



## PARK TOWNSHIP

Ottawa County

52 – 152nd Avenue, Holland, Michigan 49424

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### Planning Commission Procedures and Deadlines

**Deadline:** The deadline to submit materials for a Planning Commission Meeting is by 5:00 p.m., 45 days prior to the next scheduled meeting date. The materials must be dropped off at the Park Township Office, 52 S. 152nd Avenue, Holland, MI 49424.

**Meeting:** The Planning Commission meets the fourth Thursday of the month at 6:30 p.m. at the Park Township Office Board Room. If there is no agenda by the deadline, there is no meeting that month.

**Cost:** Fees are listed on the application form.

**Submittal:** Twelve identical packets must be submitted to the Township along with the fee by the deadline. They should be folded in 8 ½” by 11” sizes. The packets should contain any supporting documents such as proof of ownership, surveys, site plans, drawings, pictures, and narratives. When the site plan reaches the Township Board, eight (8) additional packets are required to be submitted to the Township, at least one week in advance of said meeting.

Please call the Building/Zoning Department with any questions. 616-738-4244

**DO NOT DISCARD THIS PAGE. YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION**

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For office use

Date Received: \_\_\_\_\_ Payment of: \_\_\_\_\_ Via Check: \_\_\_\_\_ Cash: \_\_\_\_\_

## PLANNED UNIT DEVELOPMENT APPLICATION

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APPLICATION FEE: \$500.00-1,500.00\*

(\*Preliminary Plan \$750.00 (+\$5,000 escrow); Final Plan \$1,500.00; Minor Amendment \$500.00 (+\$5,000 escrow); Major Amendment \$750.00 (+\$5,000 escrow)<sup>a</sup>)

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax/Email: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

\_\_\_\_\_

Parcel Number: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

List the name, address, phone number of every person who has a legal or an equitable interest in any property included in the application. Provide proof of ownership or a legal financial interest in the property, such as a purchase agreement.

\_\_\_\_\_

\_\_\_\_\_

What is the land use requested? \_\_\_\_\_

\_\_\_\_\_

<sup>a</sup> Escrow funds are used to reimburse planning, engineering, and legal fees incurred. If the fund drops below 10% of the deposit, an additional deposit will be required to continue. Any funds remaining will be refunded when the project is complete. Any approvals will be subject to requiring any outstanding funds due are paid in full.

**PARK TOWNSHIP DEVELOPMENT APPLICATION AGREEMENT**

**\*\*AFFIDAVIT:**

I agree to comply with the statements below, and if I fail to comply, this development application and subsequent decision may be voided.

The cost to the Township in reviewing applications for various development or zoning approvals differs greatly between applications, and may be significant when there are additional out-of-pocket expenses (such as professional planning consultant, engineering, and/or legal review) above and beyond what is associated with the typical zoning review of minor projects. This cost cannot always be accurately projected at the time an application is made. The Township Board has determined that it is reasonable and appropriate to pass the charges for the actual costs and expenses associated with reviewing such applications, except for the routine expenses, on to the applicant rather than having the taxpayers of the Township subsidize the application. The Township has therefore established an appropriate fee schedule, which includes an escrow account/fee in addition to the base fee for some application when deemed by Township staff to be appropriate.

The basic application fee set forth in the Township’s fee schedule covers general expenses such as the initial review of the application by the zoning administrator, and the publication and mailing of the required legal notice for a single public hearing held at a regularly scheduled meeting of the public body. Any other fees and expenses incurred by Park Township as a part of the review process (including but not limited to planning, engineering, and/or legal fees) will be transmitted and charged to the applicant for timely payment. This is a legal requirement for development review in Park Township. The Township does not fund the private development utilizing taxpayer monies. Failure to timely pay the escrow fee or escrow charges may result in the application being put on hold, no action being taken by the Township, or subsequent building or occupancy permits being denied.

I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Park Township Zoning Ordinance, and Michigan Construction Code will be complied with. Further, I agree to notify the Park Township Building Dept. for inspections when required. Further, I agree to give permission for officials of Park Township, the County of Ottawa and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand this is a planning commission application, and any permit issued conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, deed restriction, or other property rights.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## 38-373 Procedures

### (1) Pre-application conference and presentation

- a. Before submitting an application for PUD approval, the applicant shall meet with the Zoning Administrator who may request the attendance of the Township Planner, Township Engineer, or other professional or Township official.
- b. The applicant shall provide a conceptual drawing or other information about the development of the property.
- c. The purpose of the pre-application meeting is to explain the PUD review process to the applicant along with site design requirements in order to assist the applicant in preparing a PUD site plan for review by the Planning Commission.
- d. No formal action may be taken at a pre-application conference nor will any statements made at the pre-application conference be legally binding commitments.
- e. The applicant shall, upon request by the Zoning Administrator, or other Township official, make a pre-application presentation to the Planning Commission. This presentation shall include a conceptual drawing and other information sufficient to inform the Planning Commission of the proposal, and to provide the applicant with preliminary comments from the Planning Commission. No formal action may be taken at a pre-application presentation nor will any statements made at the pre-application presentation be legally binding commitments.

### (2) Submit PUD application materials

Following the pre-application conference, the applicant shall submit an application for PUD approval that shall include a completed application form, and twelve sets of the Preliminary PUD Development Plan including an electronic file of the Development Plan. The application materials shall be submitted to the Zoning Administrator in accordance with the submittal schedule established by the Planning Commission along with the fee or fees as set by resolution of the Township Board. The application shall at a minimum contain all of the following information:

- a. The applicant's name, address, and phone number.
- b. Proof that the applicant is the owner of the property or has a sufficient legal or financial interest in the property.

