TOWN OF **YEMASSEE**
PLANNED UNIT DEVELOPMENT
(PUD) CONCEPT PLAN APPLICATION

Applicant	**Property Owner**
Name:	Name:
Phone:	Phone:
Mailing Address:	Mailing Address:
E-mail:	E-mail:
Town Business License # (if applicable):	

Project Information		
Project Name:	☐ New	☐ Amendment
Project Location:	Acreage:	
PUD Name:		
Tax Map Number(s):		
Project Description:		

Minimum Requirements for Submittal

☐ 1. Two (2) full sized copies and digital files of the Concept Plan.
☐ 2. Recorded deed and plat showing proof of property ownership.
☐ 3. Project Narrative describing reason for application and compliance with the criteria in Article 6 of the DSO.
☐ 4. An Application Review Fee as determined by the Town of Yemassee Schedule of Rates & Fees. Checks made payable to the Town of Yemassee.

Note: **A Pre-Application Meeting is required prior to Application submittal.**

Disclaimer: **The Town of Yemassee assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.**

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.

Property Owner Signature:	Date:
Applicant Signature:	Date:

For Office Use	
Application Number:	*Date Received:*
Received By:	*Date Approved:*

TOWN OF **YEMASSEE**
PLANNED UNIT DEVELOPMENT (PUD) CONCEPT PLAN
APPLICATION PROCESS NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Development Standards Ordinance (DSO) requirements for obtaining application approval in the Town of Yemassee. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Yemassee's Development Standards Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	**Applicant & Staff**
Prior to the filing of a Planned Unit Development (PUD) Concept Plan Application, the Applicant is required to consult with the Zoning Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the DSO.	
Step 2. Application Check-In Meeting	**Applicant & Staff**
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the PUD Concept Plan Application and required submittal materials during a mandatory Application Check-In Meeting where the Zoning Administrator or designee will review the submission for completeness.	
Step 3. Review by Zoning Administrator & Planning Commission	**Staff**
If the Zoning Administrator determines that the PUD Concept Plan Application is complete, it shall be forwarded to the Planning Commission. The Commission shall review the application and prepare written comments for review with the Applicant.	
Step 4. Planning Commission Meeting	**Applicant & Staff**
A public meeting shall be held with the Applicant to the review the Staff Report and discuss the application. The Applicant will be directed to address any comments, if any, and resubmit the application materials. If applicable, upon resubmittal, the application materials will be reviewed for compliance with the Staff Report and, if all comments are addressed, the application is placed on the next available Planning Commission (PC) Meeting agenda.	
Step 5. Planning Commission Meeting & Planning Commission Public Hearing	**Applicant, Staff & Planning Commission**
The PC shall hold a Public Hearing and review the PUD Concept Plan Application for compliance with the criteria and provisions in the DSO. The PC may recommend that Town Council approve, approve with conditions, or deny the application.	
Step 6. Town Council Meeting- 1st Reading	**Applicant, Staff & Town Council**
Town Council shall review the PUD Concept Plan Application for compliance with the criteria and provisions in the DSO. Town Council may approve, approve with conditions, table, or deny the application at 1st Reading.	
Step 7. Town Council Meeting- 2nd and Final Reading & Public Hearing	**Applicant, Staff & Town Council**
Town Council shall hold a Public Hearing and review the PUD Concept Plan Application for compliance with the criteria and provisions in the DSO. Town Council may approve, approve with conditions, table, or deny the application at 2nd and Final Reading.	
Step 8. PUD Concept Plan Approval	**Staff**
If Town Council approves the PUD Concept Plan Application, the Zoning Administrator shall issue an approval letter to the Applicant.	