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Office of  
Planning & Zoning

## APPLICATION FOR PLANNED UNIT DEVELOPMENT (PUD) AND MAJOR AMENDMENT

(As Amended 1/01/2021)

### *Section 1. Applicant Information*

Applicant/Authorized Agent's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Nature of Applicant's Relationship to Property: \_\_\_\_\_

#### Applicant/Authorized Agent's Signature

I hereby depose and say, under the penalties of perjury, that all the statements and/or information contained herein or submitted with this application are true.

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



Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

#### Owner's Signature (application cannot be processed without owner's signature)

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

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



Designer's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

### *Section 2. Property Information*

Property Identification Numbers (PIN), list all parcels affected: \_\_\_\_\_

Legal Description and if any new property divisions are proposed (may be attached): \_\_\_\_\_

Address of subject parcel \_\_\_\_\_

Existing Use(s) \_\_\_\_\_

Zoning District \_\_\_\_\_ Area of Property \_\_\_\_\_  Acres \_\_\_\_\_  Sq. feet

For properties of less than one acre, use square feet.



### *Section 4. Site Plan Check List*

Attach to this application ten (10) copies of the proposed PUD Concept Plan . Use this section to check that your site plan includes all required elements. At a minimum, the site plan shall include:

- A dated Site plan, showing north arrow, professionally prepared by a licensed engineer, architect or landscape architect, sealed and drawn to an engineer's scale of not less than one (1) inch = 50 feet for property less than three (3) acres, or one (1) inch = 100 feet for property three (3) acres or more in size.
- Property parcel number(s) (from the Assessment Roll of the Village).
- Location sketch showing site, topography of the site and its relationship to adjoining land and adjacent streets. Show existing and proposed contours at not more than two (2) foot intervals and show all properties with 200 feet of the property line and zoning of adjacent properties.
- Existing buildings, structures, paved surfaces, installed landscaping and other significant physical infrastructure.
- Dimensions of required setbacks.
- Conceptual layout and type of uses proposed within the PUD, including proposed principal and accessory structures, driveways, streets, parking lots, landscaped areas and other physical infrastructure, as applicable.
- Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use.
- Layout and typical dimensions of proposed parcels and lots.
- Exterior elevations of major buildings or "typical" buildings in multiple building projects. Indicate exterior finish materials.
- Percentage of land covered by buildings and percentage reserved for open space.
- Dwelling unit density, where pertinent.
- Location, width and purpose of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
- Curb-cuts, driving lanes, parking and loading areas. For mixed-use, commercial, institutional or industrial developments, provide your parking detail and calculations.
- Nature features such as wooded areas, surface water features, high risk erosion areas, slopes over 18%, beach, sand dunes, drainage ways, and other significant site features.
- Location and proposed method and type of drainage, sanitary sewers, storm sewers, watermain or wells, and all underground or overhead utility lines, including utility and stormwater concept plans.
- Location and nature of fences, landscaping and screening.
- Proposed earth changes.

- Signs and on-site illumination. Provide lighting detail and include elevations of proposed signs.
- Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Planner or the Planning Commission.
- The site plan shall include a written landscape plan prepared in accord with Section 11 of the Zoning Ordinance.
- For projects proposed to be developed in phases, the PUD Concept Plan for the entire site shall be submitted. A map showing boundaries of individual phases shall be submitted, along with a proposed timeline for the development of each phase.
- A table of modification detailing all modifications from the use, density, area, height and placement requirements of the zoning district identified in the concept plan narrative. The table shall also detail all modifications from off-street parking regulations, general provisions, or subdivision regulations that would otherwise be applicable to the uses and development proposed in the absence of the proposed PUD. This table shall clearly identify the allowed regulation in comparison to the requested modification.

## *Section 5. Additional Information*

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
<b><i>A. Sanitary Sewer Service</i></b>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications.			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>B. Water Service</i></b>			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community water supply be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications.			
<b><i>C. Public utility easements required?</i></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, show on plan.			
<b><i>D. Site Drainage</i></b>			
1. County drain usage approved by County Drain Commissioner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?			
Note: Alternate measures must be designed and sealed by a registered Engineer.			
<b><i>E. Roads and Circulation</i></b>			
1. Are interior public streets proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has Village and MDOT approved (attach letter)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will public streets connect to adjoining properties or future streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are private roads or interior drives proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will private drives connect to adjoining properties service roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the Village or MDOT approved curb cuts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, attach approved permit.			

## *Section 6. Planned Unit Development Review Standards*

Indicate how your proposed Planned Unit Development will meet each of the following conditions and standards as outlined in Sections 8-1, 8-2, and 8-9 of the Village of Suttons Bay Zoning Ordinance. Note the Planning Commission must review each Planned Unit Development in light of these standards and conditions and any specific review standards provided in Section 14 of the Zoning Ordinance. Your responses to the following items will help the Planning Commission to reach a decision. Attach additional sheets, if necessary.

