

## TBD. Intent to Convert Application

<u>Reference</u>	<u>LDC sections 5.05.15, 10.02.08, 10.02.13, and LDC Public Notice section 10.03.06.</u>
<u>Applicability</u>	<u>This process applies to golf courses converting to a non-golf use. This application shall be required to submitting a conversion application. This application is not required for golf courses zoned Golf Course and Recreational Uses (GC) seeking to use another use as provided for in LDC section 2.03.09.</u>
<u>Pre-Application</u>	<u>A pre-application meeting is required.</u>
<u>Initiation</u>	<u>The applicant files an "Intent to Convert" application with the Planning &amp; Zoning Department.</u>
<u>Application Contents</u>	<p><u>The application must include the following:</u></p> <ol style="list-style-type: none"><li><u>1. Applicant contact information.</u></li><li><u>2. Addressing checklist.</u></li><li><u>3. Name of project.</u></li><li><u>4. The name and mailing address of all registered Home Owner's Association's that could be affected by the application.</u></li><li><u>5. Disclosure of ownership.</u></li><li><u>6. The date the subject property was acquired or leased (including the term of the lease). If the applicant has an option to buy, indicate the date of the option, the date the option terminates, and anticipated closing date.</u></li><li><u>7. Title opinion or ownership encumbrance report establishing there are no encumbrances on the property that prevent the land from being developed as proposed.</u></li><li><u>8. Property information, including:</u><ul style="list-style-type: none"><li><u>• Legal description,</u></li><li><u>• Property identification number;</u></li><li><u>• Section, township, and range;</u></li><li><u>• Address of the subject site and general location</u></li><li><u>• Size of property in fee and acres; and</u></li><li><u>• PUD district, if applicable.</u></li></ul></li><li><u>9. If the property owners owns additional property contiguous to the subject property, then the following information, regarding the contiguous property, must be included:</u><ul style="list-style-type: none"><li><u>• Legal description;</u></li><li><u>• Property identification number;</u></li><li><u>• Plat book and page number;</u></li><li><u>• Section, township and range; and</u></li><li><u>• Subdivision, unit, lot and block, or metes and bounds description.</u></li></ul></li></ol>

10. The Developers Alternative Statement, including the three alternatives: No conversion, County purchase and Conceptual development plan, as described in LDC section 5.05.15 C.
11. Existing PUD Master Plan, if applicable, identifying the following:
  - The golf course acreage utilized to meet the minimum open space requirements for a previously approved project.
  - Previously approved preserves
  - Sporadic vegetation less than ½ acre including planted areas that meet criteria established in LDC section 3.05.07 A.4
  - Areas used to meet supplemental preserve provisions.
12. Narrative explaining how the greenway will provide open space views to residential stakeholder, support passive recreational uses, and existing wildlife habitat.
13. A plan providing the design of the greenway with the following illustrated:
  - Demonstration of open space views and passive recreational uses;
  - Proposed location of greenway and any secondary design concepts that will be proposed at the Stakeholder Outreach Meetings;
  - Land uses, including but not limited to the following:
    - Existing and proposed lakes, including lake calculations;
    - Open space types;
    - Preserve areas; and
    - Any structures;
  - Open space calculations, including the greenway acreage;
  - Calculations demonstrating the 35% acreage requirement for the greenway;
  - Greenway widths shall be identified every 100 feet;
  - Locations of existing trees and understory (shrubs and groundcover) shall be located on the plan illustrating the tree ration of one tree per 2,000 square feet is provided. Existing trees may be counted toward the ration; however, trees in preserves may not be counted;
  - Any proposed wall or fence within or adjacent to the greenway with habitat connectivity to facilitate movement of wildlife in and around the greenway;
  - Locations, dimensions, and type of stormwater management in the greenway;
14. Pre-versus post development stormwater runoff analysis.
15. Floodplain compensation, if determined to be required, pursuant to LDC section 3.04.07
16. Soil and groundwater sampling as required by LDC section 3.08.00 A.4.d and 5.05.15 D.6,

**17. Electronic copies of all documents.**

**SOM requirements**

**Completeness and Processing of Application**

**18. Narrative describing the public outreach methods proposed consistent with the County's Guide to Golf Course Conversion.**

After submission of the completed application packet accompanied with the required fee, the **applicant** will receive an electronic response notifying the **applicant** that the petition is being processed. Accompanying that response will be a receipt for the payment and the tracking number (i.e., XX201600000) assigned to the appeal. The tracking number should be noted on all future correspondence regarding the petition.

**Notice for the Intent to Convert Application**

Notification requirements are as follows. ⇔ See Chapter 8 of the Administrative Code for additional notice information.

**1. Mailed Notice:** For the purposes of this **mailed notice**, written notice shall be sent to property owners located 1,000 feet from the property line of the golf course. The applicant shall send the mailed notice within 30 days of submitting the Intent to Convert application to the county. The mailed notice shall include the following:

- Explanation of the intention to convert the golf course.
- Notice that there will be several Stakeholder Outreach meetings to engage the public. The date, time, and location of the meetings does not need to be included.
- 2 in. x 3 in. map of the project location.

**2. Signage:** For the purposes of this section signage, signs measuring 16 square feet shall explicitly state that an applicant is petitioning the county to convert the golf course to a non-golf use (e.g. residential). A user-friendly website address shall be provided on the signs directing interested parties to visit the county's website which shall host documents prepared for the SOM meeting. The applicant's web based visual survey shall also be provided on the county's website. The location of the sign shall be consistent with Chapter 8 of the Administrative Code.

**Materials to include in subsequent conversion applications**

Pursuant to LDC section 5.05.15, the applicant shall provide any supplemental materials along with the conversion application.

**Public Hearing**

No public hearing is required for the Intent to Convert application. Public hearings will be required for a conversion applications.

**Decision maker**

The County Manager or designee

**Review Process**

The Planning & Zoning Department will review the Intent to Convert application and identify whether additional materials are needed.

Updated