

SPECIAL USE – PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

File #: _____

Application for (check box)

Date Submitted: _____

- ____ Conceptual PUD Plan Review
- ____ PUD Plan Review
- ____ Revised PUD Plan Review

An application for Planned Unit Development (PUD) must be submitted to the Zoning Administrator at least thirty days prior to the Planning Commission/City Council meeting at which the proposal will be considered. The application must be accompanied by the application data requirements set forth in the City of Leslie Zoning Ordinance, including fully dimensioned site plans, plus the required review fees. Regular meetings of the Planning Commission are held the fourth Wednesday of the month at 6:00 pm. Regular meetings of the City Council are held the third Tuesday of the month at 7:00 pm. All meetings are held at the Leslie City Hall in council chambers, 602 W. Bellevue Street, Leslie, MI 49251.

I (We), the undersigned, do hereby respectfully request consideration of our Planned Unit Development Application and provide the following information to assist in the review:

Project Name: _____

Applicant: _____

Mailing Address: _____

Telephone (Office): _____ Telephone (mobile): _____

Email Address: _____

Property Owner(s) (if different from Applicant): _____

Mailing Address: _____

Telephone (Office): _____ Telephone (mobile): _____

Email Address: _____

Applicant's Legal Interest in the Property: _____

Property Location: _____

Address: _____

Property ID Number: _____

Property Description:

If all or part is a recorded plat, provide lot numbers and subdivision name. If all or part is a condominium, provide unit numbers and condominium name. If all or part of the property is not part of a recorded plat (i.e., acreage parcel), provide metes and bound description. Attach separate sheet, if necessary.

Property Size (Acreage)

Square Feet:

Current Zoning:

Current Use of Property

Proposed Use of Property (Specify number of acres to be allocated to each use):

Residential Development:

No. of Single-Family Detached Units: _____

No. of Attached Units: _____

Non-Residential Development:

	Description of Use	Land Area (sq. ft.)	Floor Area (sq. ft.)
Retail			
Office			
Industrial			
Other			

State reasons why Planned Unit Development is being requested:

Professionals who prepared the plans:

A. Name:

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Design Responsibility (engineer, surveyor, architect, etc.):

B. Name:

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Design Responsibility (engineer, surveyor, architect, etc.):

C. Name:

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Design Responsibility (engineer, surveyor, architect, etc.):

Submit the following:

1. Three (3) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner, plus one (1) 11" x 17" copy of the site plans.
2. One (1) set of 11" x 17" color renderings of building elevations, if applicable, and floor plans.
3. A PDF/digital file of the site plan, including building elevations and floor plans.
4. A written description of the proposed use with an explanation of how approval of the Planned Unit Development will produce exception benefits for the community.
5. Proof of ownership (title insurance policy or registered deed with County stamp).
6. Review comments or approval received from County, state, or federal agencies that have jurisdiction over the project, including, but not limited to:

Ingham County Road Commission	Ingham County Drain Commission
Michigan Dept. of Environment, Great Lakes & Energy	Michigan Dept. of Natural Resources
Michigan Dept. of Transportation	

Please note: The applicant, or a designated representative **MUST BE PRESENT** at all scheduled meetings, or the case may be postponed due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a Planned Unit Development application or to revoke any permits granted subsequent to the site plan approval.

Applicant's Endorsement:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that my application will not be reviewed unless all required information for this application has been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this application.

