



GRAND HAVEN CHARTER TOWNSHIP

PUD requirements for an application can be found at www.gh.t.org/zoning

PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

Original Application	Fee	Escrow*
Overlay Zone	\$1,000	\$2,500
Special Land Use	\$700	\$1,500
Regular	\$600	\$1,500

Amended Application	Fee	Escrow*
Overlay Zone	\$800	\$500
Special Land Use	\$700	
Regular	\$600	

Utility Escrow**	
Main Extension	\$5,000
Lift Station	\$2,000

Applicant Information

Name _____
 Phone _____
 Address _____
 Email Address _____

Owner Information (If different from applicant)

Name _____
 Phone _____ Email _____
 Address _____

Property Information

Address/Location _____
 Parcel Number 70 - - - - Size (acres) _____
 Current Zoning _____ Master-Planned Zoning _____

Other Information

Does Property Abut Township Border? _____
 Present Use of the Subject Property? _____
 Number & Type of Existing Structures? _____
 Subject Property Located on a Paved Road? _____

NOTE: The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance Books and following the procedures and requirements as specified in Chapters 7 and 18 (and Chapter 8 if located in the Overlay Zone), and any other applicable ordinances. Initially, submit five copies of the required information for staff review. Once staff has granted tentative approval, additional copies will be required as requested by staff.

I hereby attest the information on this application is, to the best of my knowledge, true and accurate.

 Signature of applicant Date

* To cover cost of legal and consulting fees, may be increased as necessary.
 ** If approval of this application requires/includes the extension of municipal utilities, an additional \$5,000 escrow fee shall be required, and an additional \$2,000 escrow fee shall be required for the installation of a lift station.

NOTICE

IF I PLAN TO SPLIT THE PARCEL(S) AFTER THE ZONING APPROVALS ARE GRANTED, I REALIZE THAT I MUST APPLY FOR A LAND DIVISION WITH THE ASSESSING DEPARTMENT. ALL LAND DIVISION REQUIREMENTS MUST BE CONFORMED TO BEFORE PROCEEDING WITH FURTHER DEVELOPMENT.

Signature of applicant

Date

For Office Use Only

Date Received _____

Fee Paid? _____

Materials Received: Site Plans _____

Location Map _____

Survey _____

Legal Description _____

Dated copy of approved minutes sent to applicant? _____

Date Sent _____

PLANNING COMMISSION USE ONLY

Approval _____

Tabled _____

Denied _____

Conditional Approval _____

The following conditions shall be met for approval:

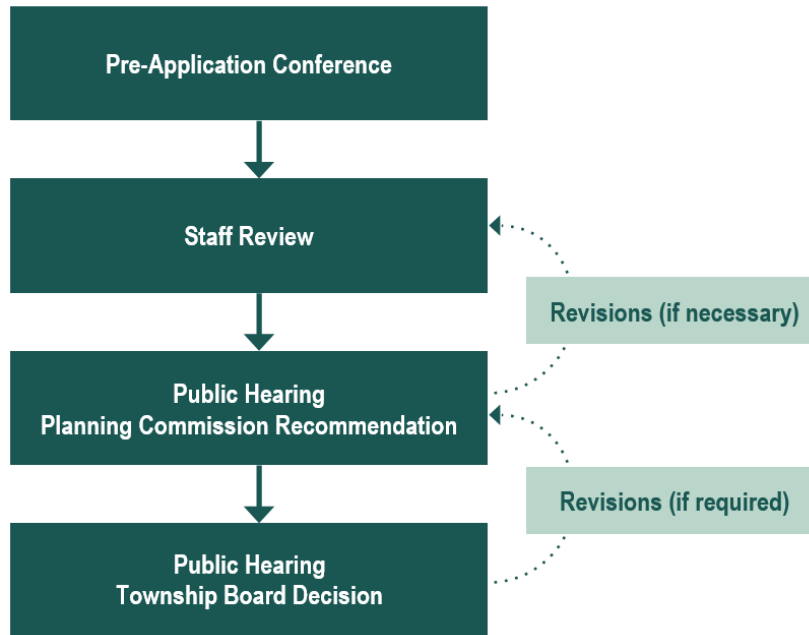
Signature of Planning Commission Chair

Date



APPLICATION PROCEDURES.

