

## APPLICATION TO AMEND PLANNED UNIT DEVELOPMENT (PUD)

File #: \_\_\_\_\_

**Application to Amend (check box)**

Date Submitted: \_\_\_\_\_

- Major/Minor Amendment Determination
- Approved Area Plan
- Approved Preliminary PUD Site Plan
- Approved Final PUD Site Plan

*The City Zoning Administrator shall determine if the proposed amendment is major or minor, pursuant to Section 19.13 of the Zoning Ordinance. A major amendment to an approved preliminary or final site plan shall require an amendment to the approved area plan. A minor amendment shall only require a revision to the approved plan and may be approved by the Zoning Administrator, after notification to the Planning Commission and City Council, as provided Section 19.13.*

**Is the Amendment Major or Minor Amendment (Check all that apply)**

<b>Major:</b>	
<input type="checkbox"/>	Change in the concept of the development.
<input type="checkbox"/>	Change in use or character of the development.
<input type="checkbox"/>	Change in type of dwelling unit as identified on the approved area plan.
<input type="checkbox"/>	Increase in the number of dwelling units.
<input type="checkbox"/>	Increase and/or decrease in nonresidential floor area of over five (5) percent.
<input type="checkbox"/>	Increase and/or decrease in gross floor area or floor area ratio of the entire PUD of more than one (1) percent.
<input type="checkbox"/>	Rearrangement of lots, blocks, and building tracts.
<input type="checkbox"/>	Change in the character or function of any street.
<input type="checkbox"/>	Reduction in land area set aside for common open space or the relocations of such area(s).
<input type="checkbox"/>	Horizontal and/or vertical elevation changes of five (5) percent or more.
<b>Minor:</b>	
<input type="checkbox"/>	A change in residential floor area.
<input type="checkbox"/>	An increase in nonresidential floor area of five (5) percent or less.
<input type="checkbox"/>	Horizontal and/or vertical elevation changes of five (5) percent or less.
<input type="checkbox"/>	Designated "Areas not to be disturbed" or open space may be increased.
<input type="checkbox"/>	Plantings approved in the Final PUD Landscape Plan may be replaced by similar types of landscaping on a one-to-one or greater basis.
<input type="checkbox"/>	Changes to building materials to another higher quality material.
<input type="checkbox"/>	Changes in floor plans, which do not alter the character of the use.
<input type="checkbox"/>	Slight modification of sign placement or reduction of size.
<input type="checkbox"/>	Minor variations in layout, which do not constitute major changes.
<input type="checkbox"/>	An increase in gross floor area or floor area ratio of the entire PUD of one (1) percent or less.

**TO BE COMPLETED BY APPLICANT:**

I (We), the undersigned, do hereby respectfully request consideration of our Planned Unit Development Application and provide the following information to assist in the review:

Project Name:

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Applicant:

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Mailing Address:

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Telephone (Office):

Telephone (mobile):

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Email Address:

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Property Owner(s) (if different from Applicant):

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Mailing Address:

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Telephone (Office):

Telephone (mobile):

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Email Address:

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Applicant's Legal Interest in the Property:

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**LOCATION OF PLANNED UNIT DEVELOPMENT:**

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Nearest Cross Streets:

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Property ID Number(s):

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**PROPERTY DESCRIPTION:**

If all or part is a recorded plat, provide lot numbers and subdivision name. If all or part is a condominium, provide unit numbers and condominium name. If all or part of the property is not part of a recorded plat (i.e., acreage parcel), provide metes and bound description. Attach separate sheet, if necessary.

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Property Size (Acreage)

Square Feet:

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Describe the Proposed Amendment (attached separate narrative, if necessary):

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Reasons why the amendment is being requested, the burden shall be on the applicant to show good cause for any requested change, such as changing social or economic conditions, potential improvements in layout or design features, unforeseen difficulties or advantages mutually affecting the interest of the City and the developer such as technical causes, site conditions or state or federal projects and installations or statutory revisions (attached separate narrative, if necessary):

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**PROFESSIONALS WHO PREPARE PLAN:**

A. Name:

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Design Responsibility (engineer, surveyor, architect, etc.):

B. Name:

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Design Responsibility (engineer, surveyor, architect, etc.):

C. Name:

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Design Responsibility (engineer, surveyor, architect, etc.):

**SUBMIT THE FOLLOWING:**

1. Major/Minor Amendment Determination: Six (6) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner, plus one (1) 11" x 17" copy of the site plans. If only certain parcels would be affected by the proposed PUD amendment, you must indicate those parcels on an overlay plan.
2. Major Amendment: Fifteen (15) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner, plus one (1) 11" x 17" copy of the site plans. If only certain parcels would be affected by the proposed PUD amendment, you must indicate those parcels on an overlay plan.
3. A PDF file of the site plan, including building elevations and floor plans, as applicable.
4. Six (6) copies of proposed amendment to the PUD Agreement.
5. Proof of ownership for those portions of the PUD proposed for amendment.
6. Review comments or approval received from County, state, or federal agencies that have jurisdiction over the project, including, but not limited to, as applicable:

Washtenaw County Road Commission	Washtenaw County Environmental Health Division
Washtenaw County Water Resources Commission	Michigan Dept. of Natural Resources
Michigan Dept. of Environmental Quality	Michigan Dept. of Transportation

**PLEASE NOTE:** Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a Planned Unit Development application or to revoke any permits granted subsequent to the site plan approval.

**APPLICANT'S ENDORSEMENT:** All information contained herein is true and accurate to the best of my knowledge. I acknowledge that my application will not be reviewed unless all required information for this application has been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this application.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Signature of Property Owner Authorizing Application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Name (Print)

*For Office Use Only*

Application to Amend:	Non-Refundable Fee	Review Escrow	Amt. /Date Pd. /Receipt #
Major/Minor Determination	\$300	\$3,000	
Approved Area Plan	\$1,000 + \$50/ac	\$3,000	
Approved Preliminary Site Plan	\$600 + \$50/ac	\$3,000	
Approved Final Site Plan	\$900 + \$50/ac	\$3,000	

Zoning Administrator Action on Determination      Date: \_\_\_\_\_      Date: \_\_\_\_\_

Zoning Administrator Action on Minor Amendment      Date: \_\_\_\_\_      Date: \_\_\_\_\_

Planning Commission Notification/Action      Date: \_\_\_\_\_      Date: \_\_\_\_\_

City Council Notification/Action      Date: \_\_\_\_\_      Date: \_\_\_\_\_

REASONS FOR DENIAL: \_\_\_\_\_  
\_\_\_\_\_

CONDITIONS OF APPROVAL: \_\_\_\_\_  
\_\_\_\_\_

APPROVAL STAMP