

Planned Unit Developments

Overview

What is a Planned Unit Development?

A Planned Unit Development (PUD) is a development option that permits flexibility in development regulations. The PUD requirements of Zoning Ordinance Section 3.37 are intended to accomplish the objectives of the Ordinance through a review process based on site planning criteria that integrates the proposed development with the characteristics of the site. PUDs are intended to achieve the following objectives:

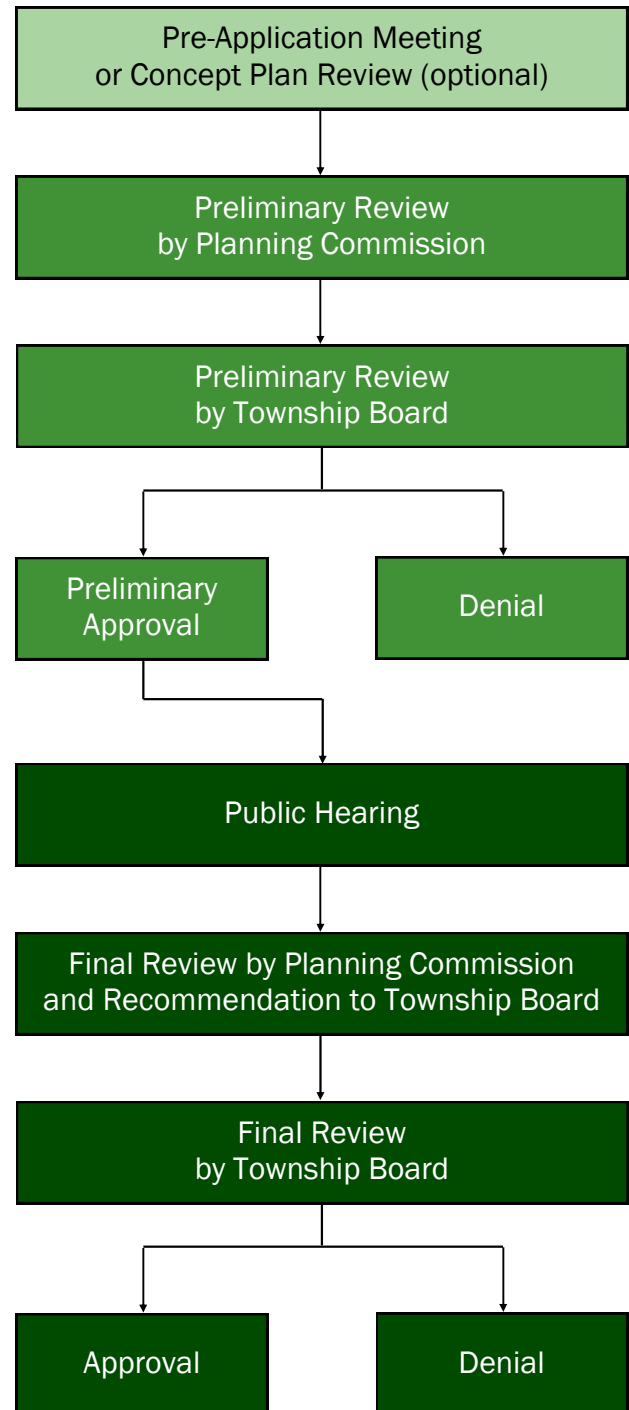
- Encourage innovation in land use and variety in design, layout, and types of structures.
- Achieve economic and efficient uses of land, natural resources, energy and the provision of public services and utilities.
- Encourage the provision of useful open space, where appropriate.
- Provide better housing, employment and commercial opportunities particularly suited to the needs of the Township.

What is the PUD review process?

The Planned Unit Development review process is a two-step process: 1) preliminary review, and 2) final review. The Planning Commission and Township Board are involved in both steps of the review process.

The preliminary review step provides an opportunity for the applicant, Planning Commission and Township Board to become generally acquainted with the proposed project and discuss features of the PUD. If after preliminary review the Township Board agrees the proposed project has merit and potential to meet Ordinance requirements, an application for final review may be filed by the applicant.

