



215 WEST MAIN STREET  
 NORTHVILLE, MI 48167  
 248-449-9902

## PLANNED UNIT DEVELOPMENT (PUD) REQUEST FOR ELIGIBILITY

Refer to Article 20 Planned Unit Development in the City of Northville Zoning Ordinance. The Zoning Ordinance is available on the City’s website [www.ci.northville.mi.us](http://www.ci.northville.mi.us)

### **PUD ELIGIBILITY SUBMISSION REQUIREMENTS**

#### **Step 1: Apply for Pre-Application Conference**

Before applicants apply to the Planning Commission to request PUD Eligibility, the applicant must submit the *pre-application conference application* and attend a pre-application conference per Section 20.05(1). The application is available on the City’s website [www.ci.northville.mi.us](http://www.ci.northville.mi.us).

#### **Step 2: After the Pre-Application Conference (Check one)**

#### **Apply for PUD Eligibility:**

- Complete the PUD request for Eligibility application, including preliminary sketch plans and other written documentation. Application must include:
  - 1) written response to each PUD Eligibility Criteria, as listed in Sections 20.05(2)(a) of the zoning ordinance, and 2) proof of ownership of property concerned, consisting of title insurance, or purchase agreement. Must have names of principle owners involved in any corporation, partnership, etc.
- Assemble and submit 15 sets of the Application and all backup documentation into 15 identical packets. The application goes on top and backup documents are folded to the same size as the application and attached to the back of the application. No binders, folders, etc. **Also email a PDF file that exactly matches your paper submission to [msmith@ci.northville.mi.us](mailto:msmith@ci.northville.mi.us) by the submission deadline. NO THUMB OR FLASH DRIVES accepted.**
- Submit to the building department no later than 4:00 PM the day of the submission deadline as posted on the city’s website [www.ci.northville.mi.us](http://www.ci.northville.mi.us) and at the building department, as deadlines may be moved to accommodate holidays and the newspaper submission schedule.
- Fees are due when the application is submitted- see the Development Review Fee Schedule. The applicant is responsible and invoiced for additional fees incurred beyond the base fee, as billed to the City of Northville by its planning consultant.
- Planning Commission meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7:00 PM at City Hall.
- The City’s Planning Consultant Reviews the submission and determines if the request is complete and ready for Planning Commission consideration.
- The applicant or a representative should be present at the Planning Commission meeting to answer questions.

#### **Apply for combined PUD Eligibility AND preliminary Site Plan Approval**

- Submit the PUD Eligibility Application as outlined above, **AND**
- Submitted the separate Site Plan Application, with the required information, concurrently with this application. See the Site Plan Application for information requirements.

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*Point of Contact for this Project/Application to Receive City Department Internal Reviews and Planning Consultant Review** "Point of Contact" information must be approved in order to receive City Department Internal Reviews prior to the Planning Commission Meeting. Only ONE Point of Contact shall be designated. This person is responsible for forwarding the Internal Reviews to other interested parties. **The Internal Reviews will be sent via EMAIL.**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PROJECT LOCATION**

Property Address: \_\_\_\_\_

Cross Streets: \_\_\_\_\_ and \_\_\_\_\_

Lot No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Located in the Historic District:  Yes\*  No

(\* Projects in the Historic District will also Require Historic District Commission review and Approval)

Date of Pre-Application Conference attended for this project: \_\_\_\_\_

**Applying for and attending the Pre-Application Is required by ordinance**

**BRIEF DESCRIPTOIN OF PROPOSED DEVELOPMENT** This may be submitted as a separate document

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUD ELIGIBILITY CRITERIA-SECTION 20.05(2)**

The PUD Eligibility Criteria is outlined in Section 20.05(2)(a) in the zoning ordinance. The applicant must address each criteria in writing as part of the submission packet. The suggested method is to begin with the first criteria, and provide a response as to how the project meets this criteria. Repeat until all the criteria listed in this section have a response.

**RESPONSES TO THE PUD ELIGIBILITY CRITERIA MUST BE PROVIDED AS A SEPARATE DOCUMENT CREATED BY THE APPLICANT AND INCLUDED IN EACH PACKET**

**APPLICATION CHECK LIST**

- Application completed in its entirety and signed. Unsigned applications will not be accepted.
- Sketches, Plans, etc. hard copy
- Response to all of the PUD Eligibility Criteria in Section 20.05(2)(a) in the Zoning Ordinance
- Additional written documentation explaining the proposed project
- Proof of ownership (required)
- All of the above assembled into 15 identical packets- no folders, binders, etc.  
(App on top and supporting documents attached)
- PDF file that exactly matches the paper submission emailed to [msmith@ci.northville.mi.us](mailto:msmith@ci.northville.mi.us).  
**NO THUMB DRIVES OR FLASH DRIVES accepted**
- Fee – must be paid when application is filed. – Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.

*I hereby certify that the owner of record authorizes the proposed work and that the owner has authorized me to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant.*

**This section must be completed and signed or application will not be accepted.**

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PRINT name of applicant Signature

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Applicant full legal name (individual or company) Email address (follow up communication is via email)

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Applicant’s Complete Address

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Relationship to owner Phone Number

**CITY USE ONLY**

Date Received: \_\_\_\_\_

Forwarded to Planning Consultant on: \_\_\_\_\_

Internal Reviews circulated on: \_\_\_\_\_ Emailed to Applicant on: \_\_\_\_\_