



OFFICE USE ONLY
Filing Fee: \$450
Case # DPP- _____
Associated Case #: _____
Submission Date: _____

DEVELOPMENT PARCEL PLAN

City of Mt. Pleasant – Planning and Community Development Department
 320 W. Broadway Street, Mt. Pleasant, MI 48858
 (989) 779-5347 ▪ planning@mt-pleasant.org ▪ www.mt-pleasant.org/planning

ABOUT DEVELOPMENT PARCEL PLANS

A Development Parcel Plan is intended to facilitate the development of large parcels of land (4 or more gross acres), the amendment of the City’s official zoning map, and the development of a new or change or extension of an existing thoroughfare in a manner consistent with the goals and objectives of the City’s adopted zoning ordinance. Development Parcel Plans are submitted to and certified for compliance by the City Planner.

PRE-APPLICATION CONFERENCE

A pre-application meeting with City staff is **required** prior to submitting a Development Parcel Plan. Staff can assist with a preliminary review of the plan, review project timelines, and explain zoning requirements. Please call (989) 779-5347 to schedule an appointment.

QUESTIONS

If you have any questions, please **contact Manuela Powidayko at the Planning & Community Development Office at (989) 779-5346 or mpowidayko@mt-pleasant.org**. Development Parcel Plan standards can be found in Article V of the City’s zoning ordinance. The zoning ordinance and additional information about the City’s planning process can be reviewed in the Planning section of the City’s website at www.mt-pleasant.org/planning.

Please type or print clearly:

I. APPLICANT INFORMATION			
Applicant:			
Address:	City:	State:	Zip:
Interest in property (owner, tenant, option, etc.):			
Contact Person:			
Telephone Number:	Fax Number:	E-mail Address:	

II. PROPERTY INFORMATION			
Property Address:	Zoning District:		
Legal Description (available from deed, City Assessor's Office, or City website – can be provided on separate sheet):			
Owner Name (if different than applicant):			
Address:	City:	State:	Zip:
Telephone Number:	Fax Number:	E-mail Address:	

III. ARCHITECT, ENGINEER, OR SURVEYOR INFORMATION (if applicable)			
Name:	Company:		
Address:	City:	State:	Zip:
Telephone Number:	Fax Number:	E-mail Address:	

IV. APPLICANT CERTIFICATION	
By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the undersigned represents that he/she is authorized and does hereby grant a right of entry to City officials for the purpose of gathering information related to this application, and to verify compliance with the terms and conditions of this approval.	
Signature: _____	Date: _____

V. OWNER AUTHORIZATION	
If the applicant is anyone other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. (Authorization may be submitted via a separate signed letter)	
Signature: _____	Date: _____

VI. APPLICATION MATERIALS

The following is a checklist of items that must be submitted with applications for Development Parcel Plan review. Incomplete applications will not be processed:

- Completed application form
- Owner authorization (if applicant is anyone other than the property owner)
- Development Parcel Plan (required for developments of 4 or more gross acres – See Article V of the zoning ordinance)
- 1 copy of the site plan printed to scale and folded to 8½" x 11"
- 1 electronic (PDF) copy of the site plan.
- Any other information deemed necessary by City staff

VII. DEVELOPMENT PARCEL PLAN REQUIREMENTS

The following items shall be shown on or included with each Development Parcel Plan, each in compliance with Chapter 154 and, as applicable under Section 154.504.A, the existing or proposed Zoning Map, fully dimensioned and at a scale no smaller than 1"=200' except as otherwise specifically provided in Chapter 154 and signed by the applicant:

- Existing and any proposed Thoroughfares, including without limitation, any required or proposed new Thoroughfare(s) or any required or proposed extension or change to any existing Thoroughfare(s), in compliance with the applicable Thoroughfare Standards;
- Thoroughfare Types and Standards;
- Thoroughfare cross-sections;
- Pedestrian Sheds and their respective Common Destinations;
- Existing and any required or proposed Civic Spaces, Civic Buildings and Civic Zones and calculation of percentage of Civic Space to Net Site Area;
- Existing and any proposed Character Districts and if the Development Parcel Plan site is 80 gross acres or more, calculation of the percentage of each Character District to Net Site Area;
- Existing and proposed Special Districts, if any;
- Existing and proposed Special Requirements, if any;
- The proposed Block Structure for the site in compliance with applicable Block Perimeter Standards;
- Public Landscaping Plan; and
- Current zoning and any proposed zoning change.

VIII. APPLICATION DEADLINES

Development Parcel Plans may be submitted at any time. Certification of the Development Parcel Plan must occur prior to consideration of any Site Plan Review, Special Use Permit, Rezoning, or other application for the subject property or properties by the Planning Commission.