

Request Number: _____

Filing Fee _____

APPLICATION FOR PLANNED UNIT DEVELOPMENT

- All drawings must professionally prepared and sealed by a licensed professional architect, landscape architect, engineer, or surveyor, unless waived by the Zoning Administrator or Planning Commission.
- 15 copies of a complete application and plans (and a PDF) must be submitted to the Township Clerk's office **not less than thirty days** the Planning Commission meeting to allow adequate staff review.
- Incomplete applications will be returned to the applicant by the Zoning Administrator.
- The Township Board has final approving authority for Planned Unit Developments. After Planning Commission recommendation, the Township Board may approve (with or without conditions) or deny a Planned Unit Development rezoning request and Site Development Plan. If approved, no final approval is given until all required conditions are met.
- If approved, all other required township, county, state, and federal permits must be secured before construction may commence.
- It shall be unlawful to excavate, construct, enlarge, alter, or permit the use or occupancy of a building or structure or change the use of a building until a Certificate of Zoning Compliance has been issued by the Zoning Administrator.
- No excavation shall be initiated, no construction may begin, no building shall be erected, altered, moved, razed and no structural alterations (including but not limited to porches, deck, patios, terraces) shall be initiated until a Certificate of Zoning Compliance has been issued by the Zoning Administrator and where required, a Building Permit has been issued by the Building Inspector. A building permit shall not be issued until a Zoning Compliance permit has been issued pursuant to this Ordinance.

1. Street Address and/or Location of Request: _____

2. Parcel Identification Number (Tax I.D. No.): # _____

3. Applicant's Name: _____ Phone Number _____

Address: _____
Street City State Zip

Fax Number _____ Email Address _____

4. Are You: Property Owner Owner's Agent Contract Purchaser Option Holder

5. Applicant is being represented by: _____ Phone Number _____

Address: _____

6. Present Zoning of Parcel _____ Present Use of Parcel _____

7. Description of proposed development (*attach additional materials if needed*):

The facts presented above and on the following page(s) are true and correct to the best of my knowledge.

Signature: _____ Date: _____

Type or Print Your Name Here: _____

Property Owner Approval: As owner I hereby authorize the submittal of this application and agree to abide by any decision made in response to it. I further agree to permit members of the Planning Commission, Township Board, and other authorized Township officials to enter the above-mentioned property.

For all Planned Unit Developments, each of the following provision of the Ontwa Township Zoning Ordinance (Section 15.08) must be met if a Planned Unit Development is to be granted by the Township Board. Please respond to each of the five criteria as it pertains to your request. *(Attach additional materials if needed)*

- A. Granting of the Planned Unit Development rezoning will result in a recognizable and substantial benefit to the ultimate users of the project and to the community where such benefit would otherwise be unfeasible or unlikely to be achieved.

- B. The proposed type and density of use shall not result in a material increase in the need for public services, facilities, and utilities, and shall not place a material burden upon the subject or surrounding land or property owners and occupants or the natural environment.

- C. The proposed development shall be compatible with the Master Plan of the Township and shall be consistent with the intent and spirit of Article XV, Planned Unit Development.

- D. The Planned Unit Development shall not change the essential character of the surrounding area when compared to permitted uses in the underlying zoning district.

- E. The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with this Ordinance. This provision shall not prohibit a transfer of ownership or control upon due notice to the Building Inspector.

Step 1. Preapplication Conference. Pursuant to Section 15.07(b) of the Zoning Ordinance, prior to the preparation of a preliminary Site Development plan, there shall take place a preapplication conference between the applicant and the Planning Commission. The following materials are required for a preapplication conference:

1. The total number of acres to be included in the project.
2. A yield plan indicating a conventional zoning layout of the subject property demonstrating a practical project applying the existing zoning regulations of the Township and other Township, State and Federal regulations.
3. A statement of the approximate number of residential units and/or the approximate number, type, and square footage of non-residential units.
4. The approximate number of acres to be occupied and/or devoted to or by each type of use.
5. The number of acres to be preserved as open space or recreation space.
6. All known natural resources and natural features.

Date of Preapplication Conference: _____

Step 2. Preliminary Site Development Plan Checklist. Pursuant to Section 15.07(c) of the Zoning Ordinance, the following items must be included on the preliminary site development plan in order to receive approval from the Township. Please go over this checklist with the Zoning Administrator before presenting to the Planning Commission.