A complete site plan package is required for all Planned Unit Development proposals. Applications for PUD approval must also be accompanied by a written narrative responding to the general review standards for special land uses contained in Section 6.5 of the Shelby Township Zoning Ordinance (refer to procedures and standards for Special Land Uses).



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Application Requirements

What is required for preliminary Planned Unit Development review?

The following must be submitted for preliminary review of all Planned Unit Developments:

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).
- One (1) original notarized Affidavit of Ownership and supporting ownership documentation.
- Eight (8) copies of the sealed preliminary PUD site plan, floor plans, elevations, landscape plan and tree inventory (refer to preliminary PUD Checklist).
- One (1) copy of written response to special land use standards of Section 6.5.
- All site plan review, engineering, and tree review fees.

What are the submission deadlines for PUD review?

Site plans for preliminary review must be submitted to the Planning and Zoning Department at least fourteen (14) days prior to a regularly scheduled Planning Commission meeting.

Site plans will be scheduled for preliminary review in the order in which they are received and on the basis of completeness.

Site Plans for final review must be submitted to the Planning and Zoning Department at least four (4) weeks prior to a scheduled Planning Commission public hearing meeting.

Applications for final PUD review will be scheduled for public hearing in the order in which they are received and on the basis of completeness.

Incomplete site plans will not be accepted for review.

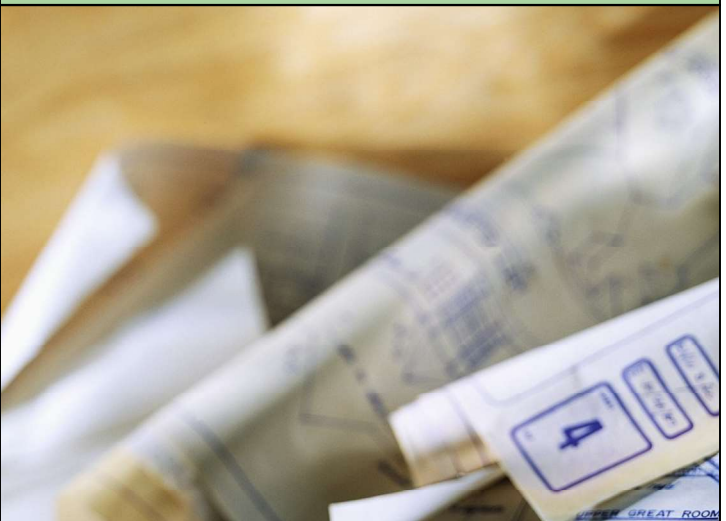
What is required for final Planned Unit Development review?

The following must be submitted for final review of all Planned Unit Developments:

- Three (3) copies of the sealed final site plan, floor plans, elevations, landscape plan and tree inventory (refer to Site Plan and PUD Checklists).
- One (1) copy of written response to special land use standards of Section 6.5.
- Summary of changes incorporating all comments made during preliminary review.
- One (1) copy of the Development Impact Statement and/or Traffic Impact Study, if applicable.
- Site plan review fee(s).

It is strongly recommended that you consult Section 3.37 of the Shelby Township Zoning Ordinance for the complete text of all procedures, regulations, and conditions that are applicable to Planned Unit Developments.

The Township Board, with recommendation by the Planning Commission, shall have discretionary authority to consider and may modify the applicable minimum PUD and zoning district requirements.



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Planned Unit Development Checklists

What information must be included on a preliminary PUD site plan?

Preliminary PUD site plans submitted for review must include the information required by Section 3.37.D.1 of the Shelby Township Zoning Ordinance. The following checklist is intended to assist applicants in preparing a complete preliminary PUD site plan.

