

**→** 2a

## Planned Unit Development (PUD) Requests Planning Commission A Step-By-Step Guide

- INTRODUCTORY MEETING WITH PLANNING STAFF Staff will assist the applicant by explaining the review process, review the zoning requirements for a PUD, and provide site information, review the application and detailed site plan requirements, waive requirements if applicable. The applicant is encouraged to contact adjoining and nearby property owners and occupants to discuss their project prior to the public hearing. A copy of the mailing information for the 300' notification can be obtained from Staff upon request.
- SUBMISSION OF APPLICATION Applicant will submit application <u>at least 30 days</u> before the next regularly scheduled Planning Commission meeting to the Zoning Administrator for review. The Zoning Administrator shall review the application and site plan. Staff will forward a copy of the request to the Clerk and other Township Staff as needed. Fee must be received before any requests are processed.
  - **APPLICATION/SITE PLAN IS** <u>INCOMPLETE</u> Staff will prepare a notice of findings/corrections that will be sent to the applicant. Due to the review time/noticing requirements applicants are encouraged to submit their requests in advance of the 30 day minimum requirement.
  - 2b APPLICANT SUBMITS REVISIONS Staff reviews for completeness
- APPLICATION/SITE PLAN IS COMPLETE Staff will prepare notice of public hearing (ad in newspaper, posted on web page, Facebook page, posted at Township Hall, mailing to all owners/occupants within 300' of property). Noticing must be at least 15 days prior to meeting date.
  - Public Hearing Applicant shall present their case to the Commission along with any correspondence in support of their request. Staff will give their report, the public is invited to speak on the request, and correspondence will be read into the record. Public hearing will be closed.
  - Meeting The Planning Commission will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. The will adopt either a resolution to approve/approve with conditions or deny the request. If the Commission determines that additional information is needed they will postpone their determination until the next regularly scheduled meeting to allow the applicant time to provide the necessary information.
  - Permit If approved, Staff will formalize the resolution of approval and prepare a special use permit. Applicant will sign special use permit that will be sent to the Register of Deeds Office for recording. A copy of the recorded document will be forwarded to the applicant for their files and a land use permit will be issued.

(Jan 2020)



Planning & Zoning 395 Third Street Manistee, MI 49660 231.723.6041 (phone) 231.398.3526 (fax)

### **Planned Unit Development Application**

#### **Please Print**

#### **Submission of Application** Applications must be submitted 30 days prior to the meeting for review for completeness. A Planned Unit Development application shall be submitted to the Planning Commission for review, analysis, and recommendation. Each application shall be accompanied by the payment of a fee \$700.00. All land for which application is made must be owned by or under the control of the applicant, and the parcel must be capable of being planned and developed as one integral unit including any non-contiguous parcels. The application must be signed by all applicants and must contain the materials described in this Section. Failure of the applicant to provide such requested information in a timely manner may delay the process of review. **Property Information** Address: Parcel # **Applicant Information** Name of Owner or Lessee: Address: Phone #: Cell#: e-mail: Name of Agent (if applicable):

# Narrative A detailed narrative description of the applicant's intent and objectives (physical, social, and environmental). A certified boundary survey and legal description of the property.

e-mail:

A statement of present ownership of all land contained in the PUD.

Cell#:

- Population profile for the development.
- Proposed financing.

Address: Phone #:

- Development staging.
- Estimated impact of the proposed development on roads, schools, and utilities, including water and sewer, fire protection and emergency services.
- Waste emissions and methods of handling smoke, dust, noise, odors, liquid and solid wastes, and vibrations, if applicable.
- ☐ Market and economic feasibility study, if applicable.
- Such other information pertinent to the development or use.
- Public benefit under section 8804.D, questions 1-4 of the Zoning Ordinance.

#### **Site Plan Review Process**

An application fee is required and shall be non-refundable. All land for which application is made must be owned by or under the control of the applicant, and the parcel must be capable of being planned and developed as one integral unit including any non-contiguous parcels. The application must be signed by all applicants and must contain the materials described in this Section. Failure of the applicant to provide such requested information in a timely manner may delay the process of review. The applicant will submit 6 copies of the application and Site Plan for the Planning Commissions consideration.