Signature of Applicant

Date

Applicant Name (Print)

Signature of Applicant

Date

Applicant Name (Print)

Signature of Property Owner Authorizing Application

Date

Property Owner Name (Print)

For Office Use Only

	Non-Refundable Fee	Amt. /Date Pd. /Receipt #
Conceptual Site Plan Review	Free 1 st one	
PUD Site Plan Review	\$400	
Revised Site Plan Review	\$100	

Planning Commission Notification/Action

Date:

City Council Notification/Action

Date:

REASONS FOR DENIAL:

CONDITIONS OF APPROVAL:

CITY OF LESLIE

CONCEPTUAL PLAN REVIEW CHECKLIST

Each applicant is required to submit certain materials with their PUD application. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance and City of Leslie General Code of Ordinances for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. ***Failure to submit a complete application can result in delay or denial of the area/site plan.***

All Planned Unit Development (PUD) projects are required to undergo a conceptual review process, in order to facilitate a complete and thorough review prior to approval. This requirement is deemed necessary because PUD projects are generally complex projects with potentially higher intensity development that could have a major impact on surrounding land uses and significantly affect the health, safety, and general welfare of City residents.

Conceptual review shall be undertaken first by the Planning Commission and then by the City Council at public meetings held pursuant to all applicable notice requirements. At this stage, complete details of landscaping, site grading, drainage, and utilities, etc. are not essential. Basic questions of use, density, design, architecture, integration with existing development in the area and impacts on and the availability of public infrastructure are generally discussed. No formal action shall be taken on a plan submitted for conceptual review. Statements made during conceptual review shall not be legally binding commitments.

The following information shall be required for conceptual review and shall be submitted to the Zoning Administrator at least 30 days prior to a Planning Commission or City Council meeting, as appropriate. If complete and accurate plans and documents are submitted, the case will be eligible to be placed on the meeting agenda (although placement on an agenda may be delayed due to other scheduling priorities).

Conceptual site plans shall be at least 24" x 36". Site plans shall be drawn to a scale of not less than 1" = 100'. Three (3) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner must be submitted, along with one (1) set of 11"x 17" plans, including floor plans and color renderings of the building elevation, if applicable.

To assist in the processing of applications, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site, including, but not limited to gross floor area; hours of operations; number of units; number of employees on largest shift; number of company vehicles; etc.

A. Information Required for Area Plan

1. A conceptual plan for the proposed PUD shall include the following information, at the time of application:

Submitted Not Applicable

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Scale and Northpoint; |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Location map drawn to a separate scale; |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. A legal description of the property; |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Zoning classification of site and all abutting parcels; |

Submitted Not Applicable

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | Net acreage (minus rights-of-ways) and total acreage. For parcels less than one (1) acre, square footage must be provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | Adjacent land uses; |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site; |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | Location, type, and land area of each proposed land use; type of dwelling units, if residential use is proposed, along with the number of units and proposed density; |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | Proposed lot lines, lot dimensions, property liens, setback dimensions, and other improvements; |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Location and height of all proposed buildings and structures; |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Location of existing and proposed roads, driveways, parking lots, sidewalks, and pathways on or within 250 feet of the site; |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. | Proposed off-street parking lots and number of spaces; |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. | Conceptual landscape plan; |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. | The general location of existing plant material; |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. | Location of existing drainage courses, floodplains, rivers, and MDEQ regulated wetlands; |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. | Location of existing and proposed sanitary sewers; |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. | Location of existing and proposed water mains; |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. | Stormwater retention and detention pond locations and existing, or proposed storm sewers; |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. | Number and location of residential units; |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. | Density calculation by type of residential unit; and |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. | Location and size of recreation and open space areas. |

2. Applicants shall provide documentation indicating how the criteria for qualifications for a PUD have been met (as outlined in Sections 98.676 and 98.768);
3. A table which details all deviations from the established zoning district uses; area, height, and setback requirements; off-street parking regulations; general provisions; or subdivision regulations which would otherwise be applicable to the uses and development proposed in the absence of this PUD article. This table shall clearly identify the allowed regulation in comparison to the requested deviation.
4. Additional information, such as, but not limited to market studies, fiscal impact analysis, traffic impact studies, and environmental impact assessments, to better assist in the determination of PUD qualification.

