

Planned Unit Development (PUD) Requirements

WEST TRAVERSE TOWNSHIP PLANNING COMMISSION
8001 M-119 PO Box 528 Harbor Springs, MI 49740
231-526-7361 zoning@westtraversetownship.com

DIRECTIONS TO APPLICANT

The following items are needed to comply with the **PLANNED UNIT DEVELOPMENT REQUIREMENTS** (Section 727 and Article 6) of the West Traverse Township Zoning Ordinance.

ITEMS TO SUBMIT: All items should be submitted to the West Traverse Township Zoning Administrator at least **30 days prior** to the desired public hearing date. The regular meeting date is the second Wednesday of each month.

1. **Application for Planned Unit Development.**
2. **Preliminary PUD Plan or Final PUD Plan** - 9 full-sized in addition 1 reduced size (maximum 11"x17") copy and 1 digital copy of all maps or graphics.
3. **PUD Checklist** in accordance with Section 504 (Site Plan Data Required) and Section 727 (PUDs) of the West Traverse Township Zoning Ordinance. Applicable agency reviews as required.
4. **Impact Statement** for Site Plan Review.

APPROVAL PROCESS SUMMARY:

Pre-Application Conference

1. A pre-application conference is required for PUD (Section 505:1). Applicant shall submit 9 copies of a conceptual plan showing property location, boundaries, significant nature features, vehicular and pedestrian circulation and proposed land use for the entire site.

Preliminary PUD Plan

2. Application, completed checklist and 9 copies of Preliminary PUD Plan is submitted to Zoning Administrator 30 days prior to public hearing date.
3. Zoning Administrator reviews application for completeness.
4. Public hearing notice is published and notification of properties within 300 feet of the PUD at least 15 days prior to public hearing.
5. Public hearing is held.
6. Planning Commission reviews standards in Section 506, Section 604 and Section 727 and makes recommendation to Township Board to approve, conditionally approve or deny the Preliminary PUD Plan.
7. Township Board approves, conditionally approves or denies the Preliminary PUD Plan.

Final PUD Plan

8. Not more than 1 year from the date of approval of the Preliminary PUD Plan, applicant shall submit application, completed checklist and 9 copies of the Final PUD Plan to the Zoning Administrator.
9. Zoning Administrator reviews application for completeness.
10. Public hearing notice is published and notification of properties within 300 feet of the PUD at least 15 days prior to public hearing.
11. Public hearing is held.
12. Planning Commission reviews standards in Section 506, Section 604, and Section 727 and makes recommendation to Township Board to approve, conditionally approve or deny the Final PUD Plan.
13. Township Board approves, conditionally approves or denies the Preliminary PUD Plan.

NOTE: The Planning Commission may permit both a preliminary and final PUD plan review to occur at the same meeting for simple, single use PUDs.

Application for Planned Unit Development Review

RETURN TO: WEST TRAVERSE TOWNSHIP
8001 M-119 PO Box 528 Harbor Springs, MI 49740
PHONE: (231) 526-7361 FAX: (231) 526-0028 EMAIL: zoning@westtraversetownship.com

DATE RECEIVED _____

CASE # _____

\$ _____
FEE

DATE PAID _____

PLEASE MAKE CHECKS PAYABLE TO WEST TRAVERSE TOWNSHIP

Applicant's Name _____ Phone _____

Applicant's Address _____

Applicant's Email Address _____ @ _____

Owner's Name _____

Owner's Address _____

Owner's Email Address _____ @ _____

JOB SITE LOCATION

Name of Development: _____ Tax Parcel #: _____ - _____ - _____ - _____

Address: _____ Zoning District: _____

DESCRIBE PLANNED UNIT DEVELOPMENT

Check which phase of PUD Approval this application is for:

Preliminary PUD Plan Final PUD Plan

PLEASE ATTACH

- Preliminary PUD Plan*– 9 copies in addition to 1 reduced sized copy and 1 digital copy **OR**
- Final PUD Plan*– 9 copies in addition to 1 reduced sized copy and 1 digital copy
- PUD Checklist
- Impact Statement
- Legal Description of Property
- Copies of all other required permits obtained

***PUD Plan shall show all information in the PUD Checklist (Section 504 and Section 727 of the Zoning Ordinance) unless specifically waived by the Planning Commission. All required information is due at least 30 days prior to the public hearing date.**

INSPECTIONS

As owner and/or applicant representing the owner, I do do not authorize West Traverse Township (staff, appointed board, trustees or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site walks shall be conducted at reasonable hours and times.

