provided.
2. The minimum amount of usable open space required shall be five percent of the gross acreage of the project.
  - a. Usable open space in PUDs shall be sited and improved to provide active recreational amenities intended to provide appropriate opportunities for physical activity and interaction among residents within the development. All of the required usable open space area shall be improved for active recreational use, except where inventoried 100-year floodplains, inventoried or delineated wetlands, and/or required riparian or wetland buffers are present on site.
  - b. Usable open space in PUDs may include passive recreational areas only where inventoried 100-year floodplains, inventoried or delineated wetlands, and/or required riparian and wetland buffers are present on site. Such areas or portions thereof will not count for more than 25 percent of the required usable open space.
3. The development schedule, which is part of the PUD plan, shall coordinate any improvement of the common open space with the construction of residential dwellings in the PUD.
4. If buildings, structures, or other improvements are to be made in the common open space, the developer shall provide a bond or other adequate assurance that such buildings, structures, and improvements will be completed. The city manager shall release the bond or other assurances when the buildings, structures and other improvements have been completed according to the development plan.
5. No common open space may be put to a use not specified in the final plan unless the final plan is first amended to permit the use. However, no change of use may be considered a waiver of any of the covenants limiting the use of common open space areas, and all rights to enforce these covenants against any use permitted are expressly reserved.

**17.30.100 Accessory Uses within a PUD.** The following accessory uses may be approved as a part of a PUD:

1. Golf course;
2. Private Park, lake or waterway;
3. Recreation area;
4. Recreation building, clubhouse, or social hall;
5. Any other accessory structure that the Planning Commission finds is designed to serve primarily the residents of the PUD and is compatible with the design of the PUD. Nothing in this provision shall be construed as authorizing the development of commercial or industrial uses in a residential zone.

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

\_\_\_\_\_  
Date

**NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.**

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For more information please contact:  
City of Monmouth Community Development Dept.  
151 Main St. W.  
Monmouth, OR 97361  
503-751-0147  
[www.ci.monmouth.or.us](http://www.ci.monmouth.or.us)