



**CITY OF MUNISING**  
 301 E. Superior Street  
 Munising, MI 49862  
 (906)387-2095  
 www.cityofmunising.org

# PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

Date \_\_\_\_\_ File No. \_\_\_\_\_

**Applicant** (Contact person to attend meetings, answer questions, and receive correspondence related to this application)

Name	Email	
Contact Person (if different from above)	Email (if different from above)	
Address	Phone	Cell Phone
City	State	Zip Code

**Property Owner**  Check here if same as above

Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code

**Property Information**

Street Address	Sidwell Number
Zoning District	Master Plan Designation
Gross Acreage	Parcel Dimensions
	EGLE Wetland Determination (if applicable) File #                      Wetland Permit #

**Project Information**

Project Name	Project Density (if applicable)
Project Description	

I (we), the undersigned, do hereby indicate that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Signature of Property Owner

OFFICE USE ONLY	
Date Filed _____	Hearing Date _____
Fee Paid _____	Receipt _____
Remarks	



# PUD APPLICATION INSTRUCTIONS continued

## General Information

The Planned Unit Development (PUD) option is intended to permit flexibility in the zoning regulation for qualifying types of land developments and uses desirable to the City that are substantially in accord with the goals and objectives of the master plan, as provided for in Section 503 of the Michigan Zoning Enabling Act, Public Act No 110 of 2006, as amended.

The Planned Unit Development (PUD) standards are a supplementary list of "overlay" zoning standards which apply to properties simultaneously with one (1) of the other zoning districts established in this Ordinance, hereinafter referred to as the "underlying" zoning district. For properties approved for PUD designation, these PUD standards replace the schedule of regulations listed for the underlying zoning districts.

The PUD standards are provided as a design option, intended to permit flexibility in the regulation of land development; to encourage innovation in land use, form of ownership (such as condominiums), and variety in design, layout, and type of structures constructed; to achieve economy and efficiency in the use of land; to preserve significant natural, historical, and architectural features and open space; to promote efficient provision of public services and utilities; to minimize adverse traffic impacts; to provide better housing, employment, and shopping opportunities particularly suited to residents of the City; to encourage development of convenient recreational facilities; and to encourage the use and improvement of existing sites when the uniform regulations contained in other zoning districts alone do not provide adequate protection and safeguards for the site or its surrounding areas.

When this completed application is filed in conjunction with the required information, it will initiate processing of the plans in accordance with the review procedures described in Article 5, Division 2, Planned Unit Development (PUD) Overlay of the City's Zoning Ordinance. Please review of the Zoning Ordinance before submitting this application to assure compliance with City's regulations.

1. Applications must be submitted on the attached completed application with all information typed or printed in ink along with the following:
  - a. **Folded plans** that comply with the PUD Information Checklist.
  - b. Written demonstration that the project qualifies for the PUD option to the satisfaction of the City as follows (Section 523):
    - 1) Demonstrated Benefit. The PUD shall provide one (1) or more of the following benefits not possible under the requirements of another zoning district, as determined by the Planning Commission:
    - 2) Preservation of significant natural or historic features.
    - 3) A complementary mixture of uses or a variety of housing types.
    - 4) Common open space for passive or active recreational use.
    - 5) Mitigation to offset community impacts.
    - 6) Redevelopment of a nonconforming site where creative design can address unique site constraints.
    - 7) Implementation of a significant component of the Munising Master Plan.
    - 8) Availability and capacity of Public Services. The proposed type and density of use shall not result in an unreasonable increase in the use of public services, public facilities, and utility capacities.
    - 9) Compatibility with the Master Plan. The proposed PUD shall be compatible with the overall goals and recommendations as proposed in the City of Munising Master Plan.



