



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



- 1** **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.
- 2** **SUBMISSION OF APPLICATION** – Applicant will submit application *at least 30 days* before the next regularly scheduled Planning Commission meeting (first Thursday of the month) 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 Director of Public Safety, DPW/Utility Director, and City Engineer for review/comments as needed. Fee must be received before any requests are processed.
  - 2a** **APPLICATION/SITE PLAN IS INCOMPLETE** – 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
- 3** **APPLICATION/SITE PLAN IS COMPLETE** – Staff will prepare notice of public hearing (ad in newspaper, posted on City web page, City Facebook page, posted at City Hall, mailing to all owners/occupants within 300’ of property). *Noticing must be at least 20 days prior to meeting date.*
- 4** **SITE PLAN REVIEW COMMITTEE** – Staff schedules meeting, applicant presents their request to the Site Plan Review Committee. Committee will review request and make recommendations to the Commission.
- 5** **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.
- 6** **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.
- 7** **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.



Planning Commission/Planning & Zoning  
 City Hall  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805 (phone)  
 231.723.1546 (fax)

## Planned Unit Development Application

Please Print

Submission of Application		
<p><b>Applications must be submitted 30 days prior to the meeting for review for completeness.</b> 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 <b>fee \$1,200.00 and any applicant escrow payments</b> as required by <b>Section 2701</b> and in accordance with the schedule of fees adopted by the City Council to cover the costs of processing the application. 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.</p>		
Property Information		
Address:	Parcel #	
Applicant Information		
<b>Name of Owner or Lessee:</b>		
Address:		
Phone #:	Cell#:	e-mail:
<b>Name of Agent (if applicable):</b>		
Address:		
Phone #:	Cell#:	e-mail:
Narrative		
<input type="checkbox"/>	A detailed narrative description of the applicant's intent and objectives (physical, social, and environmental).	
<input type="checkbox"/>	A certified boundary survey and legal description of the property.	
<input type="checkbox"/>	A statement of present ownership of all land contained in the PUD.	
<input type="checkbox"/>	Population profile for the development.	
<input type="checkbox"/>	Proposed financing.	
<input type="checkbox"/>	Development staging.	
<input type="checkbox"/>	Estimated impact of the proposed development on roads, schools, and utilities, including water and sewer, fire protection and emergency services.	
<input type="checkbox"/>	Waste emissions and methods of handling smoke, dust, noise, odors, liquid and solid wastes, and vibrations, if applicable.	
<input type="checkbox"/>	Market and economic feasibility.	
<input type="checkbox"/>	Such other information pertinent to the development or use.	
Site Plan Review Process		
<p>A planned unit development application (<b>6 copies</b>) shall be submitted to the Site Plan Review Committee (Subcommittee) of the Planning Commission for review, analysis, and recommendation. 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. <b>After recommendation by the Site Plan Review Committee the applicant will submit 10 copies of the application and Site Plan for the Planning Commissions consideration.</b></p>		

<b>Applicant:</b>		
<b>Submission Guidelines</b>		
<b>Items that are bold and italicized cannot be waived</b>		
<p><b>Detailed site plan</b> shall include twelve (12) 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:</p>		
Waived Initials	Included	Planned Unit Development and Detailed Site Plan Requirements
	<input type="checkbox"/>	<b><i>The site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan.</i></b>
	<input type="checkbox"/>	<b><i>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.</i></b> 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.
	<input type="checkbox"/>	<b><i>Property parcel number (from the Assessment Roll of the City).</i></b>
	<input type="checkbox"/>	The scale of the drawing and north arrow
	<input type="checkbox"/>	A vicinity map illustrating the property in relation to the surrounding street system.
	<input type="checkbox"/>	<b><i>Existing and proposed topography of the site at two (2) foot contour intervals, its relationship to adjoining land, and proposed changes in topography.</i></b> Topography of the site and its relationship to adjoining land illustrated at 2-foot contours and including an area extending 100 feet from the parcel boundary.
	<input type="checkbox"/>	<b><i>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.</i></b> Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.
	<input type="checkbox"/>	<b><i>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.</i></b>
	<input type="checkbox"/>	<b><i>All water features; springs streams and creeks, lakes and ponds, wetlands, and flood plains.</i></b>
	<input type="checkbox"/>	<b><i>Locations, heights and sizes of existing and proposed structures and other important features.</i></b> Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.
	<input type="checkbox"/>	<b><i>A rendering of the exterior elevation of the proposed buildings and structures, on-site parking, sidewalks, and travel lanes.</i></b>
	<input type="checkbox"/>	<b><i>Proposed setbacks from property lines and building separations distances.</i></b> Setback lines and their dimensions.
	<input type="checkbox"/>	<b><i>The percentage of land covered by buildings, parking and landscape open space, or preserved open space.</i></b> Percentage of land covered by buildings and impervious surfaces and that reserved for open space.
	<input type="checkbox"/>	<b><i>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.</i></b> Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.
	<input type="checkbox"/>	<b><i>Dwelling unit density where pertinent.</i></b>
	<input type="checkbox"/>	Project phasing, if applicable.
	<input type="checkbox"/>	<b><i>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.</i></b> 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.
	<input type="checkbox"/>	<b><i>Curb-cuts, driving lanes, parking, and loading areas.</i></b> 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.
	<input type="checkbox"/>	Curb-cuts and driveways on adjacent properties.

<input type="checkbox"/>	<b>Location and type of drainage, sanitary sewers, storm sewers, and other facilities.</b> Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.
<input type="checkbox"/>	Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.
<input type="checkbox"/>	Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.
<input type="checkbox"/>	Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.
<input type="checkbox"/>	<b>Signage characteristics and on-site illumination.</b> Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with <b>Article 21.</b>
<input type="checkbox"/>	A lighting plan in conformance with <b>Section 525.</b>
<input type="checkbox"/>	<b>Location and nature of fences, landscaping and screening. The proposed landscape massing, open spaces and their intended use, active and passive recreation facilities pursuant to the landscaping and buffering standards of Section 531.</b> A written and illustrated landscape plan prepared in accord with <b>Section 531</b> of this Zoning Ordinance.
<input type="checkbox"/>	If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.
<input type="checkbox"/>	<b>Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public, as may be requested by the Planning Commission.</b> Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.
<input type="checkbox"/>	Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
<input type="checkbox"/>	Special Groundwater Protection. [If applicable – requirements will be provided]

**Authorization**

**CERTIFICATION 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 City of Manistee 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 and escrow payments in full as provided in **Article 27.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.

Yes  No Please indicate if the applicant will be tax exempt, applying and/or eligible for tax abatements, credits or deferments for this proposed project. If Yes, explain:

[The Planning Commission may request this additional information after the Public Hearing on the application]

**Office Use Only**

Fee: <input type="checkbox"/> \$1,200.00	<input type="checkbox"/> \$ _____ Escrow Payment	Receipt #
Date Received:	Hearing Date:	PC -