CITY OF LESLIE

PRELIMINARY AND FINAL PUD SITE PLAN REVIEW CHECKLIST

A preliminary, final or combined preliminary and final site plan shall be submitted following Conceptual Plan Review with the Planning Commission and City Council. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance, City of Leslie General Code of Ordinances, and Engineering Standards for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. ***Failure to submit a complete application can result in delay or denial of the area/site plan.***

Site plans shall always include an overall site plan for the entire development. Sheet size shall be at least 24" x 36". Site plans shall be drawn to a scale of not less than 1" =100'.

Three (3) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner must be submitted, along with one (1) set of 11"x 17" plans, including floor plans and color renderings of the building elevation, if applicable.

To assist in the processing of applications, please circle each applicable item provided in your submission.

Information Required for Preliminary/Final Site Plan Review – Each preliminary/final site plan submitted for review shall provide the following information at the time of application:

Plan Data	Required For:	
	Preliminary Site Plan	Final Site Plan
A. Application Form		
Name and address of the applicant and property owner	X	X
Address and common description of property and complete legal description	X	X
Dimensions of land and total acreage	X	X
Zoning on the site and all adjacent properties	X	X
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	X	X
Name and address of firm or individual who prepared the site plan	X	X
Proof of property ownership	X	X
B. Site and Zoning Data		
Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site	X	X
Proposed lot lines, lot dimensions, property lines setback dimensions, structures, and other improvements to the site and within 100 feet of the site.	X	X
All existing and proposed easements, including type	X	X
Zoning district of site and all adjacent properties	X	X
Land use of site and all adjacent property	X	X
Proposed use of site	X	X

Plan Data	Required For:	
	Preliminary Site Plan	Final Site Plan
Gross and net lot area in acres and square feet, net lot area excluding all existing road rights-of-way as well as that in proposed rights-of-way, required access easements and portions covered by wetlands, bodies of water (including streams, ponds, lakes), and 90% of the area of all existing drainage easements	X	X
Ground floor and total floor area to be constructed	X	X
Lot coverage (ground floor area divided by net lot area)	X	X
Impervious surface (total impervious area and percentage of impervious area to total net lot area)	X	X
Floor area ratio (total floor area divided by net lot area)	X	X
Number and type of dwelling units and density, for residential projects	X	X
Building height, in feet and number of floors	X	X
Required yards	X	X
C. Natural Features		
General location of existing plant materials, with identification of materials to be removed and materials to be preserved	X	X
Location, sizes, types, and condition of existing trees	X	X
Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a USGS benchmark	X	X
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations	X	X
Wetlands delineated both in the field and on the plan. The existing area must be shown for each wetland. All impacted areas and mitigation areas shall be shown with calculations provided.	X	X
Soils information, location, and extent of soils that are unbuildable in their natural state because of organic content or water table level, based on the Ingham County Soil Survey or equivalent information.	X	X
Groundwater information on the site, with supporting evidence including, but not limited to site-specific soils information.	X	X
D. Access and Circulation		
Dimensions, curve radii, and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements		X
Driveways and intersections within 250 feet of the site		X
Location of proposed roads, driveways, parking lots, sidewalks, and non-motorized pathways	X	X
Cross-section details of proposed roads, driveways, parking lots, sidewalks, and non-motorized paths illustrating materials and thickness		X
Dimensions of acceleration, deceleration, and passing lanes		X
Calculations for required number of parking and loading spaces, location, and layout	X	X