PUD Process



(A) Pre-Application Conference.

- (1) In order to facilitate the review of a Planned Unit Development proposal in a timely manner, the applicant may request an informal pre-application conference with Township staff, or a pre-application presentation before the Planning Commission, or both. The purpose of such conference/presentation is to exchange information and provide guidance to the applicant that will assist in preparation of application materials.
- (2) At least five (5) business days prior to the pre-application conference with Township staff, the applicant shall submit four (4) copies of:
 - (a) A concept plan of the proposed PUD (drawn to scale);
 - (b) A location map of the proposed PUD;
 - (c) The total land area of the project;
 - (d) The approximate number of residential units to be constructed;
 - (e) The gross and usable floor area of non-residential uses;
 - (f) Areas to be designated as common areas or open spaces; and
 - (g) A project narrative.
- (3) At least seven (7) business days prior to the pre-application presentation before the Planning Commission, the applicant shall submit fourteen (14) copies, plus an electronic copy, of the minimum information outlined in [Section 7.11.A.2](#). The Zoning Administrator may alter the number of required copies based on the needs of the Planning Commission and Board of Trustees.



- (4) There shall be no fee for a pre-application conference or presentation. No formal action will be taken at a pre-application conference or presentation nor will statements made at the pre-application conference or presentation be considered legally binding commitments.
- (B) **Staff Review.** After the Pre-Application meeting, the applicant shall submit four (4) hard copies, plus an electronic version, of all required elements listed in [Section 7.11.C](#), for review by Township Staff prior to the submission of a formal application. If Township Staff find the submission sufficient and acceptable to place before the Planning Commission, a public hearing shall be scheduled. Township Staff may require revisions and re-submittal prior to the scheduling the Public Hearing.
- (C) Prior to the Public Hearing, fourteen (14) copies and one (1) electronic copy of the following shall be submitted. The Zoning Administrator may alter the number of required copies based on the needs of the Planning Commission and Board of Trustees.
 - (1) A completed application form provided by the Township, and a letter signed by the applicant and owner(s) holding an equitable interest in the property, acknowledging that such property is under application for a PUD.
 - (2) A Site Plan prepared in accordance with [Chapter 18](#) (Site Plan Review) of this Ordinance.
 - (3) A schedule of total land areas devoted to each type of use, usable floor areas, density calculations, number and types of units, building ground coverage, impervious surfaces and proposed open space calculations (if applicable).
 - (4) Open space areas and significant natural features, indicating any proposed uses or improvements for such areas, and landscaping. A plan must be submitted showing the open space that meets the criteria to be counted as required open space, as described in [Section 7.10](#), and noting any open space that is proposed, but does not meet the criteria. The plan must also clearly label the Central Gathering Place and Pocket Parks.
 - (5) Architectural sketches showing building heights, external wall finishes, and locations of building entryways, lighting elements and other architectural features.
 - (6) Landscape planting plan in accordance with the landscaping requirements of this Ordinance
 - (7) Legal description illustrating the location and acreage of the subject property.
 - (8) General description of proposed development, including a timetable of construction and a list of departures from the Zoning Ordinance regulations which will be required.
 - (9) A parallel plan, if required under [Section 7.04.C](#).
 - (10) Preliminary grading plan showing a minimum of five (5) foot contour intervals and specifying whether soil will need to be brought in or removed from the site in the general notes of the plan sheet.
 - (11) An existing conditions plan shall contain the following:
 - (a) Topography or some indication of ridge lines and steep slope areas;
 - (b) Location and direction of all water courses and areas subject to potential flooding;
 - (c) Natural features such as 100/500-year floodplains, protected wetlands, marshes, lakes, ponds, wooded areas, conservation easements, and isolated preservable trees;
 - (d) Approximate location of existing structures and above ground utilities;
 - (e) Existing zoning and land use(s) of the site and adjacent areas; and
 - (f) Location of property lines, existing easements or right-of-way on or adjacent to the project site showing the width, purpose, and document number of the recorded materials with the Ottawa County Register of Deeds (if available).
 - (12) Legal documentation of a single ownership or control in the form of agreements, contracts, covenants, or deed restrictions which indicate that the development can be completed as shown on the plans, and further, that all portions of the development that are not to be maintained or operated at public expense will continue to be operated and maintained by the developers or their successors.



