



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodtownship.net

Planned Development Application

Applications will not be accepted unless containing all the following information:

- 1) Completed application form with owner's signature
- 2) Planned Development Plan with all required information
- 3) IF seeking concurrent Site Plan Approval, submit Site Plan with all required information
- 4) Escrow Policy with escrow amount as determined by Planner (any and all unused escrow funds will be returned per the escrow agreement)
- 5) Payment of an application fee (\$1,000)

Applications are to be submitted 30 days prior to the Planning Commission meeting. Regular meetings are the 3rd Tuesday of each month.

The Planned Development process is summarized below (See Section 7.2.2 for more detail)

1. Pre-Application Conference. An informal meeting with the Zoning Administrator to discuss the proposal, design elements, ordinance requirements, etc.
2. Submission of Application and Subsequent PD Plan Review. Applicant submits application and plans to the Zoning Administrator; once its reviewed it will be placed on next available Planning Commission meeting. When the Commission finds the application to be complete, they will vote to schedule a public hearing. Public Hearing. On the appointed date and time, the Planning Commission shall conduct the public hearing. Action of the Planning Commission. Upon completion of the Planning Commission's review and completion of the public hearing, the Commission shall make findings to determine if the application meets the required standards and requirements.
3. Recording of Affidavit. Project shall have a recording in the chain of title that identifies the project and any conditions imposed. Township attorney shall review prior to recording.
4. Site Plan Review. Planning Commission reviews site plan for project or phases. Can be done concurrently with Planned Development Plan Review. Separate application is required if done separately.
5. Land Use Permit. Requires application and fee
6. As Built Plans. The Applicant shall provide the Township with a complete set of "as-built" drawings for the PD and/or each completed phase in Adobe® PDF and the most recent release of AutoCAD®.

Charter Township of Elmwood
Application for Special Use Permit

Applicant

Name

Street Address

City State Zip

Phone Number

Email Address

Owner (if different)

Name

Street Address

City State Zip

Phone Number

Email Address

Engineer

Name

Street Address

City State Zip

Phone Number

Email Address

Surveyor

Name

Street Address

City State Zip

Phone Number

Email Address

Contact Person (All communications from the Township will be sent to this individual regarding the submitted application) _____ Applicant _____ Owner _____ Engineer _____ Surveyor

Property Information:

Property Address: _____

Parcel Number: 45-004-_____ - _____ - _____ Current Master Plan Designation _____

Zoning District: _____ Current Use of Property: _____

PD Review requires certain materials to be submitted and standards/requirements be met. Please use the below tables to detail (with additional pages as necessary) how the proposed project meets the required standards and requirements for a PD and Special Use Permit.

As required by Section 7.2.2.E.1 of the Zoning Ordinance, A narrative statement together with supporting charts, maps and documents describing the project is required as part of the PD review. Information shall include, but is not limited, to the following:

<u>Narrative/Supporting Information Requirement</u>	<u>Applicant Review</u>	<u>Office Use Only</u>
a. The total number of acres in the project.		
b. The number of acres to be occupied by each type of use.		
c. The number of residential units.		
d. A residential density calculation indicating the total number of dwelling units divided by gross site area, and a more detailed residential density calculation that divides the number of a specific unit type by the gross site area associated with that specific unit type.		
e. The number of acres and/or square feet and type of nonresidential uses.		
f. The number of acres and/or square feet to be preserved as common open or recreational space.		
g. The relationship of the proposed PD to the Township Master Plan and adopted subarea plans.		
h. The implementation phases of the PD, the approximate time frame to complete each phase, and a specific schedule of the intended development and construction schedule details, including anticipated construction start and completion dates.		
i. Proposed utility services and how they are to be provided, including, but not limited to, water, sanitary sewer, telecommunications, and storm water management. Where applicable, the Applicant shall use low impact development storm water best management practices.		

j. Proposed deed restrictions, covenants, or similar legal instruments to be applied within the PD.		
k. Variations from ordinance regulations that are being sought, and the reasons to support the requested variations.		
l. Areas of the site containing significant natural features, including a breakdown of the approximate square feet/acres by type of significant natural feature. Significant natural features shall include: wetlands, flood plains, water bodies, woods, slopes in excess of eighteen (18) percent, active agricultural land, or any other unique natural features as determined by a local, state, or federal department or agency authorized by law to designate or classify a unique natural feature.		
m. Signatures of all parties having an interest in the property with a statement of the nature of their interest and their intention to see the development of the property completed in accordance with the approval, if granted.		
n. Written recommendations from the Leelanau County Road Commission or MDOT as to access and road improvement needs and/or contributions toward necessary upgrades, if any.		

