



**Planned Unit Development Preliminary/
Final Plan Application Form**

City of Monroe
Planning Department
120 E. First Street
Monroe, MI 48161
734.243.0700 (P) 734.384.9108 (F)

Receipt Stamp

Application #

Owner Information

Name:

Address:

Telephone:

Fax:

Email:

Applicant Information

Name:

Address:

Telephone:

Fax:

Email:

Property Description

Property Address:

Located between

and

Streets.

Legal Description:

Property ID #:

Existing Zoning:

Project Description

Proposed Development Description:

Site Area:



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PUD Criteria

The applicant must demonstrate each of the following criteria for PUD's stated in Section 1266.03 of the Planning & Zoning Code.

1. The subject site is under the control of one owner or group of owners and shall be capable of being planned and developed as one integral unit.
2. Granting the PUD will result in at least one of the following:
 - o A recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the PUD regulations;
 - o Long-term protection and preservation of natural resources and natural features of a significant quantity;
 - o Long-term protection of historic structures or significant architecture worth of historic preservation;
 - o The PUD will provide a complementary mixture of uses or housing types within a unique, high-quality design, that could not occur without the use of the PUD option; or
 - o A non-conforming use shall, to a material extent, be rendered more conforming or less offensive, to the zoning district in which it is situated.
3. The proposed type and density shall not result in an unreasonable burden upon public services, facilities, roads, and utilities.
4. There shall not be any unreasonable negative environmental impacts, economic impacts, or loss of historical structures resulting from this development.
5. The location, size, density and character must be in harmony with the zoning district in which it is situated, and not detrimental to adjoining zoning districts.
6. The proposed development shall be consistent with the Comprehensive Plan.
7. The proposed PUD shall be harmonious with the public health, safety and welfare of the City.
8. The proposed PUD is not an attempt by the applicant to circumvent the strict application of zoning standards.

PUD Standards

1. All residential uses may be permitted with the following minimum lot sizes per unit, based upon a discretionary twenty-five (25) percent density credit from the zoning district in which the property is situated immediately prior to PUD classification. In the event the property is already zoned PUD, density shall be allowed at the discretion of the Citizens Planning Commission and City Council, based on the Comprehensive Plan and surrounding land use densities and character. Land area under water, public road rights-of-way and private road easements shall not be included in the gross density calculation.

Minimum Lot Sizes per Unit

R-1A 6,800 sq. ft. R-1B 5,400 sq. ft. R-1C 4,500 sq. ft. R-2 5,400 sq. ft.

Additional density greater than specified above may be allowed at the discretion of the CPC and City Council based upon a demonstration by the applicant of design excellence and conformance to the PUD eligibility standards and conformance with the Comprehensive Plan.
2. The CPC and the City Council may allow a residential PUD in areas having a non-residential areas having a non-residential base zoning subject to compliance with the Comprehensive Plan or a determination by the CPC and City Council that the proposed development meets the general intent of the PUD eligibility requirements.
3. A PUD incorporating non-residential uses such as commercial, institutional or a mix on non-residential and residential uses may also be allowed subject to compliance with the Comprehensive Plan or a determination by the CPC and City Council that the proposed development meets the general intent of the PUD eligibility requirements.



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PUD Design Standards

Any PUD shall comply with the following project design standards stated in Section 1266.05 of the Planning & Zoning Code.

1. The proposed PUD meets the eligibility criteria of Section 1266.03 of the Planning & Zoning Code;
2. The uses and design of the PUD will be harmonious with the character of the surrounding area in terms of density, intensity of use, size and height of buildings, architecture and other impacts;
3. The following regulations applicable to ordinance standards shall be met:
 - o Setbacks, general provisions and other requirements shall be met in relation to each respective land use in the PUD based upon the zoning districts in which the use is listed. In all cases, the strictest provisions apply.
 - o The number and dimensions of off-street parking shall be sufficient to meet the minimum required of Article 1271 of the Planning & Zoning Code. However, when warranted by overlapping or shared parking arrangements, the CPC or City Council may reduce the required number of parking spaces.
 - o Thoroughfare, drainage and utility designs shall meet or exceed the standards otherwise applicable in connection with each of the respective types of uses served.
 - o Deviations with respect to ordinance regulations may be granted as part of the overall approval of the PUD. The deviations may be considered, provided there are features or elements demonstrated by the applicant and deemed adequate by the City Council and CPC designed into the project plan for the purpose of achieving the objectives of the PUD regulations.

