
Planned Unit Development (PUD) Instructions for Standard Notes on Master Plans

In an attempt to standardize our PUD format, please refer to this list of categories and order in which notes should be organized on the plans. These notes should be included on the Master Plan when and where applicable.

PUD Notes

Legal Description

- Complete Lot and Block, metes and bound (on first plan sheet w/graphic if plan exceeds a single sheet.) The truncated legal description on the Shawnee County Appraiser website is not sufficient.

Project Performance Objectives

- Brief description explaining project objectives

General Notes

- Building permit and/or Parking lot permit conditions (standard and/or special)
- Other minor notes not applicable in other categories
- STANDARD NOTE: *"The base zoning of _____ shall apply unless stated otherwise herein"*
- STANDARD NOTE: *"No building permits shall be issued until individual site development plans subject to TMC 18.190.060(c) have been reviewed and approved by the Planning Director and other City agencies prior to submittal for building permits. These site plans shall address individual building site locations, off-street parking and internal circulation, fire hydrants, landscaping, fencing, pedestrian connectivity, external lighting, signage, building elevations, CPTED, utilities, storm water, relationship to adjacent lots, etc."*
- STANDARD NOTE: *"No building permits shall be issued until the property is platted."*
- Stormwater Report or Plan approval notes, as required. (see below)
- STANDARD NOTE: *"No building permits shall be issued until Stormwater Management Plans and requirements are met and approved, including granting of any necessary stormwater management easements."*

Variances

- Any variance granted w/ PUD to the base zoning, such as setbacks, parking, height, etc.

Utility Notes

- Sewer and water main installation
- Fire hydrants and fire access, as applicable
- Lighting notes, as applicable. *"Lighting shall be shielded and recessed with cut off angles to prevent the cast of lighting beyond the property and not exceed three foot-candles as measured at the property line."*
- Overhead lines note: *"All utilities shall be placed underground pursuant to the City's right-of-way management standards."*

Circulation, Parking, & Traffic Notes

- Conditions of Traffic Impact Analysis (TIA), if applicable (these may also be found in General Notes or Project Phasing as well)
- Streets, drives, sidewalks, parking areas, sight triangles, etc.
- Parking existing/required/to be provided.
- Fire lanes
- Pedestrian access
- **ACCESS LANE, PARKING, DRIVEWAY NOTE (as applicable):** *“All drives, lanes, and privately owned access ways providing accessibility to structures, buildings, and uses within the planned unit development shall be considered and serve as mutual rights of access for owners, tenants, invited guests, clients, customers, supports and utility service personnel and emergency service providers, including law enforcement, fire protection, and ambulance services. All access ways providing general accessibility to, and circulation among, the uses within the planned unit development shall be maintained at all times in good serviceable condition with the maintenance of said access ways being the responsibility of the owner(s).”*

Signage Notes

- All sign notes pertaining to specific site for maximum height and area. i.e. wall, free-standing, directional, etc.
- **STANDARD NOTE:** *“Signs shall be approved by separate sign permit application”*
- **STANDARD NOTE:** *“TMC 18, DIVISION 2 signs shall govern all other signs unless specifically stated herein.”*

Landscaping Notes

- All landscaping notes including common area maintenance responsibility note.
- **COMMON LANDSCAPING MAINTENANCE NOTE (as applicable):** *“The care, maintenance, and ownership of common open space, parking areas, utilities, private streets, access ways, stormwater management easements, fencing, and landscaping shall be the responsibility of the owners. All landscaping shall be installed pursuant to phasing schedule and properly maintained. If any portion of the landscaped material dies, it shall be replaced by the next planting season.”*

Building and Structure Notes

- Architectural elements, finished building materials, etc. and/or notes.
- Orientations, height, etc.
- Accessory buildings, trash enclosures, etc.
- **STANDARD NOTE (as applicable):** *“The location of trash and recycling receptacles shall be determined at the site development stage to ensure trash areas are not overly concentrated, are effectively screened from public areas, and provide adequate circulation within the overall development. All said receptacles shall have enclosures that screen the receptacles from view and are constructed with materials compatible with the architectural features of the principal building.”*

Project Phasing Notes

- Timing schedule of development
- Any conditions for Phase 1, 2, 3, etc. to proceed if applicable (may also be found in General Notes)

Project Information

- Site-specific information by “development area”
- Base zoning use groups/uses allowed/maximum height/building coverage, density, etc.

- open space, parcel size, lot coverage, etc. for each “development area”

Owner’s Certification and Certification of Approvals Notes:

OWNER’S CERTIFICATE: (Type Name) agrees to comply with the conditions and restrictions as set forth on the master PUD plan.

In Testimony Whereof:

The Owner(s) of the above described property, (Type Name), have signed these presents this _____ day of _____, (Year) _____.

(Type Name and Title) (Type Name and Title)

Be it remembered that on this _____ date of _____, A.D. _____ (Year) before me, a notary public in and for said County and State come _____, Owner(s) of the above described property.

I hereby set my hand and affix my notarial seal the day and year last written above.

Notary Public

My Commission Expires:_____

CERTIFICATION OF MASTER PUD PLAN APPROVAL NOTE BY THE SECRETARY OF THE PLANNING COMMISSION:

(Bill Fiander, AICP, Planning & Development Director) (Date),

Secretary to Planning Commission

Be it remembered that on this _____ date of _____, A.D. _____ (Year), before me, the undersigned, a notary public in and for said County and State came (Planning Director’s Name) who is personally known to me to be the same person who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

In Witness Whereof, I hereby set my hand and affix my notarial seal the day and year last written above.

Notary Public

My Commission Expires:_____

AMENDMENT NOTE:

- *“This Planned Unit Development (PUD) Master Plan has been reviewed and approved in accordance with the provisions of Chapter [18.190](#) of the Comprehensive Zoning Regulations of the City of Topeka, Shawnee County, Kansas, and may be amended only as prescribed in TMC [18.190.070](#) and as set forth on this document or as may subsequently be approved and recorded.”*

STANDARD NOTE:

- *“Pursuant to TMC 18.190, the applicant must record the Master PUD Plan with the Shawnee County Register of Deeds within sixty (60) days upon approval of the Governing Body. Failure by the applicant to record the plan within the prescribed time period and provide the planning department with the required number of copies of the recorded plan within ninety (90) days of the date of action by the Governing Body shall render the zoning petition null and void.”*

Recording Notes:

- Indicate “Book,” “Page,” “Date,” and “Time” in upper right-hand corner of all plan sheets.
- Immediately below the “Book,” “Page,” “Date” and “Time” entries, provide the following signature block:

Recorded With The Shawnee County Register of Deeds:
(Registrar’s Name) – Register of Deeds