



## PLANNED UNIT DEVELOPMENT (PUD) ORDINANCE FORMAT REQUIREMENTS

Planned Unit Development (PUD) ordinances, both draft (working copies) and final versions must adhere to the following format requirements. The creation of the PUD documentation is the responsibility of the applicant. All revised versions and final versions are also the responsibility of the applicant. A failure to format PUD documentation correctly may result in a delayed review process. The PUD format requirements are as follows:

- PUD Ordinances must follow the “ordinance layout” outlined on page 2 for both texts and exhibits.
- A digital copy of ALL PUD documentation must accompany every submittal. The text shall be in MS Word (or compatible) format. All exhibits, maps, illustrations and photos shall either be .jpeg or PowerPoint files. NOTE: The City of Myrtle Beach will not alter or change the images, maps, illustrations, etc. from these digital files. This requirement is to facilitate digital delivery of files for appropriate review and to present the information adequately during meetings.
- All PUD ordinances are to be 8.5” x 11” in size (letter size). Exhibits (all associated images, maps, photos, etc...) may be as large as 11” x 17” but must be “gate-folded” to 8.5” X 11” (letter size). The importance of PUD exhibits is to provide detailed information, and to that end, may be submitted in a larger size if the applicant and city staff deem appropriate. However, the final version must be made to fit within the final PUD Ordinance booklet (see below).
- All PUD ordinance and exhibit pages shall be sequentially numbered and dated. This may include a “version #” if applicable. In addition, the lines of the ordinance text shall be sequentially numbered (see attached example). Exhibits shall be formatted according to the illustration on page 3 and may be either landscape or portrait oriented.
- Until final versions are produced, a clear “draft” indication shall be shown on the PUD Ordinance and exhibits. In the case of a PUD Amendment, deleted text shall be “struck-through” and new text shall be underlined while in draft form.
- Final adopted PUD ordinances, both text and exhibits, shall be dated with the date of final approval and shall be three-hole punched and placed in a standard 8-1/2” X 11” three-ring binder. Pages larger than 8-1/2” X 11” must be gate-folded to fit within the binder. The binder must be labeled on the front and on the spine with the name of the PUD.
- **UPON ADOPTION BY CITY COUNCIL, A MINIMUM OF TEN (10) COMPLETE COPIES OF THE PUD ORDINANCE (INCLUDING ALL EXHIBITS, MAPS, ILLUSTRATIONS, ETC...) WITH DRAFT NOTATIONS REMOVED SHALL BE PROVIDED TO THE CITY CLERK NO LESS THAN 5 BUSINESS DAYS FOLLOWING THE APPROVAL DATE. FAILURE TO DO SO WILL INVALIDATE CITY COUNCIL’S APPROVAL AND RE-ADOPTION BY CITY COUNCIL WILL BE REQUIRED.**

If there are any questions regarding Planned Unit Development (PUD) ordinance format requirements, or if you need assistance in completing the application please contact the Planning Department at:

**CITY OF MYRTLE BEACH PLANNING DEPARTMENT  
CITY HALL  
937 BROADWAY  
P.O. BOX 2468  
MYRTLE BEACH, SC 29578  
PHONE – 843-918-1050 / FAX – 843-918-1083**

**ORDINANCE LAYOUT**

Ordinance title and amendment index page. The amendment index shall include FOR EACH AMENDMENT the date of approval and a list (by page number) of replaced and/or added pages.

- Section 1 – Purpose of Planned Unit Development (Scope & Narrative)
- Section 2 – Location of Planned Unit Development
- Section 3 - Permitted uses.
- Section 4 – Conditional Uses (if applicable)
- Section 5 – Accessory Uses
- Section 6 – Dimensional Requirements (lot, yard, height & coverage requirements)
- Section 7 – Parking Standards
- Section 8 – Landscaping / Buffering / Open Space Requirements
- Section 9 – Lighting Standards
- Section 10 – Signage Requirements
- Section 11 – Special Requirements (if applicable)
- Section 12 – Technical Design Criteria (water & sewer, curb & gutter, stormwater and the like)
- Section 13 - Public Improvements, including the required Public Improvements Spreadsheet
- Section 14 – Phasing Plan & Construction Schedule
- Section 15 – Summary of variations between existing zoning districts and PUD provisions.
- Section 16 – Enactment Provision and Signature Lines, as follows:

