

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042
586-992-0710 Ext. 7103 • PlanDropBox@macomb-mi.gov

www.macomb-mi.gov



APPLICATION PACKET FOR:

PUD GENERAL DESIGN PLAN REVIEW

APPLICANTS TAKE NOTE OF THE FOLLOWING:

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

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

A pre-application meeting with staff is recommended prior to submitting a PUD General Design application. Please call or email us to schedule a meeting. We can be reached at 586-992-0710 Ext. 7103 or PlanDropBox@macomb-mi.gov.

PUD GENERAL DESIGN PLAN REVIEW APPLICATION PACKET

CHECKLIST OF REQUIRED DOCUMENTS

This application must be accompanied by all items listed in the checklist below. This application shall be completed and submitted electronically via email to PlanDropBox@macomb-mi.gov and shall include a PDF of the application, a copy of the check, and any/all plans and supplemental information. The check shall be hand delivered to the Planning Department within Town Hall during posted business hours or mailed to Macomb Township Town Hall at 54111 Broughton Road, Macomb Township, MI 48042 in an envelope stating "Attention: Planning Department," (if mailed, the application shall be included in the envelope with the check).

Once the complete 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.

Please initial below to indicate that each required item is being submitted. Failure to initial that all items have been provided will result in an immediate rejection of the application.

_____ **Completed Application.** This includes an **Affidavit of Ownership**. Incomplete applications or missing pages will not be accepted.
Initial

_____ **Payment.** Please make your (non-refundable) check payable to "Macomb Township". Payment for PUD General Design Plan Review is \$2,075.00 plus \$20.00 for each additional acre over two (2) acres, including the public hearing fee. All application fees include an initial review and up to two additional review cycles. Payment must be dropped off at the Planning Department, or mailed with tracking, addressed to the Planning Department.
Initial

_____ **Letter.** A letter describing in detail how the proposal meets the specific objectives of a PUD as set forth in [§10.2400](#) and special land use standards as set forth in [§10.2402](#) of the Zoning Ordinance.
Initial

_____ **Development Agreement.** A document in recordable form and in Word format that includes at a minimum, all information set forth in [§10.2400\(C\)\(2\)\(b\)](#) of the Zoning Ordinance. This document must follow the template as approved and provided by the Township. The Agreement must be prepared in 10-pt. font or larger.
Initial

_____ **General Design Plan** drawn to scale and signed and sealed by a licensed professional. The general design plan must include all information set forth in [§10.2400\(C\)\(2\)\(c\)](#) of the Zoning Ordinance.
Initial

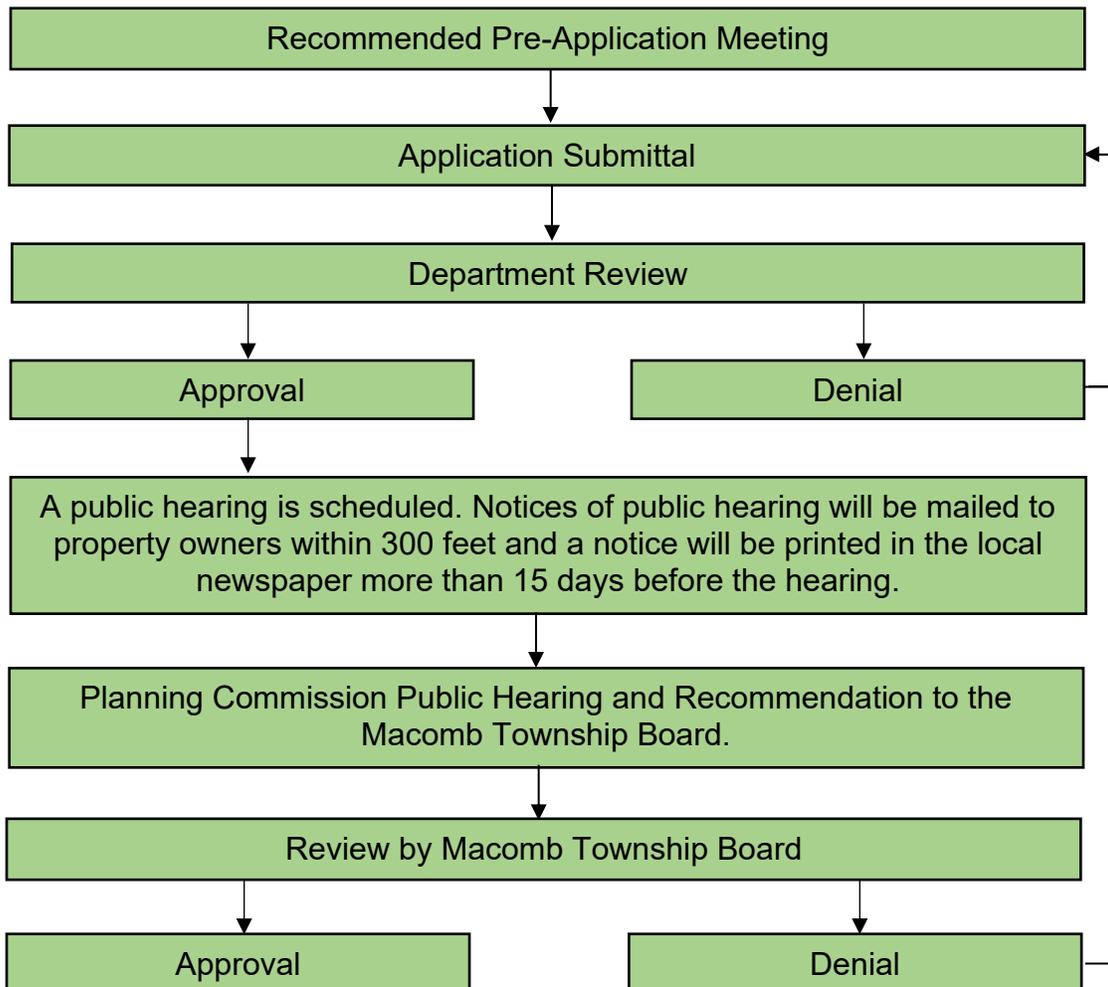
PUD GENERAL DESIGN PLAN REVIEW APPLICATION PACKET

