



PLANNED UNIT DEVELOPMENT APPLICATION

City of Ferndale Community Development Department
2095 Main Street/ PO Box 936
Ferndale, WA 98248 (360) 384-4006
www.cityofferndale.org

- An Appointment is Required to Submit Your Application
- A Master Development Application is Also Required

SUPPLEMENTAL

SUMMARY OF PUD PROCEDURES:

The following information provides a general description of the process by which Planned Unit Developments are evaluated by the City. For more detailed information concerning PUD's, please refer to Chapter 18.68 of the City of Ferndale Zoning Regulations.

1. A pre-application meeting shall be held with City staff to identify City standards, areas of concern, what permits are required of the applicant, and to supply the applicant Permit forms to be completed. This meeting will also clarify what a complete application must contain to ensure no time is lost waiting for additional application information.

A complete PUD Application includes:

- A Completed Master Application Form
 - A Completed Application Form including all the information outlined in Section 18.68.130 (see attached)
 - 12 Copies of the Development Plan Drawing
 - 1 reduced 8 ½" x 11" (or 14) copy
 - Payment of Application Fees, plus a \$1,500 deposit towards the City's consulting engineer's review fee
 - Completed Environmental Checklist (SEPA) – (See Section 17.20.010 of the FMC)
 - A completed preliminary plat or binding site plan application (if the project involves a division of property)
2. Upon the submittal of a PUD application, the Community Development Director shall determine if the application is complete within twenty-eight (28) days. If the application is incomplete, the applicant shall be notified in writing of specific information required to complete the application.
 3. Once determined to be complete, a notice of application is published in the Record Journal and posted on the subject property.
 4. The environmental review required under the provisions of the State Environmental Policy Act is completed.
 5. The Community Development Department will then place the PUD Application on the next available meeting agenda of the Planning Commission that will allow sufficient time for public notification in accordance with Section 14.09 of the Ferndale Municipal Code.
 6. The Community Development Department shall cause notice of the time, date, place, and purpose of the hearing to be published in the Record Journal at least ten (10) days prior to the hearing date. The Community Development Department will also send Notices of Public Hearing to all property owners within 300 feet of the exterior boundaries of the property and post the notice on the subject property at least ten (10) days prior to the hearing date.
 7. The application will be submitted to the City's consulting engineer who will check the proposed road design, utility extensions and storm water drainage systems for compliance with City standards. The total cost of this review shall be borne by the applicant.



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8. The Community Development Department will forward a copy of the PUD application to the Public Works Director for consideration. The application may also be submitted to affected agencies, including the Fire District, Police Department, and the School District, for their input. A Technical Review committee meeting will be scheduled and a written recommendation shall be developed. After all the information is gathered the Community Development Department will also prepare a written staff report to the Planning Commission for the action requested.
9. If the application includes residential development, the City Park Board shall hold a meeting to review the PUD application for compliance with park mitigation ordinance #1012 and to determine the suitability of any lands proposed for park dedications and/or improvement. The recommendation of the Park Board shall be forwarded to the Planning Commission.
10. The Planning Commission shall hold a public hearing to consider all submitted documents, staff reports, and recommendations, and any other information and exhibits presented by interested persons. The Planning Commission shall make a recommendation to approve, disapprove or approve the specific conditions and forward that recommendation to the City Council within fourteen (14) days. An aggrieved party has ten days after the written decision of the Planning Commission to appeal their decision to the City Council.
11. Upon receipt of the recommendation on any PUD, the City Council shall at its next public meeting set the date for the public meeting where it shall consider the recommendations of the Planning Commission and may adopt or reject the recommendations of the Commission based on the record established at the public hearing. If after considering the matter at a public meeting, the City Council deems a change is necessary in the Planning Commission's recommendation for approving or disapproving any preliminary PUD, the Council shall adopt its own findings and approve or disapprove the preliminary PUD.
 - a. A City Council decision to approve, disapprove, or to return to the applicant for modification or correction, must come within 120 days from the date an application is determined to be complete. This may be extended if there is a period of time needed for additional studies required under SEPA or other pending permit applications, or appeals.
12. The decision of the City Council shall be final on the twenty-second (22nd) day following the hearing at which the decision was reached, unless appealed to the Whatcom County Superior Court within twenty-one (21) days.
 - a. PUD approval authorized the applicant to proceed with the application for permits to construct improvements and the eventual application for the final approval.



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Application Form

TO BE COMPLETED BY APPLICANT:

Proposed Name of PUD: _____ Number of Lots: _____

Type of PUD (Residential, Residential Cluster, Mixed, Commercial) _____

LEGAL OWNER (Name and Address): _____

Phone #: _____ Fax #: _____

DEVELOPER (Name and Address): _____

Phone #: _____ Fax #: _____

ENGINEER OR SURVEYOR (Name and Address): _____

Phone #: _____ Fax #: _____

Describe general location of property:

Assessor Parcel Number(s) of property involved _____

Existing Use: _____

Zoning: _____ Comp. Plan Designation: _____

Abutting Zones and Uses:

North _____

South _____

East _____

West _____



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Streets Abutting Property and Right-of-Way Widths:

North _____

South _____

East _____

West _____

Density Increase Requested, if any: _____

Signature of Owner(s)

Signature of Contact Person

Signature of Applicant (if different)

TO BE COMPLETED BY OFFICE STAFF

Date Submitted: _____

Application Accepted as Complete and Letter written: _____

Notice of Application Published: _____ Posted: _____

SEPA Threshold Determination: _____

SEPA Notice Published: _____

Agency Referrals:	Public Works _____	School Dist. _____
Date Mailed:	Parks _____	Fire Dist. _____
	Police Chief _____	DOE _____
	Other _____	Other _____

Technical Review Committee Meeting Date: _____

Notice of Hearing Published: _____

Notice Mailed to Neighbors: _____ Site Posted: _____

Staff Report Prepared: _____



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P.C. Public Hearing Date: _____

Recommendation: _____

Park Board Meeting Date: _____ Recommendation: _____

City Council Meeting Date: _____ Final Decision: _____

Notice of Decision Mailed to Parties of Record: _____

PUD Approval Date: _____

Expiration Date: _____

Fees Collected:

Cash Receipt # Date Paid

Preliminary Application Fee:

SEPA Checklist Review:

*Consulting Engineer Review Deposit:

Final Application Fee:

*Consulting Engineer Inspection Deposit:

***Deposits may not apply to all projects. Check with the Community Development Department for specific deposit requirements.**