

PLANNED UNIT DEVELOPMENT (PUD) FLOW CHART

PRELIMINARY APPLICATION CONFERENCE

OPTIONS

- meet with zoning administrator to go over requirements
- ask for meeting with Planning Commission Chair

Chair will invite:

- Township Board members
- Planning Commission members
- fire chief
- County Drain Commissioner
- County road engineer

Applicant must bring:

- schematic plan
- site data
- other relevant information

NOTE: the discussion, agreements and statements made are Not Binding on either party.

APPLICATION:

The Preliminary Site Plan and application forms may be submitted to the Zoning Administrator two weeks before any Planning Commission meeting (first thursday of each month - see schedule).

The applicant is responsible for obtaining review and comment by the County Drain Commissioner, County Road Commission and/or State Highway Department, and Fire Chief before the hearing date.

At that first meeting the Planning Commission will set a public hearing date. The applicant can ask for comments on the proposal at that time in order to obtain initial impressions.

SITE PLAN: PUBLIC HEARING

Applicant must contact:

- Surveyor/architect/engineer to draft 12 copies of site plan
- Attorney to draft common area maintenance agreements, or, site condominium documents (see site condominium procedures)
- County Health Department for approval of water & sewage systems
- County Road Commission and/or State Highway Department for access approval.

-NOTE: for private roads, a complete set of plans must be submitted to the Township Clerk the Friday before the Township Board meeting (second Wednesday of each month). For the private road itself only the County/State permit, and, fire chief and township engineer reviews are needed. Approval is granted by the Township Board. Applicant must submit site plans with preparer's seal to the Zoning Administrator at least two weeks prior to the Planning Commission Public hearing date. (see the schedule of deadlines posted in Zoning Administrator's office). [continued]

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NOTE: it is best to submit a copy of the application forms and plans to the Zoning Administrator several days before the deadlines. An incomplete application will not be submitted to the Planning Commission. The public hearing will be postponed/taled if a complete site plan, meeting all ordinance requirements, is not submitted by the deadline.

APPROVAL:

Following the public heating:

The Planning Commission will recommend approval, denial, or, approval with conditions. Bonding may be required for common area infrastructure improvements.

The proposal will be submitted by the Township to the County Planning Commission for comment.

The Application will be received by the Township Board at its next meeting (usually the following week). The Township Board may not vote on the application until the following monthly meeting (31 days).