



## Planned Unit Development Application & Procedures Guide

Thank you for your interest in the City of Pasco. This guide is intended to provide you with the necessary information to successfully apply for a Planned Unit Development in accordance with Pasco Municipal Code [25.140](#). If you need assistance in filling out the application forms or have questions regarding the Comprehensive Plan Amendment review process, please contact the Community and Economic Development Department at (509) 545-3441 or [Planning@pasco-wa.gov](mailto:Planning@pasco-wa.gov).

The purpose a Planned Unit Development (PUD) is to provide opportunities for innovation, creativity, and flexibility in land development within the City. It is intended to encourage the development of efficient, high-quality development that results in the preservation and enhancement of public health, safety, welfare, and access of the community and must be consistent with the Pasco Comprehensive Plan.

### Planned Unit Development Application

<b>(STAFF ONLY)</b>	
<b>MASTER FILE #:</b>	_____
<b>DATE RECEIVED:</b>	___ / ___ / ___

### REQUIRED MATERIAL

A COMPLETED PLANNED UNIT DEVELOPMENT APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

- Completed Application Form
- Fees
  - Planned Unit Development Application: \$700.00
  - State Environmental Policy Act Checklist: \$75.00
  - Public Notice: \$50.00
  - TOTAL \$825
- A completed State Environmental Policy Act (Environmental) Checklist
- A statement indicating and describing open space
- An acceptable Traffic Impact Analysis (TIA) if required per the Pasco Design and Construction Standards

**PART 1 – APPLICATION INFORMATION**

<b>CONTACT INFORMATION</b>					
Applicant:					
Company Name (if applicable):					
Mailing Address					
City		State		Zip	
Phone		Email			

<b>AUTHORIZED AGENT</b>			
<i>The undersigned hereby certifies that all information submitted with this application is complete and correct to the best of my knowledge.</i>			
Print Name			
Signature		Date	___/___/___

**PART 2 – SITE INFORMATION**

<b>GENERAL SITE INFORMATION</b>	
General Location of Property or Address	
9-Digit Parcel Identification Number	
Site Area (Acres)	
Current Zoning	
Current Comprehensive Plan Land Use	
Adjacent Land Use	
Present Use of Property	

**PART 3 – PROJECT INFORMATION**

<b>GENERAL PROJECT INFORMATION</b>					
Preliminary PUD Name					
Project Description					
Proposed Zoning					
Total Acreage		Number of Dwellings		Gross Density (per Acre)	
Maximum Height		Proposed Parking Spaces			
Proposed Open Space (Acres)		Pct Open Space (Gross)			
Domestic Water Supply		Method of Sewage Disposal			

**PART 4 – PROJECT QUESTIONS**

<b>PROJECT QUESTIONS</b>
<i>Please use this section to provide additional information about your proposed project/Planned Unit Development.</i>
Q1: Please explain how the proposal is consistent with the comprehensive plan designation and goals, objectives, and policies for the property.

Q2: Describe the design features of the proposed development that result in a need for flexibility in the application of zoning or subdivision standards and why are they necessary?

Q3: Please explain how the proposal meets the concurrency requirements of Pasco Municipal Code [PMC 12.36](#). Are the existing transportation systems, public facilities, and services in the area adequate to support the proposed development?

Q4: Please describe how the proposed open space is consistent with the requirements of Pasco Municipal Code [PMC 25.140.080\(6\)](#)?

Q5: Please describe the approximate start and completion dates, and or phasing of development for the proposed PUD.

PART 5 – PROJECT SUBMITTAL

NOTICE OF COMPLETENESS: The application shall be considered complete within 28 days after submittal, unless otherwise notified per Pasco Municipal Code 4.02.060

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I certify that I am the owner or owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the owner’s agent regarding the property at the above-referenced address for the purpose of filing applications for decisions, permits or review under applicable Pasco Municipal Codes, and I have full power and authority to perform on behalf of the owner all acts required to enable the city to process and review such applications.

I certify that the information on this application is true and correct and that the applicable requirements of the City of Pasco, RCW, and the State Environmental Policy Act (SEPA) will be met.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Owner or Owner’s Agent