

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 •

586-992-0710 Ext. 7103

www.macomb-mi.gov



APPLICATION PACKET FOR:

Planned Unit Development Concept Review

APPLICANTS TAKE NOTE OF THE FOLLOWING:

All applications must contain each and every page from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be reviewed by the Planning Department.

Please use only the forms provided with this application.
No other forms, however similar, will be accepted.

If you would like to meet with staff before submitting any application we are more than happy to accommodate such a meeting. In fact, we encourage it! Please call or email us to schedule a meeting.

PLANNED UNIT DEVELOPMENT CONCEPT REVIEW APPLICATION

CHECKLIST OF REQUIRED DOCUMENTS

This application must be accompanied by all items listed in the checklist below. This application shall be completed and submitted with proper payment (as indicated in the application) in an envelope stating “Attention: Planning Department,” the project name, and type of project on the outside of the envelope and placed in the night drop off box at the back of the building at Macomb Township Town Hall at 54111 Broughton Road, Macomb Township, MI 48042 (alternatively the package can be dropped off with the Planning Department at Town Hall, or mailed to this address). No plans or supplemental information is required with the submittal of the check, just the application. In addition to this hard copy submittal, **A PDF OF THE APPLICATION, A COPY OF THE CHECK, AND ANY/ALL PLANS AND SUPPLEMENTAL INFORMATION MUST BE EMAILED TO PlanDropbox@macomb-mi.gov**. Once the package is received and we have verified confirmation of payment, the submittal will be reviewed. If additional information is required, Planning Department staff will contact you via email or phone with additional instructions.

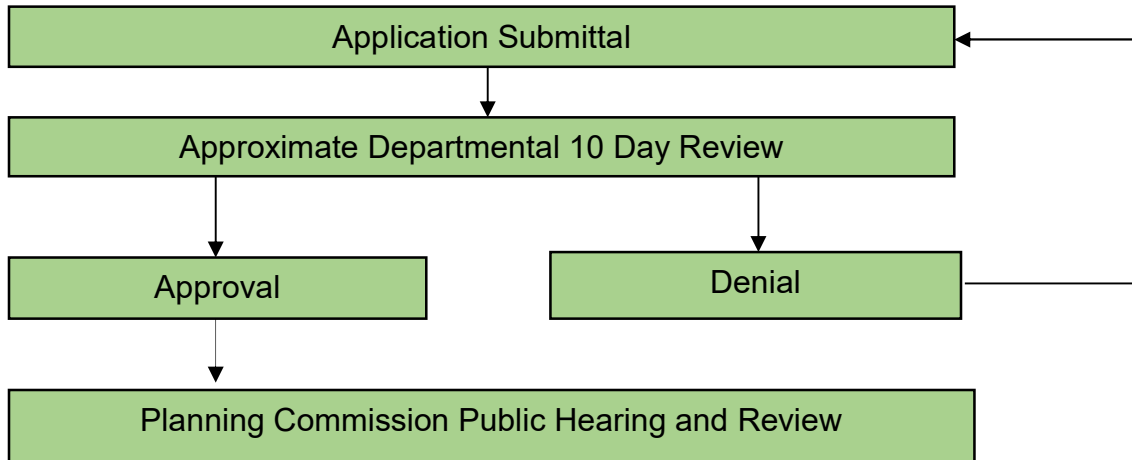
- A completed application**, we will not accept incomplete applications or missing pages;
- Payment** – Please make your (non-refundable) check payable to “**Macomb Township Treasurer**”. Payment for Planned Unit Development Concept Review is \$1,100.00 plus \$20.00 for each additional acre over 2 acres and **must** be provided per the instructions above. Failure to do so will delay the review process;
- Letter**, describing in detail the purposed use of the property;
- Site Plan(s)**;
- Floor Plan(s)**; if applicable;
- Elevation Drawing(s)**; if applicable;
- Landscape and Lighting Plan(s)**; if applicable
- Copy of **proof of interest** in the property (i.e. deed, land contract, lease, purchase option, etc.).

PLANNED UNIT DEVELOPMENT CONCEPT REVIEW APPLICATION

OVERVIEW

What is a Planned Unit Development? A Planned Unit Development application is for a project that has flexibility in development. They can include residential, commercial units, recreation and industrial parks all within one contained development.

What are the procedures for a Planned Unit Development? Upon receipt of a complete application for the planned unit development, the Planning Department will send copies of the application to the appropriate department heads for review and recommendation. These departments will be given approximately ten (10) days for review. Results of the review shall be communicated to the applicant. The Planning Commission will hold a public hearing, at which your presence is **mandatory**, review the request. The Planning Commission will not decide with regard to this project.



PLANNED UNIT DEVELOPMENT CONCEPT REVIEW APPLICATION
APPLICATION

Permanent Parcel Number: 08 - _____ - _____ - _____ .

Project Name _____
(if applicable)

Applicant's Name _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

Applicant's Signature _____

Representative Name _____ Phone _____
(if different from applicant)

Address _____

City _____ State _____ Zip Code _____

Email Address _____

Location of Property _____
(for example: the north side of 23 Mile Road and ¼ mile east of Romeo Plank Road)

Property Frontage (in feet) _____ Feet _____ Depth _____

Present Zoning Classification _____

Existing Land Use _____

Legal Owner of Property _____ Phone _____
(Print Owner's Name)

Address _____ Email _____

City _____ State _____ Zip Code _____

SITE PLAN REVIEW APPLICATION

VERIFICATION OF RECORDED LEGAL PROPERTY

PROJECT NAME _____

PERMANENT PARCEL NO. 08 - _ _ - _ _ - _ _ - _ _

PUBLIC ROAD(S) FRONTAGE _____

ADDRESS OF PARCEL (if available) _____

OWNERS NAME _____

ADDRESS OF OWNER _____

LEGAL DESCRIPTION

**(Please print or type the description here or attach hereto.
Please indicate if the description is attached)**