



PUD

Planned Unit Development Information Package

**Community Development Department
City of Castroville, Texas**

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Planned Unit Development Information

This Development Packet consists of useful information and the required form for Planned Unit Development (PUD) applications to the City of Castroville Community Development Department.

Purpose of a Planned Unit Development

A Planned Unit Development (PUD) is a site-specific master plan (and zoning district in the City Limits) tailored to a specific location and use(s). PUDs allow greater flexibility, but the overall development quality must be equal to or better than what would be required by standard subdivision and zoning. It is the responsibility of the applicant to provide a justification for the PUD development and zoning district, including both how the proposed development standards deviate from those in a standard development and in what ways the development exceeds the typical standards.

Review of a Planned Unit Development Application

Because a PUD involves negotiation of project specific information and requirements, the PUD application requires a more extensive review than a standard development. A PUD application will not be set for a public hearing until the proposed development is fully drafted, coordinated with the City, and agreed upon by both the City and the applicant.

Deadlines and Meeting Dates

Once the applicant and the City have reached agreement on the Preliminary Concept PUD Plan, the Developer shall make formal application for the PUD Plan including payment of applicable fees. Once formal application is made, the application is placed on a strict schedule that includes specific dates for public notice, public hearing, review and recommendation by the Planning and Zoning Commission, and public hearing, review and determination by the City Council. The entire process from application to final approval or disapproval by the City Council is a minimum of three months.

Pre-application Conference

- **Prior to submitting an application, the applicant shall schedule one or more pre-application conferences.**

Contact the Community Development Director, at (830)931-4090 to schedule a pre-application conference with the Community Development Department to discuss the proposed project.

Planned Unit Development Process

1. Pre-Application Conference

a) Initial Discussion Meeting

This meeting offers opportunities for a property owner and/or owner's agent(s) to meet with Community Development Department (CDD) Staff to discuss future development projects. These meetings will assist the owner and/or design team to identify items that need to be addressed or modified before the development plans are submitted to the City for review. It is recommended that the applicant provide at the meeting a preliminary site plan, conceptual elevations, photographs, survey, and any previous development documents. This information will ensure staff is aware of your development needs and will provide you with the most accurate information in relation to your development.

To schedule an Initial Discussion Meeting, please contact the Community Development at (830) 931-4090.

b) Planning Coordination Meeting(s)

This meeting, or series of meetings, will give City Staff an opportunity to provide additional information and recommendations based on the existing City planning initiatives and documents, City regulations, and other information gathered from the initial discussion meeting. Discussion could include infrastructure improvements, utility availability, and coordination with the City's Comprehensive Plan and other planning initiatives.

c) Preliminary Concept Plan Meeting(s) and Review Correspondence

City Code, Chapter 100, Article IV, Section 100-79, Subsection A

This meeting should include a presentation of the Preliminary Concept Plan that has been generated taking into account any discussion or direction given in previous meetings. The Plan should include the elements listed in the referenced City Code section. City Staff will review the Preliminary Plan and correspond with the Developer to make any changes needed prior to official submittal.

2. Coordination with Zoning Ordinance (if necessary)

City Code, Chapter 100, Article IV, Section 100-79, Subsection B

If the property being developed is within the City Limits of Castroville or will be annexed into the City Limits following the PUD by agreement, the PUD plan should coordinate with the Comprehensive Zoning Ordinance as required in the referenced City Code section.

3. Submittal of PUD Plan to City Admin for Review

City Code, Chapter 100, Article IV, Section 100-79, Subsection D

The Developer shall submit the PUD Plan to the City Administrator for review. No PUD Plan will be reviewed without all required documentation and fees.

4. Completeness Letter from City Administrator

City Code, Chapter 100, Article IV, Section 100-79, Subsection D

The City Administrator will, within 21 days of a complete PUD Plan submittal, issue a letter to the developer regarding the PUD Plan's completeness and compliance with all of the requirements of the code.

5. Planning and Zoning Commission Public Hearing and Action

City Code, Chapter 100, Article IV, Section 100-79, Subsection D&E

Following the completeness letter from the City Administrator referenced above, the Planning and Zoning Commission will hold a public hearing to review the PUD Plan. The public hearing requires proper notice in accordance with City Code. These posting requirements will dictate which Planning and Zoning Commission meeting date is appropriate for the PUD Plan to be reviewed.

Following the public hearing on the PUD Plan, P&Z will make written recommendation to City Council.

6. Application to City Administrator for City Council Action

City Code, Chapter 100, Article IV, Section 100-79, Subsection F

The Developer shall submit a letter of application for City Council action along with all required documentation and fees. Also, the developer may incorporate any amendments or conditions recommended by Planning and Zoning Commission prior to submittal for review by City Council.

