



# Charter Township of Garfield

## Grand Traverse County

3848 VETERANS DRIVE  
TRAVERSE CITY, MICHIGAN 49684  
PH: (231) 941-1620 • FAX: (231) 941-1588

### **PLANNED UNIT DEVELOPMENT / PUD AMENDMENT APPLICATION GUIDELINE**

#### APPLICATION SUBMISSION

A complete application for site plan review consists of the following:

- a. A properly completed and signed application form;
- b. Submittal requirements per Article 9, Specifications for Documents to be Submitted, Township Zoning Ordinance
- d. The required fee as set out in the Charter Township of Garfield Fee Schedule; and
- e. Any additional information deemed by the Township to be necessary for proper review of the request.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

#### ASSISTANCE

Before submitting an application, it is recommended that you contact the Planning and/or Zoning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions.

#### PROCESSING THE APPLICATION

At appropriate times, the applicant or agent, as the case may be, will receive the following:

- a. Completeness review subject to §403
- b. Written request for any additional information that may be required for the application to be considered complete;
- c. Notice of completed application / placement on agenda;
- d. A copy of the staff report that will be presented to the Planning Commission for their review;
- e. (If applicable) Written notice of the meeting before the Garfield Township Planning Commission. The applicant and agent will have the opportunity to make a verbal presentation at the meeting. If the meeting before the Planning Commission will include a public hearing, members of the public will also have the opportunity to speak at the meeting; and
- f. Written decision.

*Please allow up to 10 days for review of an initial application, and up to 5 business days for review of any revised application material that may be required by Township Staff. After the application is considered complete, it will be scheduled on the agenda of the next available Planning Commission meeting.*

#### SUBMITTAL DEADLINES

Submittal deadlines are listed on the Planning Department homepage. Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. **An earlier submittal is encouraged to avoid possible delays.**

#### WAIVERS

##### Submittal Waivers

At the discretion of the Zoning Administrator in the case of a Site Diagram, or the Director of Planning in the case of an Administrative Site Plan or a Site Development Plan, the requirement to submit a Site Diagram, an

Project Name: \_\_\_\_\_

Administrative Site Plan or a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:

- a. The erection or enlargement of an accessory structure;
- b. The enlargement of a principal building by less than 20 percent of its existing gross floor area, provided such enlargement will not result in a requirement for additional off-street parking;
- c. A change in principal use where such change would not result in an increase in impervious surface area, additional off-street parking, site access, other external site characteristics or a violation of this ordinance.

#### **Data Waivers**

- a. The Zoning Administrator may waive a particular element of information or data otherwise required for a Site Diagram upon a finding that the information is not necessary to determine compliance with this ordinance.
- b. The Director of Planning may waive a particular element of information or data otherwise required for an Administrative Site Plan or Site Development Plan upon a finding that the information or data is not necessary to determine compliance with this ordinance or that such information or data would not bear on the decision of the approval authority.

#### **FEES AND SUBMISSION**

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule.

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant in accordance with the escrow policies of the Township and prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant.

For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

Please submit the completed application and fees to the Zoning Department for a Site Diagram or the Planning Department for an Administrative Site Plan or Site Development Plan.



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## PUD REVIEW / AMENDMENT APPLICATION

APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

AGENT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please select one person to be contact person for all correspondence and questions:  
Applicant \_\_\_\_\_ Agent \_\_\_\_\_ Owner \_\_\_\_\_

PROPERTY INFORMATION

Address of Subject Property: \_\_\_\_\_

Property Identification Number: 28-05- \_\_\_\_\_

Zoning District: \_\_\_\_\_ Area of Property: \_\_\_\_\_

Existing Use(s): \_\_\_\_\_  
\_\_\_\_\_

Proposed Use(s): \_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

## SITE PLAN CHECKLIST

*The site plan checklist is provided to assist the applicant in expediting the Site Plan review process by insuring that the application contains the submittal requirements pursuant to Section 956 of the Charter Township of Garfield Zoning Ordinance.*

