



215 WEST MAIN STREET
NORTHVILLE, MI 48167
(248) 449-9902

PLANNED UNIT DEVELOPMENT (PUD) REQUEST FOR ELIGIBILITY

Refer to Article 20 Planned Unit Development in the City of Northville Zoning Ordinance. (The Zoning Ordinance is available on the City’s website. <http://www.ci.northville.mi.us/Services/Building/ZoningOrdinance.asp>)

PUD Eligibility Submission Requirements

Step 1: Apply for Pre-Application Conference

Before applicants apply to the Planning Commission to request PUD Eligibility, the applicant must submit the *Pre-application Conference Application* and attend a pre-application conference per Section 20.06(1). This application is available on the City’s website <http://www.ci.northville.mi.us/ReferenceDesk/Forms/PlanningCommissionPreApplicationMeetingApp.pdf>

Step 2: After the Pre-Application Conference

Apply for PUD Eligibility as follows:

- Complete the PUD Request for Eligibility application, including preliminary sketch plans and other written documentation explaining the proposed project and requesting review of PUD Eligibility from the Planning Commission. Application must include: 1) written response to each PUD Eligibility Criteria, as listed in Section 20.03 of the zoning ordinance, and 2) proof of ownership of property concerned, consisting of title insurance, purchase agreement. Must have names of principal owners involved in any corporation, partnership, etc.
- Assemble and submit 20 sets of the PUD Request for Eligibility application and all backup documentation. These must be 20 identical packets. The application must be on top and backup documents must be folded to the same size as the application. **One PDF file (on cd or thumb drive) of any sketch, site plan, or document larger than 11”x17” must also be provided at time of submission.**
- Submit the packets to the Building Department no later than 4:00 p.m. the day of the deadline, which is 21 days prior to the meeting date. If this date falls on a Saturday or Sunday, applications must be submitted on the Friday prior to the due date. Deadlines may also be moved due to holidays and newspaper publication schedules. Follow the submission schedule posted at the Building Department or on the City’s website (www.ci.northville.mi.us – go to Government, boards and Commissions, Procedures to Appear).
- Fees must be paid at the time of submission. See the Development Review fee schedule for current fees (found on the City’s website). The applicant is responsible for and will be invoiced for any additional fees incurred beyond the base fee, as billed to the City of Northville by its planning consultant.
- Planning Commission meetings are held the 1st and 3rd Tuesdays of the month at 7:00 p.m. in the City Council Chambers. If there is a change in date or location, it will be posted on the City’s website and at City Hall.
- The City’s Planning Consultant will review the submission and determine if the request is complete and ready for Planning Commission consideration.
- The applicant or a representative should be present at the meeting to answer any questions the Planning Commission may have. Presentation boards or other large items may be brought to the meeting to help the commissioners in the decision making process.

APPLICANT INFORMATION

Name of Applicant: _____

Address _____

Telephone _____ Email _____

PROPERTY OWNER INFORMATION

Name of Property Owner: _____

Address: _____

Telephone _____ Email _____

***Point of Contact for this Project/Application to Receive City Department Internal Reviews and Planning**

Consultant Review "Point of Contact" information must be provided in order to receive City Department Internal Reviews prior to the Planning Commission Meeting. Only ONE Point of Contact shall be designated. This person is responsible for forwarding the Internal Reviews to the interested parties. **The Internal Reviews will be sent via EMAIL.**

Name _____

Email Address _____

LOCATION OF PROJECT

Property Address: _____

Cross Streets: _____ and _____

Lot No: _____ Lot Size: _____

Current Zoning District: _____

Located in the Historic District: **Yes*** **No** (*Projects in the Historic District will also require Historic District Commission review and approval)

Date of Pre-Application Conference attended for this project: _____

Applying for and attending the Pre-Application Conference is required by ordinance.

BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT This may be submitted as a separate document

PUD ELIGIBILITY CRITERIA – SECTION 20.03

The PUD Eligibility Criteria are outlined in Section 20.03 of the zoning ordinance. The applicant must address each criteria in writing as part of the submission packet. The suggested method is to begin with 20.03(1)(a), list the criteria, and then provide a response as to how the project meets this criteria. Repeat until all of the criteria listed in Section 20.03 have a response.

**RESPONSES TO THE PUD ELIGIBILITY CRITERIA MUST BE PROVIDED AS
A SEPARATE DOCUMENT CREATED BY THE APPLICANT
AND INCLUDED IN EACH PACKET**

APPLICATION CHECK LIST

- PUD Eligibility Request application – completed in its entirety and signed. If the application is not signed, it will not be accepted.
- Preliminary sketch plans, site plans – hard copy
- Response to all of the PUD Eligibility Criteria in Section 20.03 of the Zoning Ordinance
- Additional written documentation explaining the proposed project
- Proof of ownership (see Page 1, Step 2 of this application)
- All of the above assembled into 20 identical packets
- One PDF file (on cd or thumb drive) of any sketch, site plan, or document larger than 11”x17” **(required)**
- Fee (see Development Review Fee Schedule)

Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.

*I hereby certify that the owner of record authorizes the proposed application meeting and that the owner has authorized me to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant. **This section must be completed and signed or application will not be accepted.***

PRINT name of applicant

Signature

Print the applicant’s full legal name (individual or company)

Provide the applicant’s complete address

Relationship to owner

Phone #

TO BE COMPLETED BY THE CITY

Date Received: _____ Forwarded to Planning Consultant on: _____

Internal Reviews circulated on: _____ Emailed to Applicant on: _____

Comments:

