**What is a Planned Unit Development?**

A Planned Unit Development (PUD) is a development option that permits flexibility in development regulations. The PUD requirements of Zoning Ordinance Section 13.37 are intended to accomplish the objectives of the Ordinance through a review process based on site planning criteria that integrates the proposed development with the characteristics of the site. PUDs are intended to achieve the following objectives:

- Encourage innovation in land use and variety in design, layout, and types of structures.
- Achieve economic and efficient uses of land, natural resources, energy and the provision of public services and utilities.
- Encourage the provision of useful open space, where appropriate.
- Provide better housing, employment and commercial opportunities particularly suited to the needs of the Township.

**What is the PUD review process?**

The Planned Unit Development review process is a two-step process: 1) preliminary review, and 2) final review. The Planning Commission and Township Board are involved in both steps of the review process.

The preliminary review step provides an opportunity for the applicant, Planning Commission and Township Board to become generally acquainted with the proposed project and discuss features of the PUD. If after preliminary review the Township Board agrees the proposed project has merit and potential to meet Ordinance requirements, an application for final review may be filed by the applicant.

A complete site plan package is required for all Planned Unit Development proposals. Applications for PUD approval must also be accompanied by a written narrative responding to the general review standards for special land uses contained in Section 13.01 of the Shelby Township Zoning Ordinance (refer to procedures and standards for Special Land Uses).
What is required for preliminary Planned Unit Development review?
The following must be submitted for preliminary review of all Planned Unit Developments:

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant’s driver’s license attached (fax copies will not be accepted).
- One (1) original notarized Affidavit of Ownership and supporting ownership documentation.
- Seventeen (17) copies of the sealed preliminary PUD site plan, floor plans, elevations, landscape plan and tree inventory (refer to preliminary PUD Checklist).
- Seventeen (17) copies of written response to special land use standards of Section 13.01.
- All site plan review, engineering, and tree review fees.

What is required for final Planned Unit Development review?
The following must be submitted for final review of all Planned Unit Developments:

- Nineteen (19) copies of the sealed final site plan, floor plans, elevations, landscape plan and tree inventory (refer to Site Plan and PUD Checklists).
- Nineteen (19) copies of written response to special land use standards of Section 13.01.
- Summary of changes incorporating all comments made during preliminary review.
- Twelve (12) copies of the Development Impact Statement and/or Traffic Impact Study, if applicable.
- Site plan review fee(s).

What are the submission deadlines for PUD review?
Site plans for preliminary review must be submitted to the Planning and Zoning Department at least fourteen (14) days prior to a regularly scheduled Planning Commission meeting.

Site plans will be scheduled for preliminary review in the order in which they are received and on the basis of completeness.

Site Plans for final review must be submitted to the Planning and Zoning Department at least four (4) weeks prior to a scheduled Planning Commission public hearing meeting.

Applications for final PUD review will be scheduled for public hearing in the order in which they are received and on the basis of completeness.

Incomplete site plans will not be accepted for review.

It is strongly recommended that you consult Section 13.37 of the Shelby Township Zoning Ordinance for the complete text of all procedures, regulations, and conditions that are applicable to Planned Unit Developments.

The Township Board, with recommendation by the Planning Commission, shall have discretionary authority to consider and may modify the applicable minimum PUD and zoning district requirements.
What information must be included on a preliminary PUD site plan?

Preliminary PUD site plans submitted for review must include the information required by Section 13.37.D.1 of the Shelby Township Zoning Ordinance. The following checklist is intended to assist applicants in preparing a complete preliminary PUD site plan.

☐ Preliminary PUD plan at a clearly understandable scale, indicating proposed land use area(s), their relationship to each other, circulation patterns, and existing site characteristics.

☐ Existing topography at two-foot intervals for the PUD area and all nearby areas. If the land is generally flat, grade shots shall be provided at intervals necessary to identify any grade differential.

☐ Map of the Township indicating the PUD area and its relationship to existing roads, streets and use districts within, and immediately adjacent to, the Township.

☐ Existing utilities, including storm drain facilities.

☐ Preliminary architectural plans for all buildings, including use areas and number of units per building.

