



215 WEST MAIN STREET
NORTHVILLE, MI 48167
(248) 449-9902

Cashier Validation 103

PLANNED UNIT DEVELOPMENT APPLICATION (PUD)

**(A Site Plan Application must also be submitted concurrently with
the Planned Unit Development Application)**

Do not submit the PUD application (and Site Plan Application) until you have:

1. Applied for and attended a Pre-Application Conference
2. Applied for and received PUD Eligibility from the Planning Commission
3. Refer to Article 20 of the City of Northville Zoning Ordinance for the PUD ordinance. The Zoning Ordinance is available on the City's website www.ci.northville.mi.us.

Applying for (only check one): Preliminary PUD Approval Final PUD Approval Revised PUD Approval

PROJECT APPLICANT INFORMATION

Sponsor of Development: _____

Address _____

Telephone _____ Email _____

Property Owner: _____

Address _____

Telephone _____ Email _____

Site Planner: _____

Address _____

Telephone _____ Email _____

Contractor: _____ Builders License No. _____

Address _____

Telephone _____ Email _____

Engineer: _____

Address _____

Telephone _____ Email _____

LOCATION OF PROJECT

Property Address: _____

Cross Streets: _____ and _____

Tax Parcel ID# _____ Lot No: _____

Lot Size: _____

Current Zoning District: _____

Located in the Historic District: Yes* No *If YES, application must also be made to the Historic District Commission for review and approval

APPLICATION CHECK LIST

- PUD Application completed in its entirety and signed. Unsigned applications will not be accepted.
- Site Plan Application completed in its entirety and signed. Unsigned applications will not be accepted.
- Sketches, plans, etc. - hard copy
- All of the above assembled into 15 identical packets – submission may not be in folders, binders, etc. (PUD App on top, Site Plan App next, and supporting documents and plans last – folded to same size as application)
- PDF file that exactly matches your paper submission emailed to msmith@ci.northville.mi.us by the submission deadline. **NO THUMB DRIVES OR FLASH DRIVES accepted**
- Fee (See Development Review Fee Schedule) – Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.

*I hereby certify that the owner of record authorizes the proposed work and that the owner has authorized me to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant. **This section must be completed and signed or application will not be accepted.***

PRINT name of applicant Signature

Print the applicant’s full legal name (individual or company)

Provide the applicant’s complete address

Relationship to owner Phone #

NOTE: FAILURE TO SUBMIT PLANS THAT DO NOT ALLOW THE PLANNING COMMISSION TO ADEQUATELY ADDRESS ALL THE CRITERIA PROVIDED FOR THE REVIEW BY THE PLANNING COMMISSION ACCORDING TO ARTICLE 20 OF THE ZONING ORDINANCE AND THE SITE PLAN CHECK LIST SHALL RESULT IN A DELAY TO THE APPLICANT.

Procedures to Appear Before the Planning Commission

- Fill out application in its entirety and sign.
- Make **15** copies of the application and all backup documentation (i.e. site plans, drawings, plot plans, etc.) and assemble them into 15 identical packets. Application must be on top and backup documents must be folded to the same size as the application. **Submissions in individual folders, binders, etc. will not be accepted.**
- **PDF file that exactly matches your paper submission must be provided by submission deadline and emailed to msmith@ci.northville.mi.us. NO THUMB DRIVES OR FLASH DRIVES accepted.**
- Submit the documents and fees to the Building Department no later than 4:00 p.m. the day of the submission deadline as posted on the City’s website www.ci.northville.mi.us and at the Building Department, as submission deadlines may be moved to accommodate holidays and newspaper publication schedules.
- Planning Commission meetings are held the 1st and 3rd Tuesdays of the month at 7:00 p.m. in the City Council Chambers. If there is a change in date or location, it will be posted on the City’s website and at City Hall.
- The applicant or a representative should be present at the meeting to answer any questions the commissioners may have. Presentation boards or other large items can be brought to the meeting to help the commissioners in the decision making process.

TO BE COMPLETED BY THE CITY

Application Fee: \$ _____ Date filed with Building Dept: _____

Date submitted to Planning Commission: _____

Approval: Date and Signature of Secretary: _____

Disapproval*: Date and Signature of Secretary: _____
(*Reason for disapproval attached)

Conditional Approval*: Date and Signature of Secretary: _____
(*Conditions of approval attached)

Revised PUD submitted: _____
(Date)

Revised PUD Approval: Date and Signature of Secretary: _____

Revised Disapproval*: Date and Signature of Secretary: _____
(*Reason for disapproval attached)

Conditional Approval*: Date and Signature of Secretary: _____
(*Conditions of approval attached)

All conditions have been met and the revised Site Plan is in accordance with the conditions of approval attached.

(Signature of Building Inspector) (Date)

Comments:

THIS PROCESSING FORM, TOGETHER WITH ALL CORRESPONDENCES, IS TO BE ATTACHED TO THE PLANNING COMMISSION’S “OFFICIAL COPY” OF THE SITE PLAN, FORMING A PERMANENT RECORD REGARDING THE PLAN SUBMITTED. THE “OFFICIAL COPY” TOGETHER WITH ALL ATTACHED DATA SHALL BE RETURNED TO THE PLANNING COMMISSION FILES AFTER PROCESSING.