- c. The name, address and phone number of the owner(s) of record if different than the applicant.
- d. The address of the property.
- e. Legal description of the property.
- f. Current zoning of the property.
- g. Project description.
- h. Size of the property in acres, and any information deemed necessary by the Planning Commission to determine Gross Site Acreage and Net Buildable Acreage.
- i. Signature of the applicant and owner of the property.
- j. A narrative describing:
  - 1. The objectives of the PUD and how it relates to the intent of the PUD District as described in Section 38-363.
  - 2. The relationship of the PUD to the Park Township Master Plan.
  - 3. Phases of development and approximate time frame for each phase.
  - 4. Proposed deed restrictions, covenants, or similar legal instruments to be used within the PUD.
  - 5. Anticipated start and completion of construction.
  - 6. Location, type, and size of areas to be Dedicated Open Space.
  - 7. All proposed modifications from the zoning regulations which would otherwise be applicable to the uses and structures of the current zoning of the property in the absence of a PUD.

(3) Preliminary PUD Development Plan.

The Preliminary PUD Development Plan shall be drawn at a scale of not more than one inch equals 100 feet and shall contain all of the information as required by Section 38-102 of this Ordinance, and the following information unless specifically waived by the Planning Commission:

- a. Small scale sketch of properties with parcel lines, streets, zoning, and uses of land within one-half mile of the site. This sketch shall be sufficient to illustrate the character of the area surrounding the proposed PUD.
- b. Significant natural features and other natural characteristics on the site and within 100 feet of the site, including but not limited to open space, stands of trees, bodies of water, brooks, streams, wetlands, floodplains, slopes of 20% or greater, and similar natural features.
- c. Significant cultural amenities such as historic sites or structures, fence rows of trees, specimen trees, or other culturally significant features.
- d. Proposed lots with lot line dimensions and the area of all lots or site condominium units, and all proposed setbacks. Notes on the PUD Development Plan shall state all proposed modifications from the zoning regulations which would otherwise be applicable to the uses and structures of the current zoning of the property in the absence of a PUD.
- e. All driveways opposite the site.

(4) Environmental Impact Assessment.

The Planning Commission may require an environmental impact assessment as part of the Preliminary or Final PUD Development Plan.

- (5) Review of Preliminary PUD Development Plan. The Planning Commission shall review the Preliminary Development Plan and make recommendations to the applicant regarding the PUD, together with any recommended changes or modifications thereof.
- (6) Final PUD Development Plan. After receiving the recommendations of the Planning Commission on the Preliminary PUD Development Plan, the applicant for a PUD shall submit a Final PUD Development Plan to the Township in accordance with the requirements for submittal of the Preliminary PUD Development Plan, along with the fee or fees as set by resolution of the Township Board.

The Final PUD Development Plan shall contain all of the information required for Preliminary PUD Plan review (unless specifically waived by the Planning Commission as not being reasonably necessary for the consideration of the PUD) plus the following:

- a. All of the drawings, narrative, studies, assessments, and other information, and materials comprising the Preliminary PUD Development Plan, including all of the recommendations of the Planning Commission thereon, or if the applicant has not incorporated all of such recommendations, the Final PUD Development Plan shall indicate such fact and shall state the basis or grounds upon which such recommendations have not been included.
  - b. Projected time for completion of the entire PUD, proposed phasing, if any, of the PUD, and the projected time for completion of each phase.
  - c. Any other information reasonably required by the Planning Commission or Township Board in connection with the review of the PUD and consideration of the approval of development of the lands in accordance with the PUD plan.
- (7) Planning Commission Review of Final PUD Development Plan. The Planning Commission shall prepare a report containing its recommendation to the Township Board concerning the PUD request. The report shall state the conclusions of the Planning Commission concerning the PUD request, the basis for the Planning Commission's recommendation, and any conditions recommended for approval of the PUD.
- (8) Planning Commission Public Hearing on Final PUD Development Plan. Prior to making a recommendation to the Township Board, the Planning Commission shall hold an advisory public hearing on the Final PUD Development Plan. The giving of public notice for the public hearing shall be as required by The Michigan Zoning Enabling Act, PA 110 of 2006, as amended.

**ARTICLE III DISTRICT REGULATIONS  
DIVISION 8: PLANNED UNIT DEVELOPMENT (PUD)**

The applicant must review Division 8 in its entirety. Not all provisions of Division 8 are provided in this application.

The following section of the Environment Ordinance also applies to the proposed use. Please see the Planner for copy of the section.

- Division 3 – Stormwater System, Floodplain and Other Standards, Soil Erosion Control

The following section of the Subdivision Ordinance also applies to the proposed use. Please see the Planner for copy of the section or the Subdivision Ordinance in its entirety.

- Division 2 – Platting Procedure and Data Required

The following sections of the Zoning Ordinance may also apply to the proposed use. If applicable, please see the Planner for copy of the section or the Zoning Ordinance in its entirety.

- Section 38-504 – Outdoor Ponds
- Section 38-505 – Earth Change Regulations and Permits
- ARTICLE VI – Signs
- ARTICLE VII – Parking and Loading Spaces

The applicant is advised to review the Park Township Environment, Subdivision, and Zoning Ordinances in their entirety to ensure complete compliance with said Ordinances.