

WASHINGTON TOWNSHIP

**INSTRUCTIONS FOR PLANNED DEVELOPMENT SECOND
AND FINAL STAGE APPLICATION**

Two (2) completed application forms shall be filed with the Commission. Each question shall be fully addressed. If necessary, further details may be outlined on an attached sheet.

The application shall include the following documents and/or diagrams:

1. Ten (10) copies of a final development plan. The final development plan shall be fully dimensioned showing building separation and building lot lines, parking areas and size of space, also where recreation areas are to be located, etc. showing the following:
 - A. A site plan showing the location and arrangement of all existing and proposed buildings or structures, the proposed traffic circulation pattern within the development, landscaping, the areas to be developed for parking, the points of ingress, and egress including access streets where required, the relationship of abutting land uses and zoning districts, proposed lots and blocks, if any, and proposed public or common open space, if any, including parks, playgrounds, school sites and recreational facilities.
 - B. A statement of the density of the various Residential uses within the development, when applicable, the proposed total gross floor area, and the percentage of the development which is to be occupied by buildings or structures.
 - C. Architectural drawings of the proposed buildings or structures, including landscaping details, with sufficient detail to determine colors and materials being used.
 - D. A stormwater management plan for the site. The grading plan shall show existing and proposed ground elevations with contours (one-foot contour interval) and spot elevations at significant high points, low points, and transition points. The grading plan shall also note the finished ground floor elevations of all buildings. The plan shall show the locations of all storm drainage sewers and structures, and infiltration or detention/retention structures; and all wetlands on the site, including copies of documents completed in making the wetlands identification.
 - E. Detailed elevations of all proposed commercial and/or office buildings and typical elevations of residential buildings. Scaled elevations should identify all signs, building materials and percentage of ground floor facade in windows; the location, height and material for screening walls and fences, including outdoor trash storage areas, electrical, mechanical and gas metering equipment, storage areas for trash and recyclable materials, and rooftop equipment.

- F. When a Planned Development is to be constructed in stages or units, a schedule for the development of such stages or units shall be submitted. No such stage or unit shall have a density that exceeds by more than twenty percent (20%) the density of the entire Planned Development. When a Planned Development provides for common open space, the total area of common open space provided at any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire Planned Development as the stages or units completed or under development bear to the entire Planned Development.
- G. Evidence that the applicant has the consent of the owner to submit the final development plan; has sufficient control over the tract to affect the proposed plan, including a statement of all the ownership and beneficial interests in the tract of land and the proposed "PD" District Development.
- H. In addition to the final site plan, in the case of an Office, Business or Industrial Planned Development, a statement identifying the principal types of office, business and/or industrial uses that are to be included in the proposed development.
- I. When a Planned Development includes provisions for common open space or recreation facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or recreational facilities. If it is proposed that such open space be owned and/or maintained by any entity other than a governmental authority, copies of the proposed articles of incorporation and by-laws of such entity shall be submitted.
- J. Copies of any restrictive covenants that are to be recorded with respect to property included in the Planned Development District.
- K. Any other information required by the Zoning Commission or Board of Trustees.
- L. The Board of Trustees may approve a plan which temporarily reduces the amount of required parking by setting aside an area as green space provided that:
 - 1. The green space set aside is to be used as future parking and related landscaping.
 - 2. No green space set aside for parking may be used for drainage purposes.
 - 3. The drainage plan for the entire development is to be designed based on the fully developed parking lot, including the set aside green space.
 - 4. The temporary reduction of the parking area shall not impose a burden on any use within the proposed development or adjacent property. The owner shall provide statements and provisions to install additional parking when needed.
 - 5. Landscaping within the green space shall not be removed with the construction of a future parking lot unless approved by the Trustees.

2. The application shall be accompanied by one (1) copy (no larger than 11”X17”) of the plans submitted with the proposed Planned Development.

The following additional information shall be submitted:

1. At the discretion of Washington Township some applications may require submittal of a traffic study. The traffic studies will indicate to the satisfaction of the Zoning Commission that the development of the district will not cause undue traffic congestion at the proposed location and the traffic generated by the district will be handled in an efficient manner.
2. In all cases, a statement of intention to begin construction within one (1) year after approval of the district and to complete construction within a reasonable period as determined by the Zoning Commission.
3. Two (2) maps showing the property lines of all lands included within a distance of five hundred (500) feet of any part of parcel of the proposed Planned Development District. All parcels are to be numbered to correspond with the property owner list.
4. A list of all owners of property within 500 feet (including addresses) of this land sought to be rezoned. The address of owners of land shall be that appearing on the current County Auditor’s tax list. **Addresses must be typed on mailing labels or typed so they can be copied onto labels (Avery Laser 5160 1x2-5/8 or Avery Copier 5351 1x2-13/16)**

Fees

- \$400.00 for the first 5 acres and \$25.00 for each additional acre or any portion thereof up to a maximum of \$800.00.

Washington Township accepts Visa/MasterCard, cash or check. Please make checks payable to Washington Township Trustees.

The Washington Township Trustees established a policy guiding the administration and coordination of zoning case information, on May 23, 1980. The policy details the following process:

1. The Zoning Department will distribute the notification of a Zoning Commission hearing, including the required maps, drawings, and other information, to the following Department Heads:
 - a. Fire Chief
 - b. Public Works Director
 - c. Sheriff’s Liaison Officer
 - d. Park District supervisor (notification of residential zone changes)
2. These Department Heads will review the case, make on-site visits, and prepare written recommendations, with suggested conditions of approval, considering but not being limited to the following factors:

- a. Access
 - b. Fire safety
 - c. Turning radii for service and emergency vehicles
 - d. Traffic safety
 - e. Effect on roadways of construction
 - f. Drainage
 - g. Lighting
 - h. Effects on adjacent properties
3. The Department Heads will submit the written recommendations or written statements of 'no comment' to Zoning Department prior to the Zoning Commission hearing.
 4. Responses from Department Heads, including the Zoning Department's recommendation, will become part of the file for the case and will be read at Zoning Commission and Board of Trustee hearings.

*** IMPORTANT – READ CAREFULLY ***

IT IS THE RESPONSIBILITY OF THE APPLICANT TO COOPERATE WITH THE ZONING DEPARTMENT AND OTHER DEPARTMENT HEADS TO INSURE THAT INDIVIDUAL DEPARTMENT RECOMMENDATIONS CAN BE COMPLETED IN A TIMELY AND THOROUGH MANNER. FAILURE BY THE APPLICANT OR THERE REPRESENTATIVE TO PROVIDE THIS COOPERATION MAY CAUSE THE SCHEDULED ZONING CASE HERING TO BE POSTPONED TO A LATER DATE OR DISAPPROVED BY THE ZONING COMMISSION OR BOARD OF TRUSTEES FOR LACK OF INFORMATION.