☐ Intensity of commercial or industrial uses and number of units by type.

☐ Adequacy of public and private services and infrastructure.

☐ Existing and proposed land use and development features as they impact neighboring properties.

What information must be included on a final PUD site plan?

Final PUD proposals must include the information required by Section 7.02 and Section 13.37.D.3 of the Zoning Ordinance. Site plans must conform to current Township regulations and those of any other agency having jurisdiction. Incomplete site plans will not be accepted for review. The following checklist is intended to assist applicants in preparing a final PUD site plan.

☐ All required site plan content (refer to Section 7.02 and Site Plan Checklist).

☐ Boundary survey of exact acreage.

☐ A physical features map of the PUD and vicinity, including topography at two-foot intervals (or grade shots, where applicable), trees, water bodies, and unbuildable areas.

☐ Legal description of property.

☐ Aerial photograph of property not more than 5 years old (minimum scale: 1" = 100').

☐ Existing and proposed streets and other developments within and surrounding the PUD area.

☐ Plan for the entire PUD including functional use areas and dwelling units by type; density; traffic and pedestrian circulation plan; public utilities plan; location of buildings, driveways, walkways, parking areas, natural areas; sites reserved for public facilities and service activities; playgrounds, recreation areas and open spaces; common and public areas.

☐ Preliminary estimate of storm water flow and sanitary sewage volume.

☐ Schedule of proposed timing, phasing and parcelization, if appropriate.

☐ Statement of covenants, grants of easements, etc.

☐ Written impact statement.
Planned Unit Developments

Common Questions

Do I need to attend any meetings?
You will be notified of all meetings with your Planned Unit Development proposal on the agenda. It is strongly recommended that you have representation at all meetings at which your proposal will be discussed.

Action may be taken on a Planned Unit Development proposal whether the applicant is in attendance or not; however, action may be postponed if the applicant is not available to answer questions.

What happens after final approval?
Once approval is given for a Planned Unit Development, the next step is to make any necessary changes to the plans as required by the Planning Commission or Township Board. Upon revision, the applicant must submit the following to the Planning and Zoning Department for verification:

- Six (6) copies of the final revised site plan. One (1) copy must clearly highlight all revisions.

- Detailed summary of changes in response to Planning Commission or Township Board comments.

Acceptable final plans will be stamped “approved” and signed by the Planning Director. One (1) copy of the approved plans will be returned to the applicant.

Can I amend an approved PUD?
Minor changes to an approved PUD may be authorized by the Planning Commission through the site plan review process. Major amendments must be approved according to the full PUD review process.

No variance requests to the Zoning Board of Appeals shall be permitted for approved PUDs. All changes must be made in accordance with Section 13.37.

How long is approval valid?
Application for a building permit must be filed within 24 months from the date of PUD approval. The Township Board may grant 12-month extensions of PUD approval upon proper application.

A request for extension shall be made in writing to the Township Board, and it will be addressed at the next available meeting. If approval is not extended before the expiration of the approval period, a new PUD application and approval shall be required before a building permit may be issued.

Does final approval allow me to begin construction?
Final approval does not authorize construction. Following approval, permits to allow construction or begin the use must be sought through appropriate Township departments and other agencies.

Plans must be approved separately by the Township Engineer and the Building Department. A tree inspection may also be required.

Who do I contact if I have more questions?
Contact the Shelby Township Planning and Zoning Department at:
Phone: (586) 726-7243
Email: planning@shelbytwp.org
Address: 52700 Van Dyke
Shelby Township, MI 48316

How do I apply for a tree permit?
Tree permits are processed as part of site plan review; a separate application is not required. A tree inventory must be submitted (unless the Township Board approves an optional sketch). Prior to issuance of the permit, final engineering approval is required and protective fencing must be installed and inspected.
APPLICATION FORM
PLANNING COMMISSION REVIEW

<table>
<thead>
<tr>
<th>Office Use</th>
<th>Review Fee</th>
<th>Engineering Fee</th>
<th>Tree Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received</td>
<td></td>
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</tbody>
</table>