- Preliminary PUD plan at a clearly understandable scale, indicating proposed land use area(s), their relationship to each other, circulation patterns, and existing site characteristics.
- Existing topography at two-foot intervals for the PUD area and all nearby areas. If the land is generally flat, grade shots shall be provided at intervals necessary to identify any grade differential.
- Map of the Township indicating the PUD area and its relationship to existing roads, streets and use districts within, and immediately adjacent to, the Township.
- Existing utilities, including storm drain facilities.
- Preliminary architectural plans for all buildings, including use areas and number of units per building.
- Intensity of commercial or industrial uses and number of units by type.
- Adequacy of public and private services and infrastructure.
- Existing and proposed land use and development features as they impact neighboring properties.

What information must be included on a final PUD site plan?

Final PUD proposals must include the information required by Section 3.37.D.2 and Section 6.5 of the Zoning Ordinance. Site plans must conform to current Township regulations and those of any other agency having jurisdiction. Incomplete site plans will not be accepted for review. The following checklist is intended to assist applicants in preparing a final PUD site plan.

- All required site plan content (refer to Section 6.5 and Site Plan Checklist).
- Boundary survey of exact acreage.
- A physical features map of the PUD and vicinity, including topography at two-foot intervals (or grade shots, where applicable), trees, water bodies, and unbuildable areas.
- Legal description of property.
- Aerial photograph of property not more than 5 years old (minimum scale: 1" = 100').
- Existing and proposed streets and other developments within and surrounding the PUD area.
- Plan for the entire PUD including functional use areas and dwelling units by type; density; traffic and pedestrian circulation plan; public utilities plan; location of buildings, driveways, walkways, parking areas, natural areas; sites reserved for public facilities and service activities; playgrounds, recreation areas and open spaces; common and public areas.
- Preliminary estimate of storm water flow and sanitary sewage volume.
- Schedule of proposed timing, phasing and parcelization, if appropriate.
- Statement of covenants, grants of easements, etc.
- Written impact statement.

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Common Questions

Do I need to attend any meetings?

You will be notified of all meetings with your Planned Unit Development proposal on the agenda. It is strongly recommended that you have representation at all meetings at which your proposal will be discussed.

Action may be taken on a Planned Unit Development proposal whether the applicant is in attendance or not; however, action may be postponed if the applicant is not available to answer questions.

Can I amend an approved PUD?

Minor changes to an approved PUD may be authorized by the Planning Commission through the site plan review process. Major amendments must be approved according to the full PUD review process.

No variance requests to the Zoning Board of Appeals shall be permitted for approved PUDs. All changes must be made in accordance with Section 3.37.

Does final approval allow me to begin construction?

Final approval does not authorize construction. Following approval, permits to allow construction or begin the use must be sought through appropriate Township departments and other agencies.

Plans must be approved separately by the Township Engineer and the Building Department. A tree inspection may also be required.

How do I apply for a tree permit?

Tree permits are processed as part of site plan review; a separate application is not required. A tree inventory must be submitted (unless the Township Board approves an optional sketch). Prior to issuance of the permit, final engineering approval is required and protective fencing must be installed and inspected.

What happens after final approval?

Once approval is given for a Planned Unit Development, the next step is to make any necessary changes to the plans as required by the Planning Commission or Township Board. Upon revision, the applicant must submit the following to the Planning and Zoning Department for verification:

- Six (6) copies of the final revised site plan. One (1) copy must clearly highlight all revisions.
- Detailed summary of changes in response to Planning Commission or Township Board comments.

Acceptable final plans will be stamped “approved” and signed by the Planning Director. One (1) copy of the approved plans will be returned to the applicant.

How long is approval valid?

Application for a building permit must be filed within 24 months from the date of PUD approval. The Township Board may grant 12-month extensions of PUD approval upon proper application.

A request for extension shall be made in writing to the Township Board, and it will be addressed at the next available meeting. If approval is not extended before the expiration of the approval period, a new PUD application and approval shall be required before a building permit may be issued.

Who do I contact if I have more questions?

Contact the Shelby Township Planning and Zoning Department at:

Phone: (586) 726-7243

Email: planning@shelbytwp.org

Address: 52700 Van Dyke

Shelby Township, MI 48316