



# Planned Unit Development Application

Submit Applications to City Hall

Street Address: 114 North Kidd Street Ionia, MI 48846

Mailing Address: P.O. Box 496 Ionia, MI 48846

Ph: (616) 527-4170 Website: [www.ci.ionia.mi.us](http://www.ci.ionia.mi.us)

Date of Application: \_\_\_\_\_

Permit Fee: \$500\*

This application will require action by the Planning Commission and City Council consisting of a project site plan review and two Public Hearings. Applications must be submitted at least four weeks before the intended Planning Commission meeting.

## Applicant Information

Applicant's Name: \_\_\_\_\_ Interest in Property: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Name (If different from above): \_\_\_\_\_

## Project Information

1. Request (check all that apply):

Site Condominium       Special Land Use       Plat       PUD

Site Plan Review       Rezoning      Other: \_\_\_\_\_

2. Address of Property: \_\_\_\_\_

3. Parcel Number(s): \_\_\_\_\_

4. Legal Description: \_\_\_\_\_

\_\_\_\_\_

5. Project Description: \_\_\_\_\_

\_\_\_\_\_

6. Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

7. Size of Parcel: \_\_\_\_\_

(\*Fee includes \$250 for PUD Rezoning and \$250 for Site Plan Review.)

**Signatures**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Application #:** \_\_\_\_\_

\_\_\_\_ Fees Paid: \_\_\_\_\_

Date(s) Advertised: \_\_\_\_\_ (PC) \_\_\_\_\_ (Council)

Date of Meeting: \_\_\_\_\_ (PC) \_\_\_\_\_ (Council)

Action Taken: \_\_\_\_\_ (PC) \_\_\_\_\_ (Council)

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Procedures for 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
- \_\_\_ 4 Copies of a Preliminary Site Plan
- \_\_\_ 1 Electronic Copy of a Preliminary Site Plan
- \_\_\_ Planned Unit Development Checklist

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.

**III. Meeting Dates**

The City Planning Commission meets on the second Wednesday of each month at 4:30 P.M. The City Council meets on the first Tuesday of each month at 7:00 P.M. Both the Council and Planning Commission meet in the city council chambers at the City Hall.

**IV. Processing Period**

A PUD Rezoning application usually takes about 120 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 his/her 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) Four copies of a preliminary PUD site plan are also submitted. The site plan must be prepared according to the requirements of Section 1276.05 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 preliminary 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:

**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.

**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 that are within 300 feet of the site to be rezoned and mail them a notice.

- 9) The applicant submits 4 physical copies of the Final PUD site plan and 1 electronic copy to the Zoning Administrator. The Final PUD plan contains the information required by Section 1266.05 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 1266.05 (h) 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 4 physical copies and 1 electronic copy 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 and accompanying final site plan.**
- 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.

## Planned Unit Development Checklist

A site plan submitted for review by the City of Ionia Planning Commission must contain the following items unless the Commission determines such items are not needed on the plan. This list is taken from Section 5.139 of the City of Ionia Zoning Ordinance.

- 
- |  |   |
|--|---|
| <input type="checkbox"/> Scale (not more than 1" – 100 ft.).                                     | <input type="checkbox"/> Existing & proposed topographic elevations at two-foot intervals on the site & to a distance of 50 ft. outside the boundaries. |
| <input type="checkbox"/> A vicinity map.   | <input type="checkbox"/> Identify all slopes 20% or more.   |
| <input type="checkbox"/> Date site plan was prepared.  | <input type="checkbox"/> Direction of storm water drainage & how storm water runoff will be handled.  |
| <input type="checkbox"/> Name, address & seal of preparer.                                       | <input type="checkbox"/> Location of existing buildings.  |
| <input type="checkbox"/> North arrow.  | <input type="checkbox"/> Location of proposed buildings.  |
| <input type="checkbox"/> Legal description.  | <input type="checkbox"/> Intended use of proposed buildings.  |
| <input type="checkbox"/> Property lines and dimensions.  | <input type="checkbox"/> Length & width of proposed buildings.  |
| <input type="checkbox"/> Building setback distances.   | <input type="checkbox"/> Height of proposed buildings.  |
| <input type="checkbox"/> All structures, lot lines & wetlands within 100 feet of the site.       | <input type="checkbox"/> Square footage of proposed buildings.  |
| <input type="checkbox"/> Location of septic tanks and drain fields.                              | <input type="checkbox"/> First floor elevation of each building.  |
| <input type="checkbox"/> Location of utility easements.  | <input type="checkbox"/> Location of abutting streets.  |
| <input type="checkbox"/> Location of all sidewalks.  | <input type="checkbox"/> Location of rights-of -way.  |
| <input type="checkbox"/> Location of all bike paths or walkways.                                 | <input type="checkbox"/> Location of service drives. Location of curb cuts.   |
| <input type="checkbox"/> Location and size of any walls, fences or other screening provisions.   | <input type="checkbox"/> Location of access easements serving the site.   |
| <input type="checkbox"/> Location of all proposed landscape including size and type of planting. | <input type="checkbox"/> Location of driveways opposite the site.   |
| <input type="checkbox"/> Location of all proposed accessory structures.                          | <input type="checkbox"/> Location of driveways within 100 feet on either side of the site.  |
| <input type="checkbox"/> Location of all light poles or fixtures including type.                 |   |
| <input type="checkbox"/> Location of all flagpoles.  |   |

- \_\_\_ Driveway width, curb radii and deceleration lane.
- \_\_\_ Location and size of all water lines.
- \_\_\_ Location and size of sanitary sewer lines.
- \_\_\_ Location of all storage sheds.
- \_\_\_ Location of all transformers.
- \_\_\_ Location of all dumpsters or trash removal areas or devices. Dumpsters must be screened.
- \_\_\_ Location of all signs.
- \_\_\_ Location of all existing and proposed utility poles.
- \_\_\_ Location of proposed parking areas & access drives.
- \_\_\_ Number of parking spaces & aisles.
- \_\_\_ Dimensions of spaces & aisles.
- \_\_\_ Location of parking blocks, landscape, timbers, etc.
- \_\_\_ Location of loading areas.
- \_\_\_ Location of parking islands.
- \_\_\_ Location of handicapped spaces & access ramps.
- \_\_\_ Type of parking lot surface.
- \_\_\_ Location of curbs.
- \_\_\_ Location & type of significant existing vegetation.
- \_\_\_ Location & type of significant existing water courses.
- \_\_\_ Location & type of significant existing water bodies.
- \_\_\_ Location & type of significant existing county or city drains & manmade surface drainage ways.
- \_\_\_ Location of 100-year floodplains.
- \_\_\_ Location of existing wetlands.
- \_\_\_ Location and size of storm drainage lines.
- \_\_\_ Location of fire hydrants.
- \_\_\_ Location of catch basins.
- \_\_\_ Vegetation which is to be retained on the site must be illustrated.
- \_\_\_ Zoning on adjacent properties.
- \_\_\_ Location & specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials.