CITY OF WALLED LAKE Planned Unit Development Review Application

2014

CITY OF WALLED LAKE APPLICATION FOR PLANNED UNIT DEVELOPMENT REVIEW

NOTICE TO APPLICANT: Applications for Planned Unit Development Review by the Planning Commission and City Council must be submitted to the City *in substantially complete form*. The application must be accompanied by the data specified in the Zoning Ordinance and PUD Review Checklist (attached), including fully dimensioned site plans, plus the required review fees. Regular meetings of the Planning Commission are held on the second Tuesday of each month at 7:30 p.m. All meetings are held at the Walled Lake City Hall, 1499 E. West Maple Road, Walled Lake, Michigan 48390. Phone number (248) 624-4847.

TO BE COMPLETED BY APPLICANT:

I (we) the undersigned, do hereby respectfully request Planned Unit Development Review and provide the following information to assist in the review:

Applicant:	
Mailing Address:	
Telephone:	Fax:
Property Owner(s) (if different from Appl	licant):
Telephone:	Fax:
Applicant's Legal Interest in Property:	
Location of Property: Street Address:	
Nearest Cross Streets:	
Property Description:	
	lot numbers and subdivision name. If not part of a recorded plat etes and bounds description. Attach separate sheets if necessary.
Property Size: (Square Feet):	(Acres)

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Existing Zoning (please check):

- □ R-1A Single Family Residential District
- R-1BSingle Family Residential District
- RD
 Two Family Residential District
- RM-1
 Multiple Family Residential District
- □ RM-2 Multiple Family Residential District
- ☐ MH Mobile Home District
- □ C-1 Neighborhood Commercial District
- □ C-2 General Commercial District
- □ C-3 Central Business District
- \Box O-1 Office District
- \Box CS Community Service District
- □ I-1 Limited Industrial District
- □ P-1 Vehicular Parking District

Present Use of Property:

Proposed Use of Property:_____

Please Complete the Following Chart:

Type of Development	Number of Units	Gross Floor Area	Number of Employees on Largest Shift
Detached Single Family			N/A
Attached Residential			N/A
Office			
Commercial			
Industrial			
Other			

Professionals Who Prepared Plans:

A.	Name:
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Β.

Mailing Address:	
Telephone:	Fax:
Primary Design Responsibility:	
Name:	
Mailing Address:	
Telephone:	Fax:

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	Primary Design Responsibility:	
Ζ.	C. Name:	
	Mailing Address:	
	Telephone:	Fax:
	Primary Design Responsibility:	

ATTACH THE FOLLOWING:

- 1. The required number of individually folded copies of the plans, sealed by a registered architect, engineer, landscape architect or community planner, plus copies of other required documentation.
- 2. A written description of the proposed use with an explanation of how approval of the Planned Unit Development will produce exceptional benefits for the community.
- 3. Proof of property ownership.
- 4. Review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including but not limited to:

□ Road Commission for Oakland County	□ Michigan Department of Environmental Quality
□ Oakland County Health Division	□ Michigan Department of Natural Resources

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the proposal may be tabled due to lack of representation.

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

APPLICANT'S ENDORSEMENT:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission and/or City Council will not review my application unless all information required in this application and the Zoning Ordinance have 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	
Signature of Applicant	Date	
Signature of Property Owner Authorizing this Application	Date	
TO BE COMPLETED BY THE CITY		Case No.
Date Submitted:		Fee Paid:
Received By:		Date of Public Hearing:
DI ANNING COMMISSION ACTION		

Received By:		Date of Public Hearing
PLANNING COMMISSION	ACTION	
Approved:	Denied:	Date of Action
CITY COUNCIL ACTION		
Approved:	Denied:	Date of Action

CITY OF WALLED LAKE PLANNED UNIT DEVELOPMENT CHECKLIST

Each applicant is required to submit certain materials to the City. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete planned unit development application. *Failure to submit a complete application can result in delay or denial of the application*.

The site plan shall consist of an overall plan for the entire development, drawn to a scale of not less than 1" = 30' if the site is less than five acres, and 1" = 50' if the site is more than five acres. 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 operation; number of units; number of employees on largest shift; number of company vehicles; etc. Mark each of the boxes with one of the following: **P** - **Provided**, **NP** - **Not Provided**, **NA** - **Not Applicable**.

