

**APPLICATION FOR PLANNED UNIT DEVELOPMENT**

**CITY OF IONIA**

**Application for Planning Commission Public Hearing and Project Review**

1. Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (HOME) \_\_\_\_\_ (BUS.) \_\_\_\_\_  
Applicant's interest in property: \_\_\_\_\_
2. Owner Name (if different from above): \_\_\_\_\_
3. Request:  
 Rezoning                       Special Land Use                       Plat  
 Site Plan Review               PUD                                       Site Condominium  
 Other  
Project Description: \_\_\_\_\_
4. Address of Property: \_\_\_\_\_
5. Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_
7. Size of Parcel: \_\_\_\_\_
8. Applicant's Signature: \_\_\_\_\_ (DATE) \_\_\_\_\_
9. Property Owner's Signature: \_\_\_\_\_ (DATE) \_\_\_\_\_

**OFFICE USE ONLY**

Application #: \_\_\_\_\_ Date(s) Advertised: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fees Paid: \$370 \_\_\_\_\_ Date of Meeting: \_\_\_\_\_  
(COMM.) \_\_\_\_\_ (COUNCL) \_\_\_\_\_  
Action Taken by Commission: \_\_\_\_\_  
Action Taken by Council: \_\_\_\_\_  
\_\_\_\_\_

# CITY OF IONIA

## PLANNED UNIT DEVELOPMENT (PUD) REZONING OF PROPERTY

### I. Pre-application Conference

The applicant may present information to the Planning Commission before submitting a formal application.

### II. Items to be Submitted

A request to rezone property to PUD must be submitted to the City Zoning Administrator. The following material is required.

- \_\_\_ Application
- \_\_\_ Fee
- \_\_\_ 12 copies of a Preliminary Site Plan

The application fee covers the cost of advertising the rezoning, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. The escrow fee covers the cost of the services provided by professional consultants retained by the City to assist in analyzing the rezoning request.

### III. Meeting Dates

The City Council meets on the first Tuesday of each month at 7:00 P.M.

The City Planning Commission meets as necessary to review development proposals.

Both the Council and Planning Commission meet in the city council chambers at the City Hall.

### IV. Processing Period

A rezoning application usually takes about 60 to 90 days to process.

### V. Application Procedures

Whenever an application is filed to rezone property to PUD, the following steps are followed in processing the application.

- (1) An application for a rezoning is submitted to the City Zoning Administrator or their representative along with the required fee(s). The application must be signed by the owner(s) of the property for which the application has been submitted.
- (2) Twelve copies of a preliminary PUD site plan are also submitted. The site plan must be prepared according to the requirements of Section 5.135 of the City of Ionia Zoning Ordinance.
- (3) The Zoning Administrator in conjunction with the Chair of the Planning Commission determines a date for consideration of the project by the Planning Commission.
- (4) The Zoning Administrator forwards copies of the application and site plan to the Planning Commission, Fire Chief and Department of Public Works and may also send materials to the City Engineer and Planner.

- (5) Reports are sent to the Planning Commission for consideration.
- (6) The Planning Commission reviews the Preliminary PUD site plan for compliance with Zoning Ordinance requirements and makes recommendations to the applicant. Minutes of this meeting are forwarded to the City Council.
- (7) At this meeting, the Planning Commission may set a public hearing for consideration of the Final PUD Site Plan.
- (8) Notice of this public hearing is then published in a newspaper of local circulation and notices are sent to occupants and property owners within 300 feet of the boundaries of the property to be rezoned in the following manner:

- a. **Newspaper:** This notice, required by State of Michigan law, must be published not less than 15 days before the hearing in a paper of general circulation within the City.
- b. **Mailing Notice:** A notice must be mailed to all property owners and occupants of dwellings within 300 feet of the boundaries of the property to be rezoned. This mailing list is taken from the most recent City assessment roll. The owner of the property to be rezoned is also notified by mail of the hearing.

The notice is sent not less than 15 days before the public hearing date.

An affidavit of this mailing is made and kept in the City files. A notice is also sent to any utility or railroad that registers its name with the City for purposes of receiving such notice.

In cases where property within 300 feet of the site to be rezoned is within another municipality, the Zoning Administrator will obtain a list of those property owners and occupants in the adjoining municipality which are within 300 feet of the site to be rezoned and mail them a notice.

- (9) The applicant submits 12 copies of the Final PUD site plan to the Zoning Administrator. The Final PUD plan contains the information required by Section 5.135 and 11A.05(e) of the Zoning Ordinance and also incorporates the recommendations of the Planning Commission and City Staff.
- (10) Copies of the Final Plan are sent to the Fire Chief, Department of Public Works, Department of Public Utilities, and Planning Commission. Copies may also be sent to the City Engineer and Planner. These reports are sent to the Planning Commission.
- (11) The public hearing is held by the Planning Commission. The applicant and others in attendance are provided an opportunity to speak on the rezoning. Following the public hearing, the Planning Commission will vote to approve or deny the rezoning and Final Site Plan. **This vote is a recommendation to the City Council.**

The Planning Commission must find that the PUD request meets the standards of Section 11A.05(i) in order to approve the PUD. Conditions may be attached to the approval.

- (12) The applicant makes any necessary corrections to the Final PUD Site Plan and submits 12 copies to the City Clerk who submits the plan and other information to the City Council.
- (13) The recommendation of the City Planning Commission is considered by the Council at the next regular Council meeting along with the written record from the public hearing. **The Council makes the final decision on these requests and may vote to approve or deny the rezoning.**
- (14) The applicant is notified in writing of the final disposition of the rezoning.

- (15) If the rezoning request is approved, the ordinance or summary of the ordinance is published in a local newspaper within 15 days of adoption. The rezoning request is effective upon publication. Following a rezoning, the Zoning Administrator shall arrange to make the appropriate change to the Official Zoning Map.
- (16) Once final approval is given and the site plan contains all required corrections, the Zoning Administrator signs two copies of the plan, one for the City Building Inspector and one for the applicant. Following this step, the applicant may apply for a building permit.
- (17) An approved site plan must be under construction within one year of the date of final site plan approval or the site plan becomes invalid. A one year extension may be granted by the Planning Commission provided the applicant presents reasonable evidence that the development has had unforeseen difficulties but is now ready to proceed.