## PUD APPLICATION INSTRUCTIONS continued

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- 10) Compatibility with the PUD Purpose. The proposed PUD shall be consistent with the purpose of Article 5, Division 2 and spirit of the Zoning Ordinance.
  - 11) Development Impact. The proposed PUD shall not impede the continued use or development of surrounding properties for uses that are permitted in this Ordinance.
  - 12) Unified Control of Property. The proposed PUD shall be under single ownership or control such that there is a single entity having responsibility for completing the project in conformity with the PUD regulations. This provision shall not prohibit a transfer of ownership or control, provided that notice of such transfer is provided to the City.
- c. All applicable requirements and standards of Section 526 and Section 528 of the City's Zoning Ordinance will be satisfied.
  - d. That the proposed development will be compatible with adjacent uses of land, the natural environment and the capacities of affected public services and facilities.
  - e. That the proposed development is consistent with the public health, safety and welfare of the City.
  - f. Any other information which the applicant feels will aid the City in reaching its decision.
  - g. Fees as established by the City of Munising Fee Schedule.
2. The City will review the plans to ensure compliance with City's ordinances. If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete site plans will not be placed on a Planning Commission agenda until all necessary information is submitted and reviewed.
  3. When it is determined that the plan review is complete and any necessary revisions have been made, the applicant shall the requested number **of *folded* plans and PDF files** of the plans a minimum of 10 days prior to the scheduled meeting.



# PUD APPLICATION INSTRUCTIONS continued

SUMMARY OF PUD PROCESS			
Stage	Procedure	Action	Expiration
<b>Optional Pre-Application Workshop</b>	<b>Pre-Application</b> 1. City representatives 2. PC work session 3. CC meeting (if recommended by PC)	No official action, advisory only	None
<b>Preliminary</b>	<b>PUD Qualification</b> 1. PC public hearing 2. CC public hearing	PC recommendation to CC, CC action	3 years
<b>Final</b>	<b>Final PUD</b> 1. PC public hearing 2. CC public hearing	PC recommendation to CC, CC action	1 year or as determined by CC
PC=Planning Commission		CC=City Commission	

PUD INFORMATION CHECKLIST
<b>Pre-Application (Conceptual)</b>
Written authorization from all owners of the property
Written description of project that addresses how the PUD would satisfy each of the qualification requirements in <i>Section 523</i>
Concept plan
<b>PUD Qualification (Preliminary) Section 523</b>
Identification of all persons owning, controlling or in possession of the land proposed for PUD qualification and a single person or entity that would be responsible for implementation of the PUD
Written description and supporting evidence of how the PUD would satisfy each of the qualification requirements in <i>Section 523</i>
Scaled land use plans detailed enough to show the location and size of land uses, streets providing access to the site, pedestrian and vehicular circulation within the site; dwelling unit density and types; and buildings and floor areas; building elevations and open spaces
Demonstration of the market need for the proposed development
Demonstration of the financial plan and/or ability to proceed with the development
Timetable for construction and use of the development, and if proposed in phases, identification of each phase and its timetable and a showing of how that phase would satisfy the minimum qualification requirements in <i>Section 523</i>
Conditions that the applicant would agree to as a means to meet one or more of the minimum qualification requirements that is not otherwise satisfied
<b>Final PUD Plan (Final) Section 527</b>
Boundary survey of the exact acreage being requested shall be conducted by a registered land surveyor or civil engineer (scale not smaller than 1 in. = 100 ft.)
Topographic map of the entire area at a contour interval of not more than 2 ft. indicating all major stands of trees, bodies of water, wetlands and unbuildable areas (scale: not smaller than 1 in. = 100 ft.)
Description and location of existing and proposed land uses.
Tree location survey
Proposed open space areas
Preliminary grading plan showing areas which are not to be graded or disturbed
Description of existing and proposed water distribution, storm and sanitary sewer systems
<b>All information required for a full and complete site plan submission under Section 506</b>
Full and complete applications for all City permits and approvals, other than actual building and construction permits, necessary for the PUD. Except for those which are within the planning commission's jurisdiction, all such permits or approvals shall be obtained before public hearings on the final PUD.