As required by Section 7.2.2.E.2 of the Zoning Ordinance, PD plans must contain the following:

<u>Narrative/Supporting Information Requirement</u>	<u>Applicant Review</u>	<u>Office Use Only</u>
a. The name of the PD, the applicant's name, the name and address of the firm or individual who prepared the preliminary development plan, date, scale, and north arrow.		
b. Property lines, dimensions of all property lines, and size of the PD (and individual phases) in acres.		

c. Existing zoning and land uses of all abutting properties.		
d. Significant natural features on the site as defined in Section 7.2.2.E.1(l) above.		
e. Existing buildings and structures on the site and those located on abutting land within fifty (50) feet of a common property line.		
f. Proposed uses, buildings, and their locations.		
g. Rights-of-way and pavement edges or curb lines of existing streets abutting the PD.		
h. Locations of proposed access drives, parking lots, and streets within the PD.		
i. Proposed walkways or pedestrian paths.		
j. Proposed methods of providing water, sanitary sewer, and storm water drainage facilities.		
k. Layout and typical dimensions of proposed lots.		
l. The general improvements that constitute a part of the development, including, but not limited to lights, signs, service areas, dumpsters, mechanisms designed to reduce noise, utilities, and visual screening features.		
m. Specifications for exterior building materials for structures proposed in the project.		
n. Elevations for proposed buildings or building types.		
o. Photometric plans for the project area.		

As required by Section 7.2.3 of the Zoning Ordinance, when the Planning Commission makes a decision regarding a PD Plan in any zoning district a PD is allowed, they shall make them based on compliance with the standards in Article 9 (Special Use Permit) and the following standards. If there is a conflict between these standards and the standards in Article 9, these standards shall prevail.

<u>PD Standards and Requirements for Approval</u>	<u>Applicant Review</u>	<u>Office Use Only</u>
1. Land uses shall be consistent with the intent of the underlying zoning district and the Elmwood Township Master Plan and adopted sub-area plans.		

<p>2. The PD shall meet the minimum land area requirements specified for the underlying zoning district.</p>		
<p>3. A PD shall comply with all dimensional and use regulations of the underlying zoning district, unless variations are otherwise approved by the Planning Commission. (Also see requirements for Rural Resort District Below) Such proposals shall be accompanied by supporting material demonstrating that the variations would provide equal or greater protection to adjacent or nearby properties.</p>		
<p>4. The lands comprising a PD must be subject to unified ownership or control so that the person or legal entity applying for PD approval has proprietary responsibility for the completion of the development, if approved. If multiple persons or legal entities have ownership interests in the land, all such persons or entities shall sign the PD application. If the application is signed by a prospective purchaser or person who has optioned the land, written consent by all owners of the land must be submitted with the application.</p>		
<p>5. As provided for in this paragraph, except for on-site septic systems and wells, water supply and sanitary sewage disposal in and for a PD shall only be accomplished by public or community water supply and sanitary sewer systems. These must be approved by the Health Department and other agencies having jurisdiction and be in compliance with applicable Township ordinances. If approved by the Health Department, on-site septic systems and wells may be permitted for individual residential lots containing a single-family dwelling.</p>		