- (D) The Township staff, Planning Commission, or Township Board may request other information deemed pertinent to the proposed development, including, but not limited to, a traffic study, environmental reports, market study, etc.
- (E) The application shall not be considered complete and shall not be accepted by the Township unless all the above-referenced information is received, or unless any required information has been waived by the Township staff.

REVIEW PROCEDURES.

(A) Planning Commission Recommendation.

- (1) After Township staff have approved, or conditionally approved, the proposed PUD, the applicant shall submit fourteen (14) copies of the PUD application materials, as required by [Section 7.11.C](#). The Zoning Administrator may alter the number of required copies based on the needs of the Planning Commission and Board of Trustees.
- (2) A public hearing on the proposed development shall be scheduled by the Planning Commission. The public hearing shall be noticed in accordance with the requirements of the Michigan Zoning Enabling Act.
- (3) Within a reasonable time following the public hearing, the Planning Commission shall make a recommendation regarding the PUD to the Township Board for approval, approval with conditions or denial. The recommendation shall include a report of findings stating the Planning Commission's recommendations, and any conditions relating to an affirmative recommendation.

(B) Township Board Action.

- (1) After the Planning Commission has provided a recommendation to the Township Board, the applicant shall be required to submit ten (10) copies of the PUD application materials, as required [by Section 7.11.C](#). The Zoning Administrator may alter the number of required copies based on the needs of the Planning Commission and Board of Trustees.
- (2) The application materials submitted by the applicant shall be revised to include any changes recommended by the Planning Commission.
- (3) A public hearing on the proposed development shall be scheduled by the Township Board. The public hearing shall be noticed in accordance with the requirements of the Michigan Zoning Enabling Act.
- (4) Within a reasonable time following the public hearing, the Township Board shall approve, approve with conditions, or deny the application. If the property in question is not currently zoned PUD at the time of application, the Township Board shall also hear and consider a rezoning to the PUD zoning district, along with the application.
- (5) The Township Board will require the applicant to execute a development agreement, which shall be a contract between the Township Board and the applicant setting forth the terms and conditions of any PUD approval granted by the Township Board, which shall be recorded with the Ottawa County Register of Deeds. Similarly, any PUD containing a private road shall execute a maintenance agreement with the Township. Said agreements shall be drafted by the Township Attorney and approved by the Township Board. All required agreements shall be recorded with the Ottawa County Register of Deeds.

(C) A Planned Unit Development shall not be approved unless the Township Board, after recommendation of the Planning Commission, finds the following are met:

- (1) Site plan review standards of [Chapter 18](#)
- (2) The Intent and Objectives and Qualifications for a PUD as outlined in this Chapter;
- (3) The General PUD Design Considerations of [Section 7.08](#);



- (4) The proposed design and uses are generally consistent with the Goals and Objectives of the Grand Haven Charter Township Master Plan.
- (D) The Township Board may impose reasonable conditions in conjunction with the approval of a PUD to ensure that the foregoing standards and requirements are satisfied. Conditions imposed shall also be designed to protect natural resources, the health, safety, and welfare of those who will interact with the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole; and be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity.
- (E) **Effect of Approval.**
- (1) Approval of a PUD proposal shall constitute an amendment to the Zoning Ordinance and Zoning Map to designate the subject property as part of the PUD, Planned Unit Development zoning district.
- (2) All improvements to a use of the site shall be in conformity with the approved PUD site plan and any conditions imposed.
- (F) **Expiration of Approval.**
- (1) Approval of the PUD shall expire and be of no effect unless at least utility and earthwork has commenced within one (1) year of the date of approval of the Final Site Plan of the PUD. In the event of separate Final Site Plans for separate phases of the PUD, then the expiration shall only apply to a phase for which the Final Site Plan has been approved. An extension for a specific period may be granted by the Township Board upon good cause shown, only if such request is made in writing to the Township prior to the expiration date.
- (2) In the event an approved PUD has expired, the Township Board may rezone the property in accordance with this Ordinance.
- (3) If construction of a Planned Unit Development falls more than two (2) years behind the approved building schedule, the Township shall send notification in writing to the developer which explains the Township Board will consider revoking the PUD. Sixty (60) days after the notification, the Township Board may either initiate action to revoke the Planned Unit Development or extend such schedule upon good cause shown.