**A PUD shall only be approved if it complies with each of the following standards and conditions:**

1. Unified Control. The planned unit development shall be under the control of one owner or group of owners and shall be capable of being planned and developed as an integral unit.

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2. Recognizable Benefit. The applicant shall demonstrate that the PUD provides at least four (4) of the following site design elements, which could not be attained through a project designed under conventional zoning:

- A. Mixed-use development with residential, and non-residential uses or a variety of housing types.
- B. Pedestrian/transit-oriented design with buildings oriented to the sidewalk and parking to the side or rear of the site.
- C. High quality architectural design beyond the site plan requirements of this article.
- D. Extensive landscaping beyond the site plan requirements of this ordinance.
- E. Preservation, enhancement or restoration of natural resources (trees, slopes, wetland areas, views of the bay, etc.).
- F. Preservation or restoration of significant or historic resources.
- G. Provision of open space, public plazas, or similar features.
- H. Efficient consolidation of poorly dimensioned parcels or property with difficult site conditions (e.g. topography, shape etc.).
- I. Effective transition between higher and lower density uses, and/or between non-residential and residential uses; or allowing incompatible adjacent land uses to be developed in a manner that is not possible using a conventional approach.
- J. Shared vehicular and pedestrian access between properties or uses.
- K. Mitigation to offset impacts on public facilities (such as street improvements).
- L. Significant use of sustainable building and site design features such as: water use reduction, water efficient landscaping, innovative wastewater technologies, low impact stormwater management, optimize energy performance, on-site renewable energy, passive solar heating, reuse/recycled/renewable materials, indoor air quality or other elements identified as sustainable by established groups such as the US Green Building Council (LEED) or ANSI National Green Building Standards.

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3. Compatibility with Adjacent Uses. The proposed location of uses or structures that are of a significantly different scale or character than the abutting residential districts, such as access drives, parking areas, waste receptacles, swimming pools, tennis courts and facilities of a similar nature, shall not be located near the perimeter of the PUD or so as to negatively impact the residential use of adjacent lands.

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4. Public Utilities. All uses within the PUD shall be within the capacity of public water and sewer systems or will upgrade systems to necessary municipal standards. Private community-wide wastewater systems may be allowed if permitted by the Leelanau County Health Department and the Village.

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5. Be in accordance with the general objectives, intent and proposed of the zoning ordinance.  

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6. Be in accordance with goals and objectives of the Master Plan.  

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7. Be designed, constructed, operated, and maintained in a manner harmonious with the existing or intended character of adjacent property, the surrounding uses of land, the natural environment, and the capacity of public services and facilities affected by the development.  

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8. Not negatively affect the character of the surrounding area.  

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9. Not be hazardous to adjacent property or involve uses, activities, materials, or equipment that will be detrimental to the health, safety, or welfare of persons or property through the excessive production of traffic, noise, smoke, fumes, or glare.  

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10. Not place demands on public services and facilities in excess of current or anticipated future capacity.  

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11. Complies with the intent and purpose as set forth in Section 8-1 of the Suttons Bay Zoning Ordinance as follows:
  - A. Intent. The intent of this article is to offer an alternative to conventional development by permitting flexibility in the regulations for development by authorizing planned unit development districts (PUD). The standards in this article are intended to promote and encourage development on parcels of land that are suitable in size, location and character for the uses proposed while ensuring compatibility with adjacent land uses.
  - B. Purpose. The PUD rezoning process is provided as a design option to allow for one (1) or more of the following
    - a. Encourage innovation in land development in terms of variety, design, layout and type of structures constructed.
    - b. Promote the efficient use of land to facilitate a more economic arrangement of buildings, circulation systems, land use and utilities.
    - c. Encourage the adaptive re-use of significant or history buildings.
    - d. Provide the opportunity to mix compatible uses of resident types.
    - e. Preserve and protect significant natural features, open space and cultural/historic resources.
    - f. Ensure that new development is consistent with the character of the community.
    - g. Promote efficient provision of public services and utilities.
    - h. Minimize adverse traffic impacts and accommodate safe and efficient pedestrian access and circulation.
    - i. Encourage development of convenient recreational facilities.
    - j. Encourage the use and improvement of land where site conditions make development under conventional zoning difficult or less desirable.
  - C. Design Flexibility. The PUD process and standards provide for flexibility in design and permit variation of the specific bulk, area, and in some situations, the density requirements of the Zoning Ordinance based on the PUD plan, subject to the approval of the PUD by the Village Council in accordance with the requirements set forth in this article. A PUD shall not be sought primarily to avoid the standards and requirements of other zoning districts.

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12. Complies with the general and specific standards of this ordinance, the respective area, and general provisions of this ordinance.

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*Approval. An application may be approved, or denied, or approved with conditions*