Plan Data	Required For:	
	Preliminary Site Plan	Final Site Plan
Fire protection plan	X	X
Traffic regulatory signs and pavement markings		X
E. Landscape Plans		
General landscape plan, including location and type of all proposed shrubs, trees, and other live plant material.	X	X
Existing live plant material to remain, and if material will be applied to landscaping requirements	X	X
Existing and proposed topography, by contours, correlated with the grading plan	X	X
Location of all proposed improvements, as shown on the site plan	X	X
Planting list for proposed landscape materials, with caliper size or height of material, root ball type, method of installation (planting/staking details), botanical and common names, spacing, and quantity		X
Irrigation system plan for watering and draining landscape areas		X
Sections, elevations, plans, and details of landscape elements, such as berms, walls, ponds, retaining walls, and tree wells.		X
Proposed means of protecting existing plan material during construction		X
Proposed dates of installation		X
Landscape maintenance schedule		X
F. Building, Structure, and Miscellaneous Site Information		
Location, height, and outside dimensions of all proposed buildings and structures	X	X
Building floor plans and total floor area		X
Details on accessory structures and any screening		X
Location, size, height, and lighting of all proposed site and wall signs		X
Building façade elevations for all sites, drawn at an appropriate scale		X
Description of exterior building materials and colors (samples may be required)		X
Location of exterior lighting (site and building lighting)		X
Lighting details, including size, height, initial lumen rating, type of lamp, method of shielding, type of lens, and depiction of lighting pattern for all site and building lighting		X
Lighting photometric grid overlaid on proposed site plan showing light intensity (in foot-candles) on site and 10 feet beyond parcel lines		X
Location of trash receptacle(s) and transformer pad(s) and method of screening		X
Location of any outdoor sales or display area	X	X

Plan Data	Required For:	
	Preliminary Site Plan	Final Site Plan
G. Information Concerning Utilities, Drainage, and Related Issues		
Location of existing and proposed sanitary sewer systems	X	X
Size of existing and proposed sanitary sewer systems		X
Location of existing and proposed water mains, water service, and fire hydrants	X	X
Size of existing and proposed water mains, water service, and fire hydrants		X
Site grading, drainage patterns, and other stormwater management measures	X	X
Stormwater drainage and retention/detention calculations	X	X
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume, and outfalls		X
Location of storm sewers and drains	X	X
Size of storm sewers and drains		X
Location of above and below ground gas, electric, and telephone lines, existing and proposed	X	X
Location of transformers and utility boxes		X
Assessments of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable		X
H. Additional Information Required for Multiple-Family Residential Development		
The number and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.)	X	X
Density calculations by type of residential unit (dwelling units per acre)	X	X
Garage and/or carport locations and details, if proposed		X
Mailbox clusters		X
Location, dimensions, floor plans, and elevations of common building(s) (e.g. recreation, laundry, etc.), if applicable		X
Swimming pool fencing detail, including height and type of fence, if applicable		X
Location and size of recreation and open space areas		X
Indication of type of recreation facilities proposed for recreation area		X
I. Additional Study (as required by the Zoning Administrator)		
Traffic Study	As required by Zoning Administrator	
Environmental Assessment	As required by Zoning Administrator	
Noise	As required by Zoning Administrator	
Additional Study as required by the Zoning Administrator	As required by Zoning Administrator	

NOTE: If any of the items listed above are not applicable, a list of each item considered not applicable and the reason(s) why each listed item is not considered applicable should be provided on the site plan.

In reviewing a **preliminary/final site plan**, the applicant should be aware that the Planning Commission (and City Council) shall review the site plan to ensure that it complies with all of the following criteria:

1. General.

- a. The proposed development shall be consistent with the general principles and objectives of the adopted City Master Plan, the subdivision ordinance, and all applicable building codes.
- b. All elements of the site plan shall be designed to take into account the site's topography, existing historical and architectural features, the size and type of lot, the character of adjoining property, and the traffic operations of adjacent streets. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

2. Building Design. The building design shall relate to the surrounding environment in regard to texture, scale, mass, proportion, and color. High standards of construction and quality materials will be incorporated into the new development.

3. Preservation of Significant Natural Features. Judicious effort shall be used to preserve the integrity of the land, existing topography, and natural features, in particular woodlands, MDEQ designed/regulated wetlands, and, to a lesser extent, wetlands which are not regulated by the MEDQ.

4. Landscaping. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property. Landscaping shall be provided and designed in accordance with the provisions of Section 98-793, Site development requirements.

