

10.02.13 Planned Unit Development (PUD) Procedures

- F. *Monitoring requirements.* In order to ensure and verify that approved project densities or intensities of land use will not be exceeded and that development commitments will be fulfilled and are consistent with the development's approved transportation impact study, annual monitoring reports must be submitted by the owner(s) of a PUD to the County Manager or his designee, and prior notice of any ownership change will be required.
1. The monitoring report must be prepared in a County approved format as an affidavit executed by the property owner(s) attesting that the information contained in the monitoring report is factually correct and complete. These reports are to be submitted annually, on or before each anniversary of the date said PUD was approved by the Board until the PUD is completely constructed and all commitments in the PUD document/master plan are met (built out).
 2. The monitoring report must provide the following information:
 - a. Name of project.
 - b. Name of owner.
 - c. Number of units, by residential type; square footage and acreage of recreation facilities, commercial and other permitted uses; infrastructure and/or other uses which are complete and approved or for which a valid permit has been issued, but which have not been completed and any on-site or off-site commitments completed and approved as of the due date of the monitoring report.
 - d. Up-to-date PUD master plan showing infrastructure, projects/ **developments**, plats, **parcels** and other pertinent information, including on-site or off-site commitments.
 - e. A traffic count report for all **access** points to the **adjacent** roadway network which must be signed and sealed by a professional engineer and performed over a 72-hour weekday period to include 15 minute intervals and turning movements in the PM peak two hours; except that the owner(s) of the PUD, in lieu of submitting an annual traffic count report, may elect to make a payment to the County in an amount equal to the cost to conduct the required traffic count(s) as defined in an engineer's certified estimate of such costs. Such funds received must be used by the County to count traffic on the major roadway network used by the development as defined in the originally submitted traffic impact statement.
 - f. Copies of all required monitoring reports completed in past year (i.e., traffic, wellfield, etc.).
 - g. Up-to-date PUD document which includes all approved amendments as of the date of the monitoring report.
 - h. Status of commitments in PUD document, including projected completion dates if then established.
 - i. Other information as may be required by County Manager or his designee.
 3. Monitoring reports must be submitted in affidavit form approved by Collier County to be executed by the owner(s) of the PUD.
 4. County will be given at least 6 month's prior written notice as to any change in ownership, including but not limited to transfer of all or part of the development to a Home Owners Association, Property Owners Association, Master Association or similar entity. In addition to the requirement of the annual monitoring report, the owner shall submit an interim monitoring report, in a County approved format, along with the notice of change of ownership for staff review. Change in ownership of portions of a PUD development shall not absolve the original owner of the requirement to file an annual monitoring report. Transferring responsibility for filing the annual monitoring report to an entity other than the original owner may be demonstrated in the form of an executed agreement between the original owner and the new entity which when filed with the planning services department director shall automatically transfer responsibility for filing that annual monitoring report.
 5. The County Manager or his designee shall have the authority by letter to release the developer from commitments, set forth in the Planned Unit Development (PUD) Document (s), which are no longer necessary due to circumstances documented in said letter.