I certify that all of the above information is accurate to my fullest knowledge:

Signature of Applicant

Printed Name of Applicant

Date

(Required) Signature of Property Owner

Printed Name of Property Owner

Date

PLANNED UNIT DEVELOPMENT CHECKLIST

Case # _____

Date Received _____

Subject Property Address _____

Proposed Use of Property _____

Proposed Number of Employees _____

Site Plan Requirements

Basic Map Information		Yes	No	N/A	Comments
1	Number of Copies: 9 copies in addition to 1 reduced size copy (maximum 11" X 17") and 1 digital copy.				
2	Seal of the registered architect, landscape architect, land surveyor or professional engineer who prepared it.				
3	Legal description of the site.				
4	Zoning district of the site and adjacent properties.				
5	Scale of 1" equals 50' for less than 5 acres and at 1" equals 100' for 5 acres or more, and shall contain a general location map at a scale of 4" equals 1 mile giving site location.				
6	Map Info: Date, north point, scale, property dimensions, street names, size in square feet or acres and any other necessary identification information.				
Structures, Storage & Easements		Yes	No	N/A	Comments
7	All existing and all proposed structures including fences, walls and other structures within 100' of the subject property including required setback lines.				
8	Floor area and floor plans of all structures.				
9	Building elevations (front, side and rear views) and height of all structures.				
10	Location of all outdoor lights, pole heights, bollards, building attached and luminary shielding techniques.				
11	Location and sizes of signs (must comply with Section 413).				
12	Outdoor storage areas, snow storage areas and waste receptacles.				
13	Percentage of lot coverage.				
14	All existing utility lines and other services within and bordering the subject property.				
15	Proposed method of screening.				

16	Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension and other data of all such equipment or machinery shall be indicated.				
Parking, Circulation & Roads		Yes	No	N/A	Comments
17	Ingress/egress drives and right-of-ways/easements. See Section 727:8 for private street right-of-way and pavements widths)				
18	Parking areas with spaces delineated. Parking spaces required _____, parking spaces actual _____, and accessible (ADA) parking location and number _____.				
19	Roads (public or private)				
20	Pedestrian circulation features.				
21	Loading and unloading areas.				
22	Parking lot landscaping.				
Natural Features & Landscaping		Yes	No	N/A	Comments
23	Natural features such as bodies of water, wetlands and slopes.				
24	Topography information based on USGS datum or selected on site elevations. More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of topography.				
25	Proposed landscaping. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist or where such vegetation will be planted prior to occupancy. All such trees and shrubs shall be labeled as to whether existing or proposed. Whenever a tree or group of trees of 3" caliper or greater is to be removed as part of the planned improvements, it or their location must be shown on the site plan in dotted outlines and noted "to be removed".				
26	Are there scenic view considerations?				
Drainage & Soil Erosion		Yes	No	N/A	Comments
27	Generalized soil analysis data, which may include data prepared by the Emmet County Soil Conservation District regarding the soils and their adaptability to the use. More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of soils.				
28	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 when required.				
29	Drainage and stormwater management plan.				

Other Requirements		Yes	No	N/A	Comments
30	Impact Statement attached?				
31	Harbor Springs Area Fire Department approval?				
32	Fire hydrants and fire vehicle access.				
33	Emmet County Road Commission or MDOT approval?				
34	Health Department of Northwest Michigan approval?				
35	Army Corps of Engineers approval?				
36	Soil erosion approval?				
37	Michigan Department of Environmental, Great Lakes & Energy (EGLE) approval?				
38	Wetlands permit approval?				
Preliminary PUD Plan requirements <i>(In addition to those stated in #1-38 above)</i>		Yes	No	N/A	Comments
39	Statement of objectives of the planned development.				
40	Explanation of the relationship of the PUD to the Township Master Plan.				
41	Phasing of all components of the project as well as future selling and/or leasing intentions.				
42	Existing conditions map including property location, dimensions and boundaries, major tree stands and rock outcrops, bodies of water, soils, natural features, human made features (roads, buildings, easements and utilities), all major environmental features such as (major tree stands, rock outcrops, vegetation, wetlands, floodplains, drainage ways, slopes of 10% or greater and other surface features.				
43	Perimeter setbacks (at least 50 ft. buffer strip).				
44	Open space (at least 30% of the entire project area).				
Final PUD Plan requirements <i>(Some of the requirements below are also requirements of a site plan so they will already have been included in the Preliminary PUD Plan as required above)</i>		Yes	No	N/A	Comments
45	A narrative statement describing, at a minimum:				
	The objectives of the proposed PUD and how they relate to the intent of a PUD as described in §727:2.				
	The relationship of the proposed PUD to the Township's Master Plan.				
	Phases of development, if any, and the approximate time frame for the start and completion of construction of each phase.				