5. Streets. All streets shall be developed in accordance with the City of Leslie Complete Street Ordinance.

6. Access, Driveways, and Circulation. Safe, convenient, uncongested, and well- defined vehicular and pedestrian circulation within and to the site shall be provided and shall meet the following criteria:

- a. Drives, streets, parking, and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points.
- b. All driveways shall meet the design and construction standards of the City.
- c. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets, particularly left turns into and from the site.
- d. For uses having frontage and/or access on a major traffic route, as defined in the City of Leslie Master Plan, the number design, and location of access driveways, and other provisions for vehicular circulation shall comply with the provisions of Chapter 75 Complete Streets in the Leslie Code of Ordinances.

7. Emergency Vehicle Access. All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the City fire and police departments.

8. Sidewalks, Pedestrian, and Bicycle Circulation.

- a. The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and sidewalks/pedestrian or bicycle

pathways in the area in accordance with City of Leslie Non-Motorized Pathways Plan.

- b. A pedestrian circulation system shall be separated from vehicular circulation systems.
 - c. In order to ensure public safety, special pedestrian measures, such as crosswalks and crossing signals, other such facilities may be required in the vicinity of primary and secondary schools, playgrounds, local shopping areas, fast food/service restaurants, and other high-traffic areas of pedestrians or bicycles.
9. **Barrier-Free Access.** The site has been designed to provide barrier-free parking and pedestrian circulation.
10. **Parking.** The number and dimensions of off-street parking spaces shall be sufficient to meet the maximum standards outlined in Article IIV, Off-Street Parking and Loading Regulations of Chapter 98, Sections 516-528. However, where warranted by overlapping or shared parking arrangements, the Zoning Board of Appeals may reduce the required number of parking spaces as permitted in Section 98-527, Reduction, modification, waiver.
11. **Loading and Storage.** All loading and unloading areas and outside storage areas shall be screened, as determined by the Planning Commission, in accordance with Chapter 98 Sections 546-550
12. **Soil Erosion Control.** The site shall have adequate lateral support so as to ensure that there will be no erosion of soil or other material. The final determination as to adequacy of, or need for, lateral support shall be made by the Ingham County Drain Commission.
13. **Utilities.** Public water and sewer facilities shall be available or shall be provided for by the developer as part of the site development, where such systems are available.
14. **Stormwater Management.**
 - a. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater which complements the natural drainage patterns and wetlands, prevent erosion and the formation of dust. Sharing of stormwater facilities with adjacent properties shall be encouraged. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.
 - b. Storm water detention, retention, transport, and drainage facilities shall be designed to conserve and enhance the natural storm water system on site, including the storage and filtering capacity of wetlands, watercourses, and water bodies, and/or the infiltration capability of the natural landscape. Storm water facilities shall not cause flooding or the potential for pollution of surface or groundwater, on-site or off-site. Storm water facilities shall conform to the requirements of the Ingham County Water Resource Commissioner. Deviations from the Ingham County Water Resource Commissioner standards may be permitted upon review and approval by the City Engineer.
15. **Noise.** The site has been designed, buildings so arranged, and activities/equipment programmed to minimize the emission of noise, particularly for sites adjacent to residential districts.
16. **Waste Receptacles.** Waste receptacles shall be provided as required in Chapter 66 Sections 81-84, Owner or Occupant Responsibilities of the Leslie Code of Ordinances.
17. **Signs.** The standards of Article IX of the Leslie Code of Ordinances must be met.
18. **Hazardous Materials or Waste.** For businesses utilizing, storing or handling hazardous material such as automobile service and automobile repair stations, automobile body repair

stations, dry cleaning plants, metal plating industries, and other industrial uses, documentation of compliance with state and federal requirements shall be provided.

19. **Other Agency Reviews.** The applicant has provided documentation of compliance with other appropriate agency review standards, including, but not limited to, the EGLE, MDOT, Ingham County Road Commission, Ingham County Health Department, and other Federal and State agencies, as applicable.