### **A. Basic information**

- Applicant's name, address, telephone number and signature
- Property owner's name, address, telephone number and signature
- Proof of property ownership
- Whether there are any options or liens on the property
- A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent
- The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage
- A vicinity map showing the area and road network surrounding the property
- Name, address and phone number of the preparer of the site plan
- Project title or name of the proposed development
- Statement of proposed use of land, project completion schedule, any proposed development phasing
- Land uses and zoning classification on the subject parcel and adjoining parcels
- Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number

### **B. Site Plan Information**

- North arrow, scale, and date of original submittal and last revision.
- Boundary dimensions of natural features
- Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features.
- Proposed alterations to topography and other natural features
- Existing topographic elevations at two foot intervals except shown at five foot intervals where slopes exceed 18%
- Soil erosion and sediment control measures as required by the Grand Traverse County Drain Commissioner.
- The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures.
- Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities.

### Written Impact Assessment Requirements :

- Statements as to how application addresses or meets the eligibility requirements, conditions, and approval criteria of:
  - §425, Planned Developments
  - §426, Planned Unit Developments

***Additional Information***

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
<b><i>A. Sanitary Sewer Service</i></b>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>B. Water Service</i></b>			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community water supply be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
<b><i>C. Public utility easements required?</i></b>			
If yes, show on plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>D. Storm Water Review / Soil Erosion</i></b>			
1. Soil Erosion Plans approved by Soil Erosion Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?			
2. Storm Water Plans approved by Township Engineer?			
If so, attach approval letter.			
If no, are alternate measures shown?			
Note: Alternate measures must be designed and sealed by a registered Engineer.			
<b><i>E. Roads and Circulation</i></b>			
1. Are interior streets proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has Road Commission approved (attach letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has County Equalization approved (attach letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will public streets connect to adjoining properties or future streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are private roads or interior drives proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will private drives connect to adjoining properties service roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the Road Commission or MDOT approved curb cuts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, attach approved permit.			

INITIAL APPLICATION INCLUDES:

- See Article 9, Section 957 - PUD Applications
- Completed application form
- Site Plan (2 full sized copies)
- Written impact Assessment
- Fee, Original Application: \$800.00
- Fee, Major / Minor Amendment: \$650.00 / \$400.00
- Minimum Escrow Amount \$2,000.00 (*may be higher if determined necessary*)
- Electronic Copies:
  - Application and written documents
    - Word
    - PDF
  - Development and Site Plans
    - DWG, SHAPE, Map Info, MIF or DGN

PROCEDURE:

A planned unit development application shall be submitted to the Planning Commission for review and recommendation. The Planning Commission may hold a public hearing with such notice as it deems advisable.

After review by the Planning Commission, it shall submit a written recommendation to the Township Board. A public hearing shall be held by the Township Board on each planned unit development request properly filed under the terms of this Ordinance. Notice of the public hearing shall be given.

The Township Board may deny, approve, or approve with conditions, a request for special land use approval for a planned unit development in accordance with the Ordinance. The decision on a special land use under consideration shall be incorporated in a statement containing the conclusions which specified the basis for the decision, and any condition imposed. Only upon approval of the Township Board may a special use permit be issued by the Zoning Administrator.

In the event a cross-jurisdictional planned unit development is proposed which otherwise meets the qualifying conditions set forth herein, consideration of, deliberation over and decision-making with respect to such a proposed planned unit development shall, to the extent practical or feasible, be conducted jointly with the appropriate planning and/or legislative bodies of the adjoining municipality. With respect to such a cross-jurisdictional planned unit development, the substantive standards and conditions in Garfield Township's Zoning Ordinance shall apply. To the extent the adjoining jurisdiction has substantive standards or conditions which differ from the conditions or standards contained in Garfield Township's Zoning Ordinance, such adjoining jurisdiction's substantive standards and conditions may be adopted and incorporated by reference as part of Garfield Township's Zoning Ordinance pursuant to authority at MCL 125.3503(10).

Project Name: \_\_\_\_\_

AFFIDAVIT:

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

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

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