Enactment Provision – This ordinance is effective only upon presentment of ten (10) complete sets of the PUD Ordinance documents, including but not limited to attachments, exhibits and maps to the City Clerk within five (5) working days of the second reading. Failure to supply the required documents results in this ordinance having no force of effect, and the regulations in place prior to second reading shall be the assigned regulations.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

1<sup>st</sup> Reading: \_\_\_\_\_

2<sup>nd</sup> Reading: \_\_\_\_\_

Section 17 – Exhibits, Maps, Plats, Illustrations, etc. REGULATORY IN NATURE and specifically referenced within the PUD Ordinance.. This section shall include:

- General location map of the PUD.
- Specific boundary map of all parcels within the PUD.
- Detailed site plan showing the location of buildings, parking, amenities, etc...
- Detailed site plan showing signage locations.
- Detailed site plan showing public improvement locations.
- Detailed site plan showing open space locations.
- Building elevations and signage exhibits (as required).
- Summary data sheet outlining ALL existing and proposed elements (density, parking, etc...)

Section 18 – Support Materials intended as EXAMPLES ONLY and not intended to be regulatory. All support materials should be clearly labeled as such.

Sample Text Page

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Ordinance heading at top of page 1

2006 - \_\_\_\_

**STATE OF SOUTH CAROLINA )**  
**COUNTY OF HORRY )**  
**CITY OF MYRTLE BEACH )**

**AN ORDINANCE TO CREATE A  
PLANNED UNIT DEVELOPMENT  
KNOWN AS 26TH AVENUE NORTH  
PLANNED UNIT DEVELOPMENT**

It is hereby ordained that the 26th Avenue North Planned Unit Development is created pursuant to the terms and conditions of this ordinance. The development authorized and approved by this ordinance shall be located on those pieces, parcels, or tracts of land designated as Lots 214, 215, 216 (identified as Horry County TMS #181-04-12-002), 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, and 230, Eastern Section, and Lots 1 through 9, Block 4-W, Washington Park Section, as shown on the "Boundary Survey Map of 26<sup>th</sup> Avenue PUD Project" prepared by Hester Land Surveying Company, Inc. dated November 9, 2001, attached hereto as Exhibit 2, and Lots 2 and 3, Block 3-W, Washington Park Section as shown on the "Boundary Survey and Elevations" prepared by Huntley and Associates, Inc. dated May 30, 2002, attached hereto as Exhibit 3. The development authorized by this ordinance shall be in accordance with that set of plans, drawn and/or compiled by Timbes Architectural Group dated January 30, 2004, titled "26<sup>th</sup> Avenue North PUD, Myrtle Beach, South Carolina" [attached as Exhibits "1" through "59", inclusive of the surveys described above, that set of plans, drawn by Miller Design Services dated May 1, 2003, titled "A new Restaurant and Conference Center for the Anderson Inn Myrtle Beach, South Carolina" attached as Exhibits "31" through "35", letter granting use of parking spaces in Carolinian parking lot as Exhibit "36", that set of plans, drawn by Pegram Associates, Inc. dated June 29, 2005, numbered Exhibits "61" through "92", and that set of plans, drawn by Pegram Associates, Inc. dated December 21, 2005, numbered Exhibits "93" through "118" which plans and surveys are incorporated into this ordinance (the plans drawn by Timbes Architectural Group, Miller Design Services and Pegram Associates, Inc., are hereinafter collectively referred to as the "Plans"). [Additional materials, have been provided and are titled "PUD Support Data." These materials are informational only and are not to be construed as a part of this Ordinance.]

Lines numbered along the left edge.

Room in the margin for hole-punch.

*PLANNED UNIT DEVELOPMENT (PUD) EXHIBIT TEMPLATE*  
*UNDERLINED ITEMS ARE TO APPEAR ON EVERY EXHIBIT, ALL OTHER TEXT ON THIS TEMPLATE ARE EXPLANATORY*

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DURING REVIEW:  
UPON FINAL APPROVAL BY COUNCIL:

SUBMITTAL DATE  
2<sup>ND</sup> READING DATE  
ORDINANCE #