	Proposed master deed, deed restrictions, covenants or similar legal instruments to be used within the PUD.				
	Location, type and size of areas to be dedicated for common open space.				
	Tabulation of land area ratios.				
	An impact statement meeting the requirements of §504:2 of the Ordinance.				
46	All public and private right-of-ways and easement lines located on and adjacent to the subject property which are proposed to be continued, created, relocated or abandoned, including the proposed use(s) and width(s) of all right-of-ways and easements.				
47	Location and total number of curb cuts, driveways, off street parking spaces and loading spaces, including the dimensions of a typical parking space and the location(s) of barrier free parking spaces.				
48	Proposed exterior building dimensions, both horizontal and vertical, gross floor area, number of floors and proposed uses.				
49	Location, dimensions and uses of all existing and proposed structures, walks, malls, open areas, walls, fences, screen plantings and/or other landscaping.				
50	Existing and proposed sewer, water and other utility lines, plus location and type of sewage treatment facility, water source and fire hydrants.				
51	Area of subject property to be covered by buildings.				
52	Location, size, height and orientation of all signs.				
53	Final plans for surface water drainage, including surface and subsurface facilities.				
54	Percentage of the total site devoted to open space and the proposed uses of that open space.				
55	Proposed PUDs that include residential uses shall include the following additional information: a. Minimum floor area of dwelling units. b. Total number of dwelling units proposed. c. Number of bedrooms per dwelling unit.				
56	Final landscape plans.				
57	Final building plans.				
58	Final sign plans.				
59	All common open space areas, greenbelts, transition areas and setback areas shall be documented on the plan, and no use of these areas other than those identified on the plan shall be permitted without a formal revision of the plan.				
60	All designated and required open space shall be under legal procedure which shall grant a covenant or deeded interest therein so that it shall be assured of remaining undeveloped.				

61	The PUD's ownership, management and construction shall have been determined and documented and, where phased, a plan to demonstrate development continuity shall be presented.				
62	All arrangements for design, construction, maintenance and operation of utility, septic or waste treatment systems, soil erosion and storm water control shall be presented.				
63	On site circulation routes for vehicles, pedestrians, parking lots, bicycles and the like shall be included as specific elements of the plan as well as the ingress and egress points from bordering public/private roads.				
64	Any existing or proposed deed restrictions, easements, agreements, condominium documents, Articles of Incorporation or covenants pertinent to the project property shall be presented. Actual final filing of the documents need not occur until after final site plan review, but before a zoning permit is issued.				
65	Site plans and applicable engineering drawings shall be sealed by a professional engineer, surveyor, architect or landscape architect.				
66	Such other information regarding the development area that may be required to determine conformance with this Ordinance.				

ADDITIONAL COMMENTS:

Applicant's Signature

Date

IN ADDITION:

The applicant should distribute 1 copy of the completed plan to each of the following agencies (if required):

AGENCY	ADDRESS	PHONE
Health Department of Northwest Michigan	3434 Harbor Petoskey Rd Suite A Harbor Springs, MI 49740	231-347-6014
Emmet County Road Commission (for county roads)	2265 E. Hathaway Harbor Springs, MI 49740	231-347-8142
Michigan Department of Transportation (for state highways)	Gaylord Transportation Service Center 1088 M-32 East Gaylord, MI 49735	989-733-3832 or 888-304-MDOT (6368)
Harbor Springs Area Fire Department	160 Zoll St Harbor Springs, MI 49740	(231) 526-2104
Soil Erosion Officer (If the building is within 500' of surface water or an acre or more of land is disturbed, including roads.)	3434 Harbor-Petoskey Rd Suite E Harbor Springs, MI 49740	231-439-8996

Impact Statement for Site Plan Review

Case # _____

Date Received _____

Applicant's Name _____

Project Title _____

Property Tax ID _____

1. PROJECT DESCRIPTION

Give a description of the proposed development including site land use characteristics, the number of lots or units and the number and characteristics of the population impact such as density, elderly persons, school children, tourists, family size and income as applicable:

2. EXPECTED DEMANDS ON COMMUNITY SERVICES

Explain what the impact will be on the following community services and describe how services will be provided (if applicable):

a. Sanitary Services (volume of sewage)

b. Domestic Water (volume of water consumption related to ground water reserves or community system capacity)

c. Traffic Volumes (change in traffic volume)

d. Schools

e. Fire Protection

3. ENVIRONMENTAL IMPACTS

Include statements relative to the impact of the proposed development on (if applicable):

a. Soil Erosion

b. Shoreline Protection

c. Wildlife Habitat

d. Air Pollution

e. Water Pollution (ground and surface)

f. Noise

Applicants Signature

Date