6. The PD Plan must be consistent with the intent of this Article, as described in Section 7.2.1, and it must also represent a development opportunity for the community that could not be achieved through conventional zoning.		
7. The PD Plan and its proposed uses must be compatible with the type, character, and density of land uses on adjacent and nearby lands based on the future land use map in the Elmwood Township Master Plan and adopted subarea plans.		
8. The proposed PD must be compatible with the capacities of public services and facilities affected by the development.		
9. The proposed PD must preserve significant natural features, if any.		
10. If a proposed PD lies partially outside the jurisdictional boundary of the township, then the minimum parcel size shall be based on the total size of the project and not just that portion located within the township.		
11. The proposed PD must provide for useable open space which meets the following standards:		
a. At least ten (10) percent of the parcel(s) acreage or square footage.		
b. Acreage or square footage provided shall be for recreation use and shall be accessible to the occupants or users of the PD.		
c. No area which exceeds twelve (12) percent grade shall be allocated or designated as useable open space.		
d. At least 40% of the total area required as usable open space shall be landscaped and maintained.		

e. Any useable open space which is not planted shall be developed to encourage outdoor recreational use and shall include such elements as decks, sports courts, outdoor seating, decorative paved areas, and walkways which do not serve as entrance walkways.		
f. No area designated for off-street parking and loading areas, service areas, driveways, required walkways, or portions thereof, or any features that are used for required access to dwelling units shall be counted as satisfying any useable open or recreation space area requirement.		
12. Landscaping must be provided to insure that proposed uses will be adequately buffered from one another and from surrounding public and private property meeting the minimum requirements of Section 6.4, as applicable.		
13. Motor vehicle access to the uses within a PD shall be from interior roads only unless approved otherwise by the Planning Commission or the Leelanau County Road Commission. Safe, convenient and well-defined vehicular and pedestrian circulation within, and access to, the development must be provided.		

Please note that certain PD within the Rural Resort Zoning District has additional requirements. Please see Section 7.2.3.B of the Zoning Ordinance and submit documentation showing how the additional requirements have been met.

<u>Special Use Permit General Standard</u>	<u>Applicant Review</u>	<u>Office Use Only</u>
1. The proposed special land use meets the objectives, intent, and purposes of this Article and the zoning district in which the proposed special land use is to be located.		

<p>2. The proposed special land use is designed, and is intended to be constructed, operated, maintained, and managed so as to be consistent with the existing or intended character of parcels within the zoning district.</p>		
<p>3. The proposed special land use meets or exceeds the minimum requirements for the zoning district in which it is requested to be located.</p>		
<p>4. The proposed special land use will be served adequately by essential public utilities, facilities, and services such as water supply, wastewater disposal, highways, roads, police and fire protection, drainage structures, and refuse disposal. Alternatively, such services, if adequate to serve the proposed special land use, may be provided privately or by a combination of public and private providers.</p>		
<p>5. The proposed special land use will not adversely impact existing or future neighboring uses. For example, but without limitation, the proposed special land use shall be designed as to location, size, intensity, site layout, and periods of operation to eliminate any possible conflicts. Additionally, it shall not be detrimental to any persons, property, or the general welfare by reason of excessive smoke, fumes, glare, noise, vibration, and odors, nor have adverse environmental impacts and detrimental effects on the general aesthetics or appearance of the character of existing or future neighborhood uses.</p>		
<p>6. The proposed special land use shall not have an adverse effect on the natural environment beyond the normal impacts of permitted principal uses in the same zoning district, and shall not result in impairments, pollution or destruction of the air, surface, ground water, vegetation, and other natural resources.</p>		

7. The proposed special land use will not create excessive additional requirements or costs for public facilities, utilities and services.		
8. The proposed special land use has met or will meet all requirements of other Township, County, State, and Federal ordinance and code requirements.		
9. The following specific requirements shall be met to the extent applicable to the proposed special land use:		
a. Ingress and egress for the special land use shall be controlled to ensure maximum vehicular and pedestrian safety, convenience, and minimum traffic impact on adjacent roads and highways, drives, and nearby uses including, but not limited to:		
i. Minimization of the number of ingress and egress points through elimination, minimization, and consolidation of drives and curb cuts;		
ii. Proximity and relation of driveway to intersections;		
iii. Minimization of pedestrian and vehicular traffic conflicts;		
iv. Adequacy of sight distances between road and driveway intersections as specified in Section 6.2, Access Management.		
v. Location and accessibility of off-street parking, loading, and unloading for automotive vehicles, including buses and trucks;		
vi. Location and potential use of ingress and egress drives to access special land use parcels for the purpose of possibly reducing the number of access points necessary to serve the parcels.		
vii. Adequate maneuverability and circulation for emergency vehicles.		

