



APPLICATION FOR A PLANNED UNIT DEVELOPMENT

Planning Department, 400 Boardman, Traverse City, MI 49684 (231) 922-4778 Telefax (231) 922-4457

NOTE: BEFORE SUBMITTING AN APPLICATION, AN APPLICANT SHALL MEET WITH THE PLANNING DIRECTOR TO REVIEW THE PROPOSED PROJECT, THE TRAVERSE CITY CODE OF ORDINANCES AND THE CITY PLAN. Traverse City Code, Sec. 1362.02(a)

APPLICATION FEE:	\$2,160.00
CHECK NO. _____	DATE: _____
RECEIPT NO. _____	HEARING DATE: _____
	PARCEL NUMBER: _____

Property address: _____

Property description (legal description): _____

Description of request: _____

THE COMPLETED APPLICATION AND FOURTEEN (14)* COPIES OF THE SITE PLAN SHALL BE SUBMITTED TO THE PLANNING DEPARTMENT A MINIMUM OF TWENTY ONE DAYS PRIOR TO THE MEETING AT WHICH THE REQUEST WILL BE CONSIDERED FOR INTRODUCTION. THE SITE PLAN SHALL MEET ALL THE REQUIREMENTS OF TRAVERSE CITY CODE, CHAPTER 1366, *SITE PLANS AND SITE DEVELOPMENT STANDARDS*.

Names of all property owners: _____

Applicant's name: _____

Address: _____

Telephone: _____

The undersigned acknowledges that in the event that it is determined by the Planning Director or the Planning Commission pursuant to Sections 1322.01 or 1322.05 of the Zoning Ordinance that the Application Fee will not cover the actual costs of processing this Application, including, but not limited to, costs for per diem expenses of staff, staff review and preparation time, professional reviews, attorney fees and other related expenses, outside professional planners, engineers, surveyors, architects or landscape architects, the undersigned shall be responsible for such additional fees in an amount determined by the Planning Director or the Planning Commission as provided by the Zoning Ordinance

Signature of owner(s): _____

Signature of applicant (if different than owner): _____

Relationship of applicant to owner: _____

*Note: After the Planning Commission has acted upon the request, ten (10) additional copies of the site plan shall be submitted to the City Clerk.

Revised May 2019

PLANNED UNIT DEVELOPMENTS TRAVERSE CITY CODE - APPLICABLE SECTIONS

1362.01 STANDARDS FOR APPROVAL.

Approval will not be granted when the planned unit development is sought primarily to avoid the imposition of standards and requirements of existing zoning classifications. A planned unit development shall be approved if it is shown that the land use and development meet all of the following standards:

- (a) The Planned Unit Development (PUD) is intended to accommodate developments with mixed uses, having sites with unusual topography or unique settings within the community, or on land which exhibits difficult and costly development challenges.
- (b) The use is compatible with adjacent land use, the natural environment and the capacities of affected public services and facilities. The use is consistent with the public health, safety and welfare of City residents.
- (c) The area of development is at least three contiguous acres.
- (d) Any size area of development contiguous to an existing PUD may be added to that PUD under the major amendment provisions of this chapter.
- (e) The uses are consistent with the City Plan and all City ordinances.
- (f) Historic buildings that physically express the history of Traverse City will be preserved or restored and maintained unless it is shown that the building's condition prohibits preservation, restoration or renovation. New buildings and additions to existing buildings shall be compatible with historic buildings adjacent to them.
- (g) New developments shall be based on traditional forms in terms of placement, design and quality of materials, so that they share a common identity and express their common heritage with Traverse City.
- (h) The project emphasizes pedestrian circulation and access. The circulation system is composed of short blocks, narrow streets, sidewalks and alleys, where appropriate and practical. The vehicular and pedestrian circulation shall be well-defined and safe.
- (i) The outside storage of motor vehicles shall either occur on-street or behind or below buildings.
- (j) The natural landscape features will be preserved and integrated as an integral part of the overall design. Building placement and design represents thoughtful responses to the specific site features and the climate to create interesting and desirable outdoor spaces.
- (k) There shall be adequate public services and facilities to serve the development.
- (l) The site plan submitted with the PUD application satisfies all the standards for granting site plan approval.
- (m) If all or part of the land is in a Mixed Use PUD area as shown on the Zoning Map, then all requirements for that MX-PUD must be met.
- (n) The parcel, including any non-contiguous parcels, must be capable of being planned and developed as one integral land use unit.