			Applicant	Staff	Planning Commission
•	Eli	gibility Criteria			
	1.	Recognizable benefits. The planned unit development will result in a recognizable and substantial benefit to the ultimate users of the project and to the community.			
	2.	Minimum size. The minimum size of a planned unit development shall be five (5) acres of contiguous land.			
	3.	Use of public services. The proposed type and density of use shall not result in an unreasonable increase in the use of public services, facilities and utilities, and shall not place an unreasonable burden upon the subject site, surrounding land, property owners and occupants, or the natural environment.			
	4.	Compatibility with Master Plan. The proposed development shall not have an adverse impact upon the Master Plan of the City, and shall be consistent with the intent and spirit of the Master Plan			
	5.	Economic impact. The proposed development shall not result in an unreasonable negative economic impact upon surrounding properties.			
	6.	Usable open space. The proposed development shall contain at lest as much usable open space as would otherwise be required by the existing underlying zoning.			
	7.	Unified control. The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project, or assuring completion of the project by appropriate dedication			

The applicant shall provide legal documentation of single

and contractual provisions, in conformity with the Ordinance.

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Planning Commission

ownership or control in the form of agreements, contract, covenants, and deed restrictions which indicate that the development can be completed as shown on the plans and further, that all portions of the development that are not to be maintained or operated at public expense will continue to be operated and maintained by the developers or their successors. These legal documents shall bind all development successors in title to any commitments made as a part of the documents. This provision shall not prohibit a transfer of ownership or control, provided notice of such transfer is given to the Building Department.

B. Preliminary Review Requirements

- 1. The name, address and telephone number of:
 - a. All persons with an ownership interest in the land on which the planned unit development project will be located together with a description of the nature of each entity's interest (for example, fee owner, optionee, leasee, or land contract vendee).
 - b. All engineers, attorney's, architects or registered land surveyors associated with the project.
 - c. The developer or proprietor of the planned unit development project
- 2. The legal description of the land on which the planned unit development project will be developed together with appropriate tax identification numbers.
- 3. The acreage area of the land on which the planned unit development project will be developed.

4. An overall conceptual land use plan for the planned unit development, drawn to scale. The overall plan shall graphically represent the development concept using maps and illustrations to indicate each type of use, approximate square footage or acreage allocated to each use, and approximate locations of each principal structure and use in the development. The overall plan shall indicate types of residential use; office, commercial, industrial, and other non-residential uses; each type of open space; community facility and public areas; and other proposed land uses. The overall land use plan shall also include the following phase.

- a. A general location map
- b. Approximate locations and setbacks of each structure and use in the development.
- c. Typical layouts and façade design for each type of use or building. Detailed information, including floor plans, façade elevations, and other information normally required for site plan review, shall be provided for buildings which are proposed for construction in the first phase.
- d. The building footprint of proposed buildings. In the case of single family detached development, the plan should indicate the setbacks and outline of the area within which a house could be constructed on each lot.
- e. The vehicular circulation system planned for the proposed development, including a designation of each street as to whether it is proposed to be private or dedicated to the public.
- f. The location of existing private and public streets adjacent to the proposed development with an indication of how they will connect with the proposed circulation system for the new development.
- g. The approximate layout of parking areas, open space, and recreation/park areas.
- h. Proposed landscape screening along the perimeter and within the site, including greenbelts, berms and screening walls.