# Submission Guidelines Items that are bold and italicized cannot be waived

**Detailed site plan** shall include eleven (6) copies of all required information including any documents rendered in color and a digital PDF of the Site Plan shall be forwarded to the Planning and Zoning Department. Unless specifically waived by the Zoning Administrator the site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan and shall include and illustrate at a minimum the following information:

Waived Initials	Included	Planned Unit Development and Detailed Site Plan Requirements		
		The site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to		
		work in Michigan.		
		A scale drawing of the site and proposed development thereon, including the date, name and address		
		of the preparer, a certified boundary survey and legal description of the property. In no instance shall		
		the scale of the drawing be greater than one inch equals 20 feet nor less than one inch equals 200 feet.		
		One copy shall be submitted in a photo-reduced form on 17" x 11" paper.		
		Property parcel number.		
		The scale of the drawing and north arrow		
		A vicinity map illustrating the property in relation to the surrounding street system.		
	adjoining land, and proposed changes in topography. Topography of the site and its relat			
		adjoining land illustrated at 2-foot contours and including an area extending 100 feet from the parcel		
		boundary.		
		Illustration of existing natural and man-made features, existing land use and zoning for the entire		
		site and surrounding area within one hundred (100) feet. Existing man-made features, including		
		buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.		
		The location of all existing trees having five (5) inches or greater diameter at breast height, identified		
		by common or botanical name. Trees proposed to remain, to be transplanted or to be removed shall		
		be so designated. Cluster of trees standing in close proximity (3-5 feet or closer) may be designated		
		as a "stand" of trees, and the predominant species, estimated number and average size shall be		
		indicated.		
		All water features; springs streams and creeks, lakes and ponds, wetlands, environmental sensitive		
		areas, critical dunes, and flood plains.		
		Locations, heights and sizes of existing and proposed structures and other important features.		
		Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening,		
		including location, height, footprint of each.		
		A rendering of the exterior elevation of the proposed buildings and structures, on-site parking,		
		sidewalks, and travel lanes.		
		<b>Proposed setbacks from property lines and building separations distances.</b> Setback lines and their		
		dimensions.		
		The percentage of land covered by buildings, parking and landscape open space, or preserved open		
		space. Percentage of land covered by buildings and impervious surfaces and that reserved for open		
		space.		
		A land use tabulation summary shall be provided indicating types of uses, acreage for each land use,		
		number of units, densities and land use intensities.		
		Dwelling unit density where pertinent; including a density schedule demonstrating number of each		
		dwelling type, if applicable.		
		Dwelling unit density where pertinent.		
		Project phasing, if applicable.		
		Location of public and private rights-of-way and easements contiguous to and within the proposed		
		development which are planned to be continued, created, relocated or abandoned, including grades		
		and types of construction of those upon the site. Location of public and private rights-of-way and		
		easements contiguous to and within the proposed development which are planned to be continued,		
		created, relocated or abandoned, including grades and types of construction of those upon the site.		
		Curb-cuts, driving lanes, parking, and loading areas. Curb-cuts, driving lanes, parking and loading		
		areas, including the number of parking spaces and parking calculations; vehicular circulation patterns		
		and features, location and size of all parking spaces and the identification of service lanes and parking.		
		Curb-cuts and driveways on adjacent properties.		

		Location and type of drainage, sanitary sewers, storm sewers, and other facilities. Location and type					
			y sewers, storm sewers and other facil	•			
			rmeable surfaces on the site and all drain				
			ed water main, sanitary and storm sewer				
	television and other utilities, the proposed location of connections to existing utilities and any proposed						
		extensions thereof.					
		Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.					
		Soil erosion and sediment control measures which shall include preventative soil erosion devices or					
			ng and after any site work related to the c				
		Signage characteristics and on-site illumination. Detail on proposed signage including an illustration					
		of all proposed signs, their surface area, height and nature of illumination.					
		A lighting plan.					
		Location and nature of fences, landscaping and screening. The proposed landscape massing, open					
		spaces and their intended use, active and passive recreation facilities. A written and illustrated					
		landscape plan.					
			t of a parcel division undertaken after the				
		shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.					
		-	rial information necessary to consider t				
		properties and the g	eneral public, as may be requested by th	ne Planning Commission. Any additional			
		material information necessary to consider the impact of the project upon adjacent properties and the					
		general public as may	y be requested by the Zoning Administrat	or or the Planning Commission.			
		Any required approvals, permits, changes or modifications required by any applicable regulatory					
		agency.					
		Show the Greenbelt requirement.					
		Calculate Net land area as defined in the Onekama Township Zoning Ordinance.					
Authorization							
CERTIF	ICATION	AND AFFIDAVIT:					
The undersigned affirm(s) that he/she/they is/are the □ owner, □ leasee, □ owner's representative, □							
contractor involved in the application; and that the information included in this application is correct. Further,							
if the request is approved, the applicant will comply with all of the requirements of the Township Zoning							
Ordinance and certifies that measures proposed to mitigate adverse impacts will be completed in a timely							
fashion. The undersigned, by signing the Application, agrees to pay any and all fees in full.							
Tashion. The undersigned, by signing the Application, agrees to pay any and all fees in full.							
<u>.</u>				<b>.</b>			
Signat	Signature: Date:						
Signatura							
Signature: Date:							
If applicant is Incorporated or a Limited Liability Corporation a copy of the Articles of Incorporation are to be submitted							
with application.							
☐ By checking this box permission is given for Planning Commission Members to make a site inspection if desired.							
Office Use Only							
Fee:							
Date Received:			Hoaring Date:	PC -			
Date Received.			Hearing Date:	PC-			