INITIAL

1. Date, north arrow, and scale which shall not be more than 1"=100'. _____
2. Locational sketch of site in relation to surrounding area. _____
3. Legal description of property including common street address. _____
4. Size of parcel. _____
5. All lot or property lines with dimensions. _____
6. General location of all buildings within one hundred (100) feet of the property lines. _____
7. General location and size of all existing structures on the site. _____
8. General location and size of all proposed structures on the site. The general size of all buildings shall be within five thousand (5,000) square feet or five percent (5%), whatever is smaller of whatever is submitted on the Final Site Development Plan. _____
9. General location and dimensions of all existing and proposed streets, driveways, parking _____

- areas, including total number of spaces and typical dimensions. _____
- 10. A preliminary phasing plan indicating boundaries and uses included to be constructed during the phase. _____
- 11. General size and location of all areas devoted to green space. _____
- 12. Location of existing vegetation and general location and size of proposed landscaped areas and buffer strips. _____
- 13. All areas within the 100-year floodplain, wetland areas or bodies of water. _____
- 14. Existing topographical contours at a minimum of five (5) foot intervals. _____
- 15. A narrative describing:
 - The nature of the project. _____
 - The proposed density, number, and type of dwelling units if a residential PUD. _____
 - A statement describing how the proposed project meets the objectives of the PUD. _____
 - A statement from a registered professional engineer describing how the proposed project will be served by public water, sanitary sewer, and storm drainage. _____
 - Proof of ownership or legal interest in property. _____

Step 3. Final Site Development Plan Checklist. Pursuant to Section 15.11(a) of the Zoning Ordinance, the Final Site Development Plan must contain the same information required for the Preliminary Site Development Plan and must also contain the following information required under Article XVI, Site Plan Review, and Section 15.11(a) of the Zoning Ordinance. Please go over this checklist with the Zoning Administrator before presenting to the Planning Commission.

Site Plan Review Requirements, Article XVI

INITIAL

- 1. Legal description of the property. _____
- 2. Small scale sketch of properties, streets and use of land within one half (1/2) mile of the area. _____
- 3. A map at a scale not to exceed one inch equals two hundred feet (1" = 200'). The following items shall be shown on the map:
 - Date site plan was prepared _____
 - Name and address of the preparer. _____
 - The topography of the site and its relationship to adjoining land _____
 - Existing man-made features. _____
 - Dimensions of setbacks, locations, heights and size of buildings and structures. _____
 - Street rights-of-ways, indicating proposed access routes, internal circulation, and relationship to existing right-of-ways. _____
 - Proposed grading. _____
 - Location and type of drainage, sanitary sewers, detention or retention ponds, and other utilities. _____
 - Location and type of drainage, sanitary sewers, storm sewers, detention or retention ponds, and other utilities. _____
 - Location and type of fences, landscaping, buffer strips, and screening. _____
 - Location and type of signs and on-site lighting. _____
 - Proposed parking areas and drives. Parking areas shall be designed by lines showing individual spaces and shall conform with the provision of the Zoning Ordinance. _____
 - Easements, if any. _____
 - Dimensions and number of proposed lots. _____

4. A narrative describing:

- The overall objectives of the proposed development. _____
- Number of acres or square feet allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space. _____
- Dwelling unit densities by type. _____
- Proposed method of providing sewer and water service, as well as other public and private utilities. _____

Proposed method of providing storm drainage and to prevent soil erosion. The Zoning Administrator may require a professional stormwater, drainage or soil erosion prevention plan to be completed. _____

Site Development Plan Requirements, Section 15.11

1. Location and size of all water, sanitary sewer, and storm sewer lines serving the development. _____
2. Proposed contour lines at not greater than two (2) foot intervals. _____
3. Proposed landscaping including type, number, and size of trees and shrubs. _____
4. Location and design of signs and exterior lighting. _____
5. Location of sidewalk, footpaths, or other pedestrian walkways. _____
6. Distance of all buildings from lot lines, right-of-ways, and other principal buildings. _____
7. Exterior architectural drawings noting building materials, height and area of buildings and accessory structures. _____
8. Phasing Plan for the project. _____
9. Proof of filing the required affidavit as required in Section 15.10. _____