1362.02 PROCEDURE FOR APPROVAL.

- (a) **Pre-application conference.** Before submitting an application, the applicant shall meet with the Planning Director to review the proposed project, the Traverse City Code of Ordinances, and the City Plan.
- (b) **Application.** A planned unit development application shall be submitted to the Planning Commission for review and recommendation and then to the City Commission for decision. The Planning Commission may hold a public hearing with such notice as it deems advisable.
- (c) **Public Hearing.** A public hearing before the City Commission shall be held on each planned unit development request properly filed under this Zoning Code. Notice of the public hearing shall be given not less than five nor more than fifteen days before the date of the public hearing. Notice shall be published in a newspaper of general circulation in Traverse City and shall be mailed or personally delivered to:
 - (1) The owners of the property for which approval is being considered;
 - (2) All persons to whom real property is assessed within 300 feet of the boundary of the property in question; and
 - (3) At least one occupant of each dwelling unit or area owned or leased by different persons within 300 feet of the boundary of the property in question. Where a single structure contains more than four dwelling units or other distinct owned or leased areas, notice may be given to the manager or owner of the structure to post the notice at the primary entrance to

the structure. Where the name of the occupant is not known, the term "occupant" may be used in making notification.

- (d) **Notice.** The notice of the public hearing shall contain:
- (1) A description of the nature of the planned unit development request;
 - (2) A description of the property which is the subject of the planned unit development;
 - (3) The time and place of the public hearing for consideration of the planned unit development request; and
 - (4) When and where written comments will be received concerning the request.
- (e) **Decision.** The application for planned unit development may be denied, approved or approved with conditions after conducting a public hearing with such notification as provided herein. The decision shall be in the form of an order which shall incorporate a statement of conclusions and shall specify the basis for the decision and any conditions imposed. Unless otherwise mutually agreed, an application for a PUD shall be decided by the City Commission within 45 days of the public hearing on the application, and if no such decision is rendered, the application shall be deemed approved. A decision of the City Commission shall be final. There shall be no appeal of the City Commission's decision to the Board of Zoning Appeals.
- (f) **Compliance.** After approval of a planned unit development, the land to which it pertains shall be developed and used in its entirety only as authorized and described in the order approving the planned unit development.

1362.03 PLANNED UNIT DEVELOPMENT APPLICATION.

- (a) **Required Information.** A Planned Unit Development application shall be submitted to the Planning Director. An application shall not be deemed accepted by or filed with the City until it is certified as complete by the Planning Director. The application must be signed by the applicant and by the owner or a person with the owner's written consent and must contain:
1. A land use permit application with a site plan;
 2. A boundary survey of the property prepared by a registered surveyor;
 3. A non-refundable application fee established by City Commission resolution.
- (b) **Additional Information.** Upon the request of the Planning Director within 35 days of accepting the application, the applicant shall provide such additional information and items pertinent to the development or use:
1. A description of the developer's intent and objectives (physical, social and environmental);
 2. The method of the proposed financing;
 3. A market and economic feasibility statement;
 4. A description of the proposed development staging and timing;
 5. A description of the impact of development on local streets, natural features, schools and utilities;
 6. Identification of any waste emissions and methods of handling smoke, dust, noise, odors, liquids, solids and vibrations;
 7. A facade drawing showing all sides of new building(s) in the proposed development. All exterior building materials shall be labeled on the drawing.
 8. Such other information and items pertinent to the development or use.
- (c) **Failure to Provide in a Timely Manner.** Failure of the applicant to provide such requested information in a timely manner may be grounds for denial of the application.