OVERVIEW

What is a Planned Unit Development (PUD)? A Planned Unit Development (PUD) is a project that may include a variety of different uses (residential, commercial, recreational, and industrial) within a single, contained development. The PUD development option allows for creative approaches to development that can be used to take advantage of unique characteristics associated with a site that would not typically be allowable based on the strict enforcement of the Zoning Ordinance. The PUD process requires a PUD Concept Plan, a General Design Plan and Development Agreement, and Site Plans for the proposed development.

How long does PUD General Design Plan Approval remain valid? PUD General Design Plan approval is valid for two (2) years from the date of approval and may be extended by the Planning Commission if the applicant makes a request in writing before the expiration date. It is not Macomb Township's responsibility to notify a project representative prior to the project expiration date. Failure to apply for an extension before the expiration date will require a new submittal including payment.

What are the procedures for a PUD General Design Plan? Upon receipt of a complete application for the PUD General Design Plan review, the Planning Department will distribute the application and submittals to internal departments for an approximate twenty (20) day review period. Results of the reviews will be communicated to the applicant and the request will be scheduled with the Planning Commission, at which **your presence is mandatory**. The Planning Commission will review the request and make a recommendation to the Township Board. The Township Board has final authority to approve or deny the request for a PUD General Design Plan. If approved, each portion of the development may proceed to Site Condominium Subdivision or Site Plan review.



PUD GENERAL DESIGN PLAN REVIEW APPLICATION PACKET

APPLICATION

**MACOMB TOWNSHIP PLANNING DEPARTMENT
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 EXT. 7103**

Permanent Parcel Number 08 - _____ - _____ - _____ .

Project Name _____

Applicant Name _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Applicant Signature _____

Representative Name _____ Phone _____
(if different from applicant)

Address _____

City _____ State _____ Zip Code _____

Email _____

Representative Signature _____

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

Current Zoning Classification _____

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

Address _____ Email _____

City _____ State _____ Zip Code _____

Legal Owner Signature _____

PUD GENERAL DESIGN PLAN REVIEW APPLICATION PACKET

VERIFICATION OF RECORDED LEGAL PROPERTY

Permanent Parcel No. 08 - _ _ - _ _ - _ _ .

Project Name _____

Address of Parcel (if available) _____

Owner Name _____

Address of Owner _____

**LEGAL DESCRIPTION
(INSERT HERE)**

PUD GENERAL DESIGN PLAN REVIEW APPLICATION PACKET

AFFIDAVIT OF OWNERSHIP

PLEASE TAKE NOTICE that an Affidavit of Ownership must be filed with all development and variance applications in Macomb Township. **Proof of ownership or interest in the property must be attached; (i.e. affidavit, deed, land contract, option agreement, lease, etc.)** This requirement must be fulfilled to promptly process your application.

(I), (We) _____, the undersigned fee title owner(s) of property
(name)
hereinafter referenced, acknowledge (my) (our) agreement to permit / allow the property described within the attached application for _____ to receive consideration by
(type of application to be filed)
Macomb Township.

(I), (We) further authorize _____, as a(n)
(name of applicant)
_____ of the property, to process an Application with the Township of
(applicant's interest in property)
Macomb on (my) (our) behalf.

Please have the property owner(s) sign below:

(Owner Signature)

(Print Name)

THIS FORM RELATES TO PROPERTY WITH THE FOLLOWING PARCEL NUMBER(s):

08 - _ _ - _ _ - _ _

STATE OF MICHIGAN

ss.

COUNTY OF MACOMB

On this _____ day of _____, 20____, before me personally appeared _____
_____ to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that _____ executed the same as _____ free act and deed.
(he, she, they) (his, her, their)

Notary Public

_____, Michigan

My Commission Expires: _____

Acting in _____ County, Michigan