PUD AMENDMENTS.

- (A) **Administrative Amendment.** Amendments to an approved PUD may be approved by the Zoning Administrator, provided such changes comply with all applicable requirements of this Zoning Ordinance and all other federal, state, county and Township laws and regulations. The Zoning Administrator may determine that a proposed amendment to an approved PUD is so small as to not even be considered “minor” based on the criteria below. Such a change shall be considered an “Administrative Amendment.” Examples include, but are not limited to, changing the species of landscaping, adding amenities that were not originally required, changing paint colors, etc. Such changes may be permitted by the Zoning Administrator without going through the process described below. These decisions by the Zoning Administrator shall be final and may not be appealed to the ZBA or Township Board.
- (B) **Minor Amendment.** Before approving a Minor Amendment to an approved PUD, the Zoning Administrator shall advise the Township Supervisor and the Planning Commission Chair in writing of the proposed Minor Amendment. If either the Township Supervisor or Planning Commission Chair have a conflict of interest, they shall designate another Township elected or appointed official, respectively, to consider the request.
- (1) If neither the Township Supervisor nor the Planning Commission Chair objects to the proposed Minor Amendment within ten (10) days of receiving the written notice, the Zoning Administrator may proceed with granting approval of the Minor Amendment.



- (2) If the Township Supervisor, the Planning Commission Chair or both object to the proposed Minor Amendment within ten (10) days of receiving the written notice, the Zoning Administrator shall seek a review and determination from the Township Board during a scheduled Board meeting. The Board shall make a decision as to whether the request must be reviewed in the same manner as the original application was submitted or if the circumstances are such that the actual change should be considered minor. The decision of the Board shall be recorded in the minutes and considered final.
- (C) **Major Amendment.** If the Zoning Administrator determines that a proposed amendment is major, their decision shall be forwarded in writing to the applicant and shall be considered final, unless the applicant appeals the decision in writing within twenty-one (21) days to the Township Board. The Board shall make a decision as to whether the request must be reviewed in the same manner as the original application was submitted, or if the circumstances are such the actual change should be considered minor. The decision of the Board shall be recorded in the minutes and considered final.
- (1) Major amendments to an approved PUD must be submitted to the Planning Commission and the Township Board for review in the same manner as the original application was submitted and reviewed, except for the rezoning of the property to PUD. In reviewing the proposed change, the Planning Commission and Township Board must limit the review to the proposed change and may not open the entire site plan for additional amendments or contingencies. Any contingencies on the approval of the proposed change must be directly related to the proposed change.
- (2) The following standards are delineated to help staff determine if a request should be considered a major amendment(s):
- (a) Does the proposed amendment increase the scope or density to a point that it would impact the basis on which the approval was granted?
 - (b) Does the proposed amendment increase the total size of all buildings on the site by more than ten percent (10%)? Or increase the total size of any one (1) building by more than thirty percent (30%)?
 - (c) Does the proposed amendment add more land uses and/or buildings?
 - (d) Does the proposed amendment reduce setbacks?
 - (e) Does the proposed amendment shift the arrangement of lot lines or building locations in a manner that substantially changes the overall design or the boundaries of the approved PUD?
 - (f) Does the proposed amendment change the character, function, or number of access drives?
 - (g) Does the proposed amendment create any significant change(s) in the concept of the development?