PUD Conditions

1. Reasonable conditions may be required before the approval of a PUD, to the extent authorized by law, for the purpose of ensuring the existing public services and facilities affected by a proposed land use activity will be capable of accommodating increased service and facility loads caused by the land use of activity protecting the natural environment and conserving natural resources and energy, ensuring compatibility with adjacent uses of land, and promoting the use of land in a socially and economically desirable manner.
2. Permit conditions may be drafted in writing specifying conditions of approval and use. Conditions may stipulate that the PUD may only be used for selective land uses provided the restraint(s): advance, rather than injure, the interests of adjacent landowners; are a means of harmonizing private interests in land thus benefiting the public interest; are for the purposes of ensuring that the PUD fulfills the purposes and intent of this Section and thus benefit the public interest; and/or possess a reasonable relationship to the promotion of the public health, safety and welfare. A change of land use from that which was previously approved will render the PUD null and void or will require application for a revised PUD.
3. Conditions imposed shall be designed to protect natural resources and the public health, safety and welfare of individuals in the project and those immediately adjacent, and the community as a whole; are reasonable related to the purposes affected by the PUD; and, necessary to meet the intent and purpose of the PUD Ordinance. All conditions imposed shall be made a part of the written record of the approved planned unit development which shall include a site plan and written PUD permit conditions signed by the City and the applicant.
4. In the event that conditions set forth herein are not complied with, the Zoning Administrator or Enforcing Officer shall have the right to follow enforcement procedures pursuant to Article 1262 of the Planning & Zoning Code. Additional conditions may be imposed by the City Council, or the applicant may be required to submit a new PUD application.



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Required Information

The following information/specifications are required as part of the plan(s) submitted for review. Applications considered incomplete by the Planning Department will not be reviewed.

General Information

- o Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale 1"=20' or 1"=30';
- o Sheet size shall be 24 x 36 inches;
- o Scale and northpoint;
- o Location map;
- o Title block with sheet number/title, name address and telephone number of the applicant and preparer, and date(s) of submission;
- o Legal and common description of property;
- o Identification and seal of architect, engineer, land surveyor, landscape architect or certified planner;
- o Zoning classification of subject property and abutting parcels;
- o Proximity to section corner and all major thoroughfares;
- o Net acreage and total acreage;
- o Survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100' of the site;
- o Survey of topography on the site and within 100' of the site at two-foot contour intervals, referenced to an USGS benchmark; and
- o All existing easements.

Access and Circulation

- o Dimensions, cure radii and centerlines of existing and proposed access points, roads and road rights-of way or access easements;
- o Opposing driveways and intersections within 250' of site;
- o Cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness;
- o Dimensions of parking spaces, islands, circulation aisles and loading zones;
- o Calculations for required number of parking and loading spaces;
- o Designation of fire lanes;
- o Traffic and regulatory signs and pavement markings;
- o Location of existing and proposed sidewalks/pathways within the site or rights-of-way;
- o Location, height and outside dimensions of all storage areas and facilities; and
- o Traffic Impact Study as required.

Landscaping

- o Location, sizes and types of existing trees and the general location of all other existing plant materials with an identification of materials to be removed and preserved;
- o Description of methods to preserve existing plant materials;
- o The location of existing and proposed lawns and landscaped areas;
- o Planting plan, including location and type of all proposed shrubs, trees and other live plant material;
- o Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical and common names and quantity;
- o Proposed dates of plant installation; and
- o Landscape maintenance schedule.



