

# MACOMB TOWNSHIP

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54111 Broughton Road • Macomb, MI 48042 •

586-992-0710 Ext. 7103

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[www.macomb-mi.gov](http://www.macomb-mi.gov)



**APPLICATION PACKET FOR:**

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## **Planned Unit Development General Design Plan**

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**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 GENERAL DESIGN PLAN 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 shall be provided 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](mailto: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.

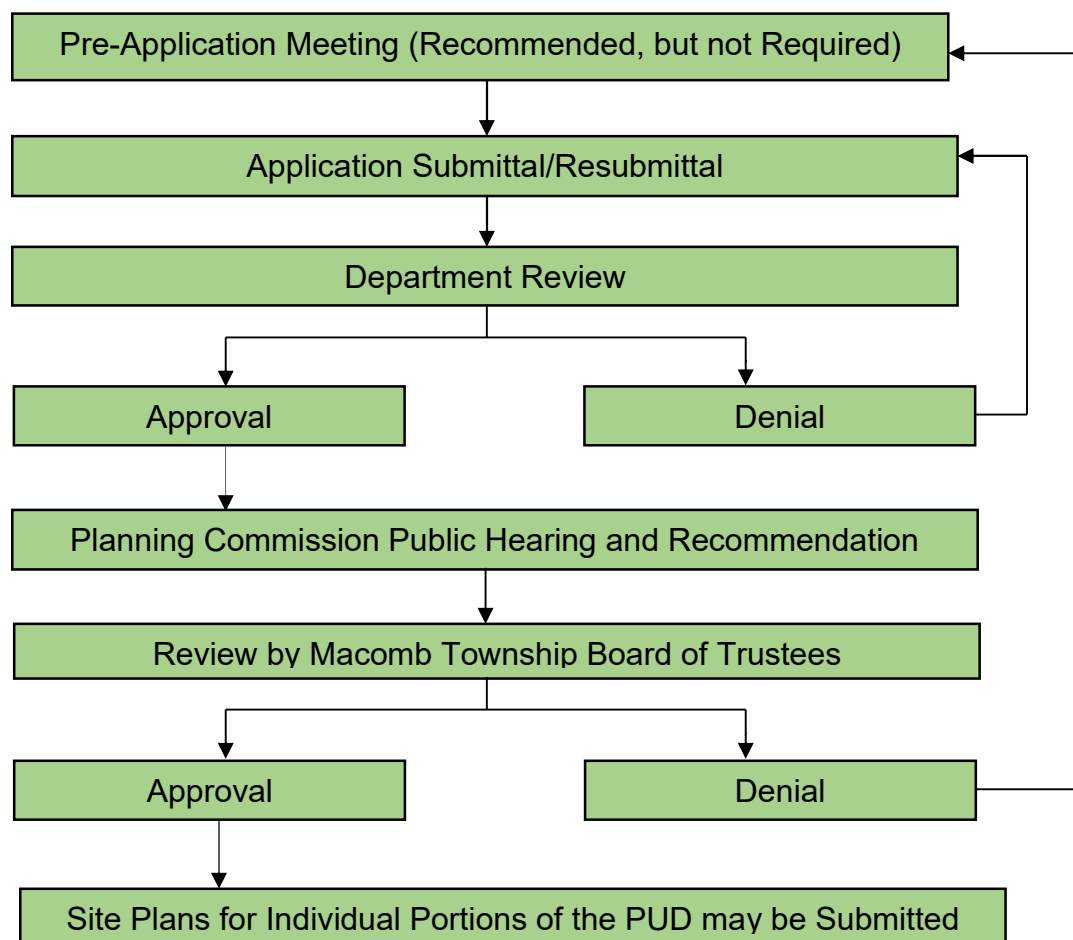
- A completed application**, we will not accept incomplete applications or missing pages;
- Payment** – Please make your (non-refundable) check payable to “**Macomb Township Treasurer**”. Payment for Planned Unit Development General Design Plan Review is \$2,150.00, which includes mandatory \$300.00 Fire Consultant Fee, plus \$20.00 for each additional acre over two (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 and all requirements listed in Section 10.2400.2 of the Macomb Township Zoning Code;
- General Design Plan**; drawn to scale by a licensed professional and according to Section 10.2400.2 of the Macomb Township Zoning Code;
- Development Agreement** (petitioner to request required template from the Township Planning Department);
- Proof of interest** in the property (deed, land contract, lease, purchase option, etc.).

# PLANNED UNIT DEVELOPMENT GENERAL DESIGN PLAN APPLICATION

## OVERVIEW

**What is a Planned Unit Development?** A Planned Unit Development (PUD) 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 and provided supplemental information to the appropriate departments for review and recommendation. These departments will be given approximately ten (10) days for review. Results of the review will be communicated to the applicant. The Planning Commission will hold a public hearing, at which your presence is **mandatory**, to review the request. The Planning Commission shall recommend to the Township Board approval or denial of the PUD.



## **ALL APPLICANTS TAKE NOTICE TO THE FOLLOWING:**

- 1. Attendance Required at Public Hearing.** The Macomb Township Planning Commission requires the applicant or the applicant's representative to be present at the Public Hearing, otherwise the item will be tabled to another meeting date.
- 2. Time Charge for Planning Consultant.** In some instances, the use of outside consultants may be needed, and if deemed necessary, their hourly rate may be added to the review fee.
- 3. Phasing Plan.** If a "phasing plan" has not been submitted it is assumed that this development will be developed in one phase. Any and all revisions to the phasing plan must be reviewed and approved by the Planning Commission and Macomb Township Board of Trustees and incorporated into the General Design Plan. Changes to the phasing plan will not be allowed unless it is part of a new application.
- 4. Department Reviews.** Submittal of this application does not imply that the plans are acceptable, the review of the information by all departments and agencies will indicate if they are acceptable.
- 5. PUD General Design Plan Approval.** PUD General Design Plan Approval does not constitute final approval of the development. Upon approval of the PUD General Design Plan, each portion of the development may proceed to Site Condominium Subdivision or Site Plan review. If approved, the approved plan will be good for two (2) years from the date of approval.
- 6. Site Improvements.** NO site improvements may be made or units sold at this time.

**PLANNED UNIT DEVELOPMENT GENERAL DESIGN PLAN 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 \_\_\_\_\_

**PLANNED UNIT DEVELOPMENT GENERAL DESIGN PLAN APPLICATION**

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**VERIFICATION OF RECORDED LEGAL PROPERTY**

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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)**