<p>b. Screening shall be provided along all sides and rear property lines by a buffer area, and along the front property line by a greenbelt in accordance with Section 6.4, unless it can be demonstrated that the proposed special land use can be adequately controlled through some other means, such as restrictions on the hours of operation, or reducing the impact by the type and level of activity to be conducted on the site.</p>		
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Below listed Site Plan Review Standards and Requirements ONLY are required if seeking Site Plan Review concurrent with Planned Development.

<u>Site Plan Review Standard</u>	<u>Applicant Review</u>	<u>Office Use Only</u>
1. All required site plan and application information has been provided as specified in this Article.		
2. All required permits and approvals from outside agencies have been secured, or have been made a condition of site plan approval.		
3. Adequate essential facilities and services including highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools are available, or the provision of such facilities and services has been assured.		
4. All applicable standards of agencies including, but not limited, to the Township Fire Department, Michigan Department of Transportation, Leelanau County Road Commission, Leelanau County Drain Commission, Health Department, and the Michigan Department of Environmental Quality (MDEQ) have been met.		
5. Compliance with all non- zoning ordinances adopted by the Township, including, but not limited to the private road ordinance.		

6. All buildings and structures shall be designed, constructed, operated, and maintained so as to be harmonious, compatible, and appropriate in appearance with the existing or intended character of the general vicinity.		
7. The buildings, structures, and entryway thereto proposed are situated, designed, and screened/buffered so as to minimize any adverse effects upon owners and occupants of adjacent properties and the neighborhood.		
8. All buildings and structures are accessible to emergency vehicles.		
9. Complete and safe pedestrian, non-motorized and vehicular circulation is provided.		
10. The percentage of impervious surface has been limited on the site to the extent practicable.		
11. Efforts have been made to protect the natural environment to the greatest extent possible.		
12. There exists within the site plan sufficient protection to accommodate storm water runoff on the site location.		
13. The proposal furthers the goals and objectives of the Master Plan.		

SECTION 8.4 REQUIREMENTS FOR SITE PLAN APPROVAL

The Ordinance requires specific information be included in each application for Site Plan Approval. Please use the following table to ensure that you have included the required information either on your plan (which must be drawn at a scale of one (1) inch equals one hundred feet (1"=100') or less) or included elsewhere in your application. Please use additional pages, as necessary.

<u>Site Plan Review Requirement</u>	<u>Applicant Review</u>	<u>Office Use Only</u>
1. Applicant's name, address, and telephone number.		
2. Property owner's name, address, telephone number, and signature.		
3. Proof of property ownership, and whether there are any options or liens on the property.		

4. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent.		
5. The address and/or parcel number of the property, complete legal description and dimensions of the property, width, length, acreage, and frontage.		
6. Seal of the registered engineer, architect, and landscape architect who prepared the plan, as well as their names, addresses, and telephone numbers.		
7. Project title or name of the proposed development.		
8. Statement of proposed use of land, project completion schedule, and any proposed development phasing.		
9. Statements regarding the project impacts on existing infrastructure, including traffic, schools, existing utilities, and the natural environment on and adjacent to the site.		
10. Total number of units, employees, bedrooms, offices, total and usable floor area, amount and type of recreation or open space proposed, and similar information required to evaluate compliance with the Ordinance.		
11. A vicinity map showing the area and road network surrounding the property.		
12. The gross and net acreage of the parcel.		
13. Land uses, zoning classification, and existing structures on the subject parcel and adjoining parcels.		
14. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, and monument locations.		
15. Existing topographic elevations at two (2) foot intervals, except at five-foot intervals where slopes exceed 18%.		
16. The location and type of existing soils on the site, and any certifications of borings.		

17. Location and type of significant existing vegetation.		
18. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains, wetlands, and sand dunes.		
19. Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building or building envelope.		
20. Proposed location of all proposed structures, buildings, equipment, and uses.		
21. Elevation drawings of typical proposed structures and accessory structures.		
22. Location of existing public roads, rights-of-way, easements of record, and abutting streets.		
23. Location and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration, and passing lanes, including those within 100 feet of the property.		
24. Location, design, and dimensions of existing and/or proposed curbing, barrier-free access, carports, parking areas (including indication of all spaces and method of surfacing), fire lanes, and all lighting thereof.		
25. Location, size, and characteristics of all loading and unloading areas.		
26. Location and design of all sidewalks, walkways, bicycle paths, and area for public use.		
27. Location of water supply lines and or wells, including fire hydrants and shut off valves; and the location and design of storm sewers, retention or detention ponds, waste water lines, and clean-out locations; and connection points and treatment systems (including septic system if applicable).		

28. Location of all other utilities on the site, including, but not limited to, natural gas, electric, cable TV, telephone, and steam.		
29. Proposed location, dimensions, and details of common open spaces, and common facilities such as community buildings or swimming pools, if applicable.		
30. Location, size, and specifications of all signs and advertising features, including cross-sections.		
31. Exterior lighting locations, with area of illumination illustrated as well as the type of fixtures and shielding to be used.		
32. Location and specifications for all fences, walls, and other screening features, with cross sections shown.		
33. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. The proposed sizes of landscape materials (not previously existing) must be indicated. All vegetation to be retained on site must also be indicated, as well as its typical size by general location, or range of sizes as appropriate.		
34. Location, size, and specifications for screening of all trash receptacles and other solid waste disposal facilities.		
35. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state, or federal government authorities.		
36. Identification of any significant site amenities or unique natural features, and whether they will be preserved.		
37. North arrow, scale, and date of original submittal and last revision.		



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Planning and Zoning

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Email: planner@elmwoodtownship.net

The applicant will forward copies of the site plan to the Leelanau County Road Commission, Leelanau County Drain Commissioner, Benzie-Leelanau District Health Department, the Elmwood Township Fire Department, Department of Public Works and Michigan Department of Transportation, as applicable, for their review and comments. Any review comments will be forwarded to the Zoning Administrator.

Affidavit:

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, and that the answers and statements herein contained and the information submitted are in all respects true and correct. In addition, the undersigned represents that he/she or they is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon for the sole purpose of gathering information regarding this request.

Owner Signature Date

Applicant Signature Date

OFFICE USE ONLY:

Case Number: _____ Fee: _____ Paid: _____

PC Decision: _____ Date: _____

Charter Township of Elmwood Escrow Policy

Accordingly, the procedure for the handling and processing of escrow deposits henceforth shall be as follows:

- A. In connection with any application for a special land use, site plan approval, zoning amendment, cluster residential development review, site condominium review, planned unit development review, appeal, interpretation, variance, or other application as required by this Ordinance, the Township may require the applicant to pay in advance into an escrow fund established to cover the reasonable costs of reviewing the application. These costs may include staff costs or consultant fees covering planning, engineering, environmental analysis, wetland delineation, legal review, and other professional and technical services required for a proper and thorough review of the application. No application shall be reviewed further or considered complete, and no permit shall be issued, until all costs have been paid and/or the escrow fund has been replenished as outlined below. The Township shall account for the expenditure of all escrow funds, and the Township Clerk shall refund any unexpended funds within sixty (60) days of final action.

- B. Should the escrow fund ever dip below fifty (50%) of the original fund amount, the applicant shall be advised and required to replenish said escrow fund to the full original amount within five (5) business days of having been so notified by the Township Clerk.

- C. The applicant may seek an accounting from the Township Clerk of expenditures from the escrow fund when a request is made by the Township to replenish the fund and/or after a final decision on the application has been made. However, the applicant has no authority to approve or deny expenditures.

Amount of Escrow Deposit Required: _____

Amount of Escrow Deposit Received: _____

Date: _____

Signature: _____

Name: _____ Phone Number: _____

Address: _____
