

**PLANNED UNIT DEVELOPMENT (PUD) REVIEW PROCESS**

A request for Planned Unit Development approval requires a rezoning to the Planned Unit Development (PUD) District as well as approval of the PUD Plan.

**1. Application Form and Fee Schedule**

<b>PUD Application Fee</b>	\$ _____
<i>plus</i>	
<b>Escrow Fee</b>	<b>Minimum</b> \$ _____

**Application Form and Fee Schedule**

An application form and fee schedule for planned unit development review can be obtained from the Township offices. The application fee covers the cost of advertising a public hearing, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. The escrow fee covers the cost of the services provided by professional consultants retained by the Township to assist in analyzing the request.

**2. Meeting Dates**

The Bowne Township Planning Commission meets on the first Thursday of each month at 7:00 P.M. and also at special meetings called by the Planning Commission at the Historic Bowne Township Hall, 8240 Alden Nash Road, Alto, Michigan 49302. The Bowne Township Board meets the third Monday of each month at 7:00 P.M. at the same location.

**3. Processing Period**

An application usually takes about 90 days to process.

**4. Information to be Submitted by the Applicant**

The applicant must submit a signed application form, application and escrow fees, and twelve (12) copies of the preliminary and final planned unit development plans to the Township Clerk. The preliminary and final plans must be prepared in accordance with Article 13A (Planned Unit Developments), Article 18 (Site Plan Review) of the Bowne Township Zoning Ordinance and any other applicable sections of the Bowne Township Zoning Ordinance.

The applicant must submit to the Township in writing any approvals necessary from state or local agencies such as the Kent County Road Commission; Kent County Health Department; the Michigan Department of Natural Resources and Environment; and Michigan Department of Transportation.

**5. Preapplication Conference.** Before submitting an application for a PUD to the Township, an applicant may meet with the Planning Commission or Township Zoning Administrator, Township Planner, or Township Engineer to submit information regarding a proposed PUD and to confer with the Planning Commission or staff about the proposed application and the PUD.

## 6. **Application Submittal**

An application for preliminary plan approval must be submitted at least 30 calendar days prior to the meeting at which the Planning Commission considers the application.

## 7. **Application Procedures**

### *Preliminary PUD Plans and Natural Features & Development Areas Map*

- (1) The applicant must submit a written application, review and escrow fees, and 12 copies of the Preliminary PUD Plan (Sec. 13A.08 C.) and the Natural Features & Development Areas Map (Sec. 13A.05 E.) to the Township Clerk at least 30 days before a meeting of the Planning Commission.
- (2) The Clerk, in conjunction with the Chair of the Planning Commission, shall set a meeting date for consideration of the Preliminary PUD Plan by the Commission.

### *Final Development Plan*

- (1) After receiving the recommendations of the Planning Commission on the Preliminary Development Plan, the applicant for PUD rezoning shall submit a Final Development Plan to the Township in accordance with the requirements for Final Site Plan Review as contained in Article 18 of this Ordinance. Copies of the plan shall be forwarded to the Planning Commission.
- (2) **Public Hearing on Preliminary Plan.** A public hearing will be held by the Planning Commission in the manner set forth in Article 21 of the Bowne Township Zoning Ordinance. Notice of the hearing shall be sent by mail to owners of properties within 300 feet of the subject property at least 15 days before the date of the public hearing. Notice shall also be given by publication in a newspaper of general circulation in the Township. The applicant and others in attendance are provided an opportunity to speak at the hearing. Following the public hearing, the Planning Commission will vote to recommend to approve, approve with conditions, deny, modify, or perhaps table the project.
- (3) **Final Consideration of the PUD by Township Board.** The Township Board shall review the Final Development Plan and the recommendations submitted by the Planning Commission. The Township Board shall also conduct a public hearing and provide notice in the manner set forth in Article 21 of the Bowne Township Zoning Ordinance. The Township Board may approve the Final Development Plan and grant the PUD rezoning request.

## 8. **Project Review by Township Professionals**

The preliminary and final projects are reviewed by the Township Planner and Engineer for compliance with Township Ordinances. Reports may be prepared and sent to the Planning Commission before the meeting. The applicant is also sent a copy of any such reports.

## 9. **Changes to an Approved Planned Unit Development Plan**

Any major change to an approved planned unit development plan shall be subject to the same review process as provided in this document for the original review of preliminary and final planned unit development plans.