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Required Information Continued

Building/Structure Details

- o Location, height and outside dimensions of all proposed buildings/structures;
- o Building floor plans and total floor area;
- o Details on accessory structures and any screening;
- o Location, size, height and lighting of all proposed site and wall signs;
- o Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required;
- o Building façade elevations for all sides, drawn at an appropriate scale; and
- o Description of exterior building materials and colors (samples may be required).

Drainage, Soil Erosion and Sedimentation Control

- o Location and size of existing and proposed storm sewers;
- o Stormwater detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls;
- o Stormwater drainage and detention calculations;
- o Indication of site grading, drainage patterns and stormwater management measures, including sedimentation control and temperature regulation; and
- o Soil erosion and sedimentation control measures.

Utilities

- o Location of sanitary sewers, existing and proposed;
- o Location and size of existing and proposed water mains, water service and fire hydrants;
- o Location of existing and proposed gas, electric and telephone lines above and below ground;
- o Location of transformers and utility boxes; and
- o Assessment of potential impacts from the use, processing or movement of hazardous materials or chemicals, if applicable.

Lighting

- o Location of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations;
- o Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles);
- o Specifications and details for the type of fixture being proposed including the total lumen output, type of lamp and method of shielding; and
- o Use of the fixture proposed.

Additional Information Required for Residential Developments

- o The number and location of each type of residential unit;
- o Density calculations by type of residential unit (dwellings/acre);
- o Garage and/or carport locations and details, if proposed;
- o Mailbox cluster location and design, if required by postmaster;
- o Location, dimensions, floor plans and elevations of common building(s), if applicable;
- o Swimming pool fencing detail including height and type of fence, if applicable;
- o Location and size of recreation and open space areas; and
- o Indication of recreation facilities proposed for recreation area.



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Phasing/Construction Commencement

Phasing:
 Where a project is proposed for construction in phases, the planning and designing shall be such that, upon completion, each phase shall be capable of standing on its own in terms of the presence of services, facilities and open space, and shall contain the necessary components to ensure protection of natural resources and health, safety and welfare of the users of the PUD and the residents of the surrounding area. In addition, in developments which include residential and non-residential uses, the relative mix of uses and the scheduled completion of construction for each phase shall be disclosed and determined to be reasonable by the City Council after recommendation from the CPC.

Commencement and Completion of Construction:
 Construction shall be commenced within one (1) year following final approval of a PUD and shall proceed in conformance with the schedule set forth by the applicant. If construction has not commenced within such time, any approval of a site plan on the project shall expire and be null and void; however, an extension for a specified period may be granted by the CPC upon good cause shown if such request is made to the CPC prior to the expiration of the initial period. Moreover, in the event a site plan has expired, the City Council shall take action to reclassify the property to its previous zoning designation, by adopting an amendment to the Zoning Ordinance, after CPC review and public hearing(s) as required by Section 1274.03 of the Planning & Zoning Code.

Authorization

I/We hereby apply for PUD Preliminary/Final Plan Review in accordance with Section 1266 of the City of Monroe Planning & Zoning Code. The information, plans and materials submitted herewith in support of this application are to the best of my/our knowledge, true and correct.

In addition, I/We understand if the City of Monroe Planning Department deems this application and the supplemental materials incomplete, that the plans will be returned with a listing of materials needed in order for the application to be considered complete.

I/We further understand that I/We will be charged the appropriate fee for each submittal.

Owner _____ **Date** _____

Applicant _____ **Date** _____

Fees

Pre-Application Meeting	N/A
Concept Plan Review	\$1,000.00
Preliminary Plan Review	N/A

To request a Special Meeting before the CPC please submit the Special Meeting Application with the \$400 fee.

Department Use Only

Fee Paid \$ _____

Authorization of Completeness _____

Planning Department Staff

Required Number of Copies

6 Folded Copies Required for Administrative Review
 27 Folded Copies Required for CPC Review/City Council Review
 An Electronic Version