



PRE-APPLICATION CONFERENCE FOR A PLANNED UNIT DEVELOPMENT (PUD) OR PUD AMENDMENT

This application is used to request a pre-application conference with the Planning Commission to establish or amend a PUD within the City of Myrtle Beach. All information contained in this application is subject to public disclosure under the South Carolina Freedom of Information Act (FOIA). There is NO FEE for this application.

The following items are required for a PUD Pre-Application Conference:

- _____ Completion of the required pre-application consultation with Planning Department staff.
- _____ Proof that the proposal is or will be under single ownership or unified control.
- _____ Authorization for an agent(s) to act on behalf of the property owner(s), if applicable.
- _____ **15 paper copies** (collated into 15 individual packages) and 1 digital copy (graphics, maps, plats and photographs must be in either .pdf or .jpeg format; text and ordinances must be in Microsoft Word) of the following:
 - _____ Recent (within 6 months) boundary survey of property, no larger than 11" x 17".
 - _____ A list of land uses to be located and/or permitted within the proposed PUD.
 - _____ A conceptual land use plan for the entire site showing the following:
 - a. External boundaries of the proposed development to include EXACT ACREAGE of PUD
 - b. Existing land uses.
 - c. All future development plans.
 - d. The location(s) of proposed land uses.
 - e. The number and type of dwelling units (including short-term), for each phase (if applicable).
 - _____ Conceptual drawings of proposed residential housing units.
 - _____ A written description of the general character of the proposed development, including:
 - a. Description and quantity of all land uses proposed for inclusion within the PUD.
 - b. Proposed amount of land for recreation.
 - c. Proposed amount of land for open space.
 - d. Proposed amount of land for schools or municipal purposes (if applicable).
 - e. Projected type, location, number and densities of dwelling units to be constructed within each phase of the PUD.
 - f. Description of each type of proposed residential, commercial or industrial unit.
 - g. Estimated population of each phase of the PUD.
 - _____ Time schedule for construction of the proposed PUD showing rate of development for all types of development within the proposed PUD.
 - _____ Preliminary statement identifying the existing natural and environmental resources.

Pre-Application Conferences for Planned Unit Developments (PUD) will be considered by the Planning Commission at their regularly scheduled meeting (the third Tuesday of the month). To be placed on the Planning Commission's agenda, the completed Pre-Application Conference application and any additional requested materials must be submitted to the City of Myrtle Beach Planning Department (located on the first floor of City Hall) by 5:00 p.m. on the date of the deadline. A deadline schedule is available from the Planning Department upon request. Once the Planning Commission is satisfied with the Pre-Application Conference, the applicant may submit a Planned Unit Development Application to the City of Myrtle Beach Planning Department.

If there are any questions regarding Pre-Application Conference policies and procedures, 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
WEBSITE – www.cityofmyrtlebeach.com

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PRINT OR TYPE ALL ANSWERS (EXCEPT SIGNATURE)
IF MORE THAN 3 PROPERTY OWNERS, PLEASE MAKE ADDITIONAL COPIES OF THIS FORM.

APPLICANT INFORMATION:

Primary Contact: _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Email: _____

Property Owner # 1: _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Authorized Agent # 1 (if applicable): _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Property Owner # 2: _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Email: _____

Authorized Agent # 2 (if applicable): _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Property Owner # 3: _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Authorized Agent # 3 (if applicable): _____

Mailing Address: _____

Day Phone: _____ Fax: _____

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SIGNATURE AND CERTIFICATION

The undersigned hereby respectfully request that the City of Myrtle Beach Planning Commission review this Pre-Application for a Planned Unit Development for the above-described property. All of the above statements and information, whether written on this application or attached, are true and correct to the best of my knowledge and belief. Signature(s) of all property owner(s) or authorized agent(s) must be obtained before application can be accepted for processing.

Signature of Property Owner # 1: _____ Date: _____

Signature of Authorized Agent # 1: _____ Date: _____

Signature of Property Owner # 2: _____ Date: _____

Signature of Authorized Agent # 2: _____ Date: _____

Signature of Property Owner # 3: _____ Date: _____

Signature of Authorized Agent # 3: _____ Date: _____