Applicant	Staff	Planning Commission

		Applicant	Staff	Planning Commission
5.	The maximum number of non-residential and residential units to be developed on the subject parcel."			
6.	An environmental analysis of the land, including a topographic survey, hydrology study, analysis of soil conditions, and analysis of other significant environmental features.			
7	Specific locations and dimensions of wetland areas and significant site features such as tree stands, unusual slopes, streams and water drainage areas.			
8.	A map showing existing zoning designations for the subject property and all land within one quarter mile.			
9.	A map and written explanation of the relationship of the proposed planned unit development to the City's Master Plan and Future Land Use Map.			
10.	Maps and written analysis of the significant natural, cultural, and geographic features of and near the site. Features which shall be considered include existing vegetation, topography, water courses, wildlife habitats, streets and rights-of-way, easements, structures, an soils.			
11.	An analysis of the traffic impact of the proposed planned unit development on existing and proposed streets.			
12.	An analysis of the fiscal impact of the proposed planned unit development on the City of Walled Lake and the Walled Lake School District.			
13.	Documentation that the applicant has sufficient development experience to complete the proposed project in its entirety.			
14.	Information concerning the storm water and drainage system, sanitary sewer, water service, and other utility systems.			
15.	Location of sidewalks along roads and elsewhere within the development.			
16.	A specific schedule for completing the planned unit development, including the phasing or timing of all proposed improvements.			
	If final site plan approval is being sought, then the information required in Section 21.28 for site plan review shall be submitted.			

C. Application Form

The application form shall contain the following information

	1.	Applicant's name and address.		
	2.	Name and address of property owner, if different from applicant.		
	3.	Common description of property and complete legal description.		
	4.	Dimensions of land and total acreage.		
	5.	Existing zoning and zoning of all adjacent properties.		
	6.	Proposed use of land and name of proposed development, if applicable.		
	7.	Proposed buildings to be constructed.		
	8.	Name and address of firm or individual who prepared site plan.		
	9.	Proof of property ownership.		
D.	Sit	e Plan Descriptive and Identification Data		
	dev pro or 1 The	e plans shall consist of an overall plan for the entire velopment, drawn to a scale of not less than 1 inch = 30 feet for perty less than 5 acres, or 1 inch = 50 feet for property 5 acres more in size. Sheet size shall be at least 24 inches by 36 inches. e following descriptive and identification information shall be luded on all site plans:		
	1.	Applicant's name, address, telephone number.		
	2.	Title block.		
	3.	Scale.		
	4.	Northpoint.		
	5.	Dates of submission and revisions (month, day, year).		
	6.	Location map drawn to a scale with northpoint.		
	7.	Legal and common description of property.		

8.	Written description of proposed land use.		
9.	Zoning classification of petitioner's parcel and all abutting parcels.		
10.	Proximity to section corner and major thoroughfares.		
11.	The seal of one of the following professionals registered in the State of Michigan: Registered Architect, Registered Civil Engineer, Registered Landscape Architect, or Registered Professional Community Planner. The architectural plan of the buildings shall be prepared by and bear the seal of a Registered Architect.		
12.	Boundary dimension of the property. The boundaries of the site shall be clearly differentiated from other contiguous property.		
13.	Notation of any variances which have been or must be secured.		
14.	The performance guarantees to be provided including the amounts, types, and terms.		
15.	The area of the site in square feet and acres excluding all existing and proposed public right-of-way; and the total area of all building, pavement and other impervious surface.		
16.	The dimensions of all lots and property lines, showing the relationship of the subject property to abutting properties and all required minimum setbacks from the existing or proposed right-or-way and from adjacent properties.		
17.	Information and statement of how applicant proposes to comply with State, Local and Federal laws, as applicable to site or use.		
18.	Information and special data which may be critical to the adequate review of the proposed use and its impacts on the site or City. Such data requirements may include traffic studies, market analysis, environmental assessments (including inventory and impact data on flora, fauna, natural resources, hazardous materials, erosion control and pollution), demands on public facilities and services and estimates of potential costs to the City due to failures (as a basis for performance guarantees).		
Site	e Data		
1.	Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site.		

2. On parcels of more than (1) acre, topography on the site and

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	within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark.		
3.	Proposed lot lines, lot dimensions, property lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.		
4.	Dimensions and centerlines of existing and proposed roads and road rights-of-way.		
5.	Acceleration, deceleration, and passing lanes, where required.		
6.	Proposed location of access drives and on-site driveways.		
7.	Location of existing drainage courses, flood plains, lakes and streams, with elevations.		
8.	Location and dimensions of existing and proposed interior sidewalks and sidewalks in the right-of-way, in accordance with Section 21.36.		
9.	Exterior lighting locations and method of shielding lights from shining off the site.		
10.	Trash receptacle locations(s) and method of screening, in accordance with Section 21.39.		
11.	Transformer pad location and method of screening, if applicable.		
12.	Front, side, and rear yard dimensions.		
13.	Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.		
14.	Information needed to calculate required parking in accordance with zoning ordinance standards.		
15.	The location of lawns and landscaped areas.		
16.	Detailed landscape plan in accordance with the requirements of Section 21.35 indicating location, types and sizes of materials. A landscaping and property maintenance plan and schedule for pruning, mowing, watering, fertilizing, and replacement of dead and diseased materials. Cross section of any berms shall be provided.		
17.	Location, sizes, and types of existing trees five (5) inches or		

17. Location, sizes, and types of existing trees five (5) inches or greater in diameter, measured at one (1) foot off the ground, before and after proposed development..