7. City Council Public Hearing and Action

City Code, Chapter 100, Article IV, Section 100-79, Subsection G

Following submittal of a complete application for City Council action, the City Council will hold a public hearing to review the PUD Plan. The public hearing requires proper notice in accordance with City Code. These posting requirements will dictate which City Council meeting date is appropriate for the PUD Plan to be reviewed.

8. Expiration of PUD

City Code, Chapter 100, Article IV, Section 100-83

An approved PUD Plan shall lapse and be of no further force and effect if a final subdivision plat is not submitted for approval by the Planning and Zoning Commission within three years of the date of approval of the PUD Plan by City Council. The Planning and Zoning Commission may grant a time extension of up to two years if warranted.



Universal Preliminary Development Application

City of Castroville - Community Development Department
703 Paris Street, Castroville, TX 78009 – (830) 931-4090

Project Information *please complete all items*

Project Name: _____

Project Address: _____

Tax ID number(s): _____

Application Type *Check all that apply*

- | | | | |
|-------------------------------------|---|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Vacation |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | <input type="checkbox"/> Revision |
| <input type="checkbox"/> PUD | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Amended Plat | |

Subdivision Name (If Applicable): _____

Jurisdiction: City Limits ETJ Total Acres: _____ No. of Lots: _____

Original Survey & Abstract No.: _____

Legal Description: _____

Current Zoning: _____ Proposed Zoning: _____

Location: _____

Proposed Use(s): _____

Applicant's Signature

Applicant's role: Owner Developer Other: _____

I hereby Certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge.

Signature: _____

Printed Name: _____ Date: _____

Please Complete Page 2

Contact Information *(please complete all items - attach additional pages as necessary)*

Property Owner(s)

Owner Name (as shown on Tax Records): _____

Contact Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Owner's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Developer

Firm Name (if applicable): _____

Contact Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Developer's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____



Planned Unit Development Application

City of Castroville - Community Development Department
 703 Paris Street, Castroville, TX 78009 – (830) 931-4090

Proposed PUD Project Name	
Legal Description & Total Acreage	
Development Type(s) and Acreage of Each	
Number of Residential Dwelling Units (by type)	
Gross Square Footage of Non-Residential Development (by type)	

APPLICANT

SURVEYOR

Business Name		
Contact Name		RPLS#
Address		
Phone		
E-mail		

****Include Property Owner(s) information and any additional project contacts on additional sheets.****

- Is the property within the City Limits of Castroville? YES NO
- Are utilities currently available to serve each proposed lot? YES NO
- Does the property require a roadway or public right-of-way extension/addition? YES NO
- Will the applicant be requesting any financial incentives for public improvements? YES NO

Submittal Requirements:

Form and content of PUD submittal must be in accordance with the requirements found in Chapter 100 of the City Code.

I hereby certify that this application is, to the best of my knowledge, complete and accurate. I also acknowledge that the approval procedure as set out in City Code Chapter 100, Section 100-79 shall not begin until the City Administrator or designated employee has certified in writing that the PUD application is completed in accordance with the City Code of Ordinances and State law, and all associated documents and fees has been acknowledged in writing as received.

Applicant's Signature: _____ Date: _____



Planned Unit Development Zoning Application

City of Castroville - Community Development Department
703 Paris Street, Castroville, TX 78009 – (830) 931-4090

Project Name: _____ Date: _____

Petition to the City Council of Castroville, Texas:

Property owner(s): _____

Owner's agent (if applicable): _____

hereby make(s) application to the City Council of the City of Castroville for change in zoning designation of the property described below:

- New Planned Unit Development (PUD)
- Amendment to PUD (titled): _____

Justification for PUD zoning *(attach additional pages as necessary)*:

Property Description: *(please complete Section A or B below)*

A: Recorded Subdivision Information:

Subdivision: _____

Lot: _____, Block: _____ Acres: _____

Recorded in Medina County, TX, Document #: _____

or: Volume #: _____ Page #: _____

B: Property Description Information: *(attach a metes and bounds description with a property survey, signed and sealed by a Registered Professional Land Surveyor in the State of Texas)*

Property address: _____

Survey name: _____

Acres: _____ Abstract #: _____

Deed(s) which conveyed the property to the present owner:

Document #: _____ Acres: _____

or: Volume #: _____ Page #: _____

Please Complete Page 2

Project Name: _____ Date: _____

Ownership Type: Sole Owner Community Property Trust
 Partnership Corporation Other: _____

Owner Signature & Information:

Signature: _____

Print name: _____

Address (full): _____

Phone: _____ Fax: _____

Email _____

Owner's Agent (if applicable) Signature & Information:

Signature: _____

Print name: _____

Address (full): _____

Phone: _____ Fax: _____

Email _____

If ownership is other than sole or community property, please name the partners, principals, beneficiaries, etc. respectively:

1) Name: _____

Position: _____

Address (full): _____

2) Name: _____

Position: _____

Address (full): _____

3) Name: _____

Position: _____

Address (full): _____

Please attach additional pages as necessary.