I. TYPE OF REVIEW
☐ SITE PLAN   ☐ SPECIAL LAND USE   ☐ REZONING   ☐ CLASS A NONCONFORMING USE
☐ PUD PRELIMINARY   ☐ PUD FINAL   ☐ SITE CONDO PRELIMINARY   ☐ SITE CONDO FINAL
SUBDIVISION:   ☐ TENTATIVE PRELIMINARY PLAT   ☐ FINAL PRELIMINARY PLAT   ☐ FINAL PLAT

II. APPLICANT (A completed Applicant Information Form must accompany this application.)

APPLICANT'S NAME ________________________________________________________________

ADDRESS _____________________________________________________________

CITY __________________________ STATE ___________ ZIP ______________

PHONE __________________________ EMAIL __________________________

III. PROPERTY INFORMATION

PROPERTY ADDRESS __________________________________________________________

GENERAL LOCATION __________________________________________________________

LEGAL DESCRIPTION ☐ ATTACHED ☐ ON SITE PLAN

PROPERTY IDENTIFICATION NO. _________________________________________________

PROPERTY SIZE (acres) ___________________ FRONTAGE (feet) ___________________

EXISTING ZONING __________________________________________________________

PROPOSED USE __________________________________________________________

PROPOSED ZONING _________________________________________________________

# OF UNITS PROPOSED: __________________________

SIZE OF PROPOSED STRUCTURE(S) (square feet) _________________________________

IV. SITE PLAN INFORMATION

SITE PLAN PREPARED BY _______________________________________________________

CONTACT NAME ___________________________________________________________

ADDRESS _____________________________________________________________

CITY __________________________ STATE ___________ ZIP _____________________

PHONE __________________________ EMAIL __________________________

V. SIGNATURES (This application form must be signed by both the applicant and legal owner of the property.)
The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

_________________________________________   _______________________________________
SIGNATURE OF APPLICANT   SIGNATURE OF LEGAL OWNER

(Print/type name of applicant)   (Print/type name of legal owner)
APPLICANT INFORMATION FORM

Office Use
Application No. __________________ Date Received __________________ Copy of driver’s license attached? □ Yes □ No

I. TYPE OF APPLICATION (The appropriate Application Form must accompany this form.)

☐ SITE PLAN ☐ SPECIAL LAND USE ☐ TREE PERMIT ☐ CLASS A NONCONFORMING USE
☐ ZONING BOARD OF APPEALS ☐ REZONING ☐ MINOR TEMPORARY USE
☐ CONDOMINIUM SUBDIVISION ☐ SUBDIVISION ☐ SIGN PERMIT

II. APPLICANT INFORMATION

NAME ____________________________________________

ADDRESS ____________________________________________

CITY __________________________ STATE ________ ZIP __________

PHONE __________________________ EMAIL __________________________

DATE OF BIRTH __________________________________________

DRIVER’S LICENSE NUMBER __________________________________________

(A copy of both side of the applicant’s driver’s license must be attached. Fax copies will not be accepted.)

III. SIGNATURE

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

______________________________

SIGNATURE OF APPLICANT

______________________________

(Print/type name of applicant)
AFFIDAVIT OF OWNERSHIP OF LAND

STATE OF MICHIGAN
COUNTY OF

I/We __________________________________________________________

of

Address
City
State
Zip
Phone

the __________________________________________________________

Title

Name of Company

being duly sworn, depose(s) and say(s) as follows:

1. The owner(s) of the property described on the attached

☐ Warranty Deed ☐ Land Contract ☐ Other Document (specify)

is/are as follows:

Name
Address

Name
Address

Name
Address

This property is the subject of a ____________________________________________

Type of application

Application submitted to the Charter Township of Shelby.

2. I/We authorize __________________________________________________________

Name(s)

Title(s)

Name of Company

of

Address
City
State
Zip
Phone

to be my/our designated representative(s) in the processing of the application and to make representations and
commitments on my/our behalf in connection with obtaining approval of my/our request.

__________________________________________
Signature of property owner

__________________________________________
Title of property owner (if applicable)

(Print/type name of property owner)

Subscribed and sworn to before me on

the _____ day of ______________________, 20________.

__________________________________________, Notary Public

__________________________________________, County, Michigan

My commission expires: __________________________