- 18. All existing and proposed easements.
- 19. Designation of fire lanes.
- 20. Loading/unloading area.
- 21. All proposed screen and free standing architectural walls, including typical cross-section and the height above ground on both sides.
- 22. The location of any outdoor storage of material(s) and the manner in which it shall be screened or covered.
- 23. Location and description of all easements for public right-ofway, utilities, access, shared access, and drainage.
- 24. A three (3) foot wide hard surfaced splash area shall be installed in the road right-of-way along the curb edge, plus along both sides of any driveway approach, pursuant to the design and installation standards maintained by the City and in accordance with Section 21.35(d).

F. Building and Structure Details.

- 1. Location, height, and outside dimensions of all proposed buildings or structures.
- 2. Indication of number of stories and number of commercial or office units contained therein.
- 3. Typical building floor plans.
- 4. Total floor area.
- 5. Location, size, height, and lighting of all proposed signs.
- 6. Obscuring walls or berm locations with cross-sections where required.
- 7. Building façade elevations drawn to a scale of one (1) inch equals four (4) feet, or to another scale approved by the Inspector and adequate to determine compliance with the requirements of this Ordinance. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, and any other outdoor or roof-located mechanical equipment, such as air conditioning, heating units and transformers that will be visible from the exterior.

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Iss	ues.		
1.	Location of sanitary sewers and septic systems, existing and proposed.		
2.	Location and size of water mains, well sites, and water service leads, existing and proposed.		
3.	Location of hydrants, existing and proposed, with reasonable access thereto for use by public safety and fire fighting personnel.		
4.	Location of storm sewers and storm sewer facilities existing and proposed, including storm water retention/detention facilities.		
5.	Indication of site grading, drainage patterns, and other storm water control measures.		
6.	Storm water drainage and retention calculations.		
7.	Location of gas, electric, and telephone lines, above and below ground.		
8.	Types of soils and location of flood plains and wetland, if applicable.		
9.	Assessment of potential impacts from the use, processing, or movement hazardous materials or chemicals, if applicable.		
10.	Soil erosion and sedimentation control measures.		
11.	Existing ground elevations on the site of appropriate intervals to show drainage patterns, including existing ground elevations of adjacent land within 100 feet of the subject property and existing building, drive and/or parking lot elevations or any adjacent unusual surface conditions.		
12.	Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.		
13.	Curbs and gutters, in accordance with Section 21.44.		
Inf De	formation Applicable to Multiple-Family Residential velopment		
1.	The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.).		
2.	Density calculations by type of residential unit (dwelling units per acre).		
3.	Floor plans of typical buildings with square feet of floor area.		

G. Information Concerning Utilities, Drainage, and Related

4.	Building elevations of typical buildings.			
5.	Garage and/or carport locations and details, if proposed.			
6.	Dedicated road or service drive locations.			
7.	Community building location, dimensions, floor plans, and elevations, if applicable.			
8.	Swimming pool fencing detail, including height and type of fence, if applicable.			
9.	Location and size of recreation and open space areas.			
10.	Indication of type of recreation facilities proposed for recreation area.			
Ge	General Notes.			
1.	If any of the items listed above are not applicable, the following information should be provided on the site plan:			
	a. A list of each item considered not applicable.			
	b. The reason(s) why each listed item is not considered applicable.			
2.	Other data may be required if deemed necessary by the City or			

Planning Commission to determine compliance with the provisions of this Ordinance.

J. Non-Applicable Items

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If any of the items are not applicable to a particular site, the site plan shall provide a list of each item considered not applicable, and the reason why each listed item is not considered applicable.