



PLANNED UNIT DEVELOPMENT PROCEDURES

OVERVIEW

The attached information is a guide for assisting developers and property owners through the Planning Unit Development (PUD) Rezoning Process. This is a *summary guide only*. **It is the applicant's responsibility to review the full standards contained within Article VIII Planning and Development Regulations for Planned Unit Development (PUD) District within the Township Zoning Ordinance.**

REVIEW PROCESS

<i>Concept Meeting</i>	Prior to the submission of an application for a PUD development, the applicant shall meet with the Township Planner, a Planning Commission member, Township Engineer, Fire Department, Utility Director and Township Attorney. A sketch plan shall be submitted at the time the concept meeting is scheduled containing information required in Section 36-249 for review prior to concept meeting.
<i>Preliminary PUD Application</i>	PUD developments are reviewed as a rezoning application and site plan application. Both applications, as well as required plans, and draft statement of community benefits shall be submitted at the time of preliminary PUD review. Review fees shall be provided as part of a complete application.
<i>Planner / Staff Review</i>	The Township Planner, Township Engineer, Fire Department, Utility Director and Township Attorney will provide a review and recommendation regarding the preliminary PUD request based upon the review criteria found in Section 36-249 . This review and recommendation will be presented prior to the public hearing being conducted at the Planning Commission meeting.
<i>Notice of Public Hearing</i>	Upon review of the preliminary PUD request by all required Township departments, Township staff will make property notification of the meeting as required by P.A. 110 of 2006, as amended, which includes: (1) that a notice be published in a newspaper of general circulation within the Township not less

	<p>than 15 days before the date of the application will be considered for approval and (2) that notice shall also be sent by mail or personal delivery to the owners of property within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or the occupant are located within the zoning jurisdiction.</p>
<p><i>Public Hearing & Planning Commission Recommendation Preliminary PUD Plan</i></p>	<p>Upon hearing the Planner's review and conducting a public hearing, the Planning Commission will make a recommendation to the Township Board to approve, approve with conditions, or deny the preliminary PUD request. The Planning Commission may postpone action on the application if it is determined that additional information is needed from the applicant that would help address the standards and findings of Section 36-249.</p>
<p><i>Township Board Review Preliminary PUD Plan</i></p>	<p>After recommendation of the Planning Commission, the application will be placed on the next available agenda of the Township Board (after the PC minutes have been approved). The Township Board will take action to approve, approve with conditions, deny or postpone the preliminary PUD request. The Township Board may remand the preliminary PUD back to the Planning Commission for further consideration prior to taking action.</p>
<p><i>Final PUD Application</i></p>	<p>Preliminary PUD plan approval does not constitute final PUD or rezoning approval, but only bestows the right on the applicant to proceed to final PUD plan review. Final PUD application must be submitted within 12 months of receiving preliminary PUD approval or the application shall be considered null and void. Review fees shall be provided as part of a complete application.</p>
<p><i>Planner /Staff Review</i></p>	<p>The Township Planner, Township Engineer, Fire Department, Utility Director and Township Attorney will provide a review and recommendation regarding the final PUD request based upon the review criteria found in Section 36-249.</p>
<p><i>Planning Commission Recommendation Final PUD Plan</i></p>	<p>Upon hearing the Planner's review, the Planning Commission will make a recommendation to the Township Board to approve, approve with conditions, or deny the final PUD request. The Planning Commission may postpone action on the application if it is determined that additional information is needed from the applicant that would help address the standards and findings of Section 36-249.</p>

<i>Public Hearing & Township Board Review Final PUD Plan</i>	Upon hearing the Planner's review and conducting a public hearing, the Township Board will approve, approve with conditions, or deny the final PUD request. The Township Board may postpone action on the application if it is determined that additional information is needed from the applicant that would help address the standards and findings of Section 36-249 . Additionally, any outside agency reviews (WCRC, WCWRC, EGLE, etc. are required to be obtained prior to consideration by the BOT).
<i>Notice of Amendment</i>	Once the Township Board approves the final PUD plan / amendment to the Zoning Ordinance, a Notice of Amendment must be published within 15 days in a newspaper of general circulation within the Township, in conformance with Section 36-465 .
<i>Referendum</i>	Within 7 days after publication of a zoning ordinance amendment a registered elector of the Township may give notice of intent to file a petition and has 30 days to gather signatures as provided in Section 36-466 .
<i>Approval</i>	A zoning amendment shall take effect 30 days after publication unless a petition is filed within the 30-day period after publication is found adequate as out in Section 36-466(b) .