



*Charter Township of Washington
Planning & Zoning Application for a Planned Unit Development
Conceptual and Formal Submission Process*

Development or Project Name: _____

Property Information:

Address/Site Location: _____ Parcel(s) #: _____

Total Acreage: _____ Zoning: _____

Type of Submission:

Proposed Use:

Unit total or total SF:

<input type="checkbox"/> Conceptual Review & Submittal to the PC	<input type="checkbox"/> Residential (Single & Multi-Family)	_____
<input type="checkbox"/> Formal Review & Submittal to the PC	<input type="checkbox"/> Commercial/Industrial	_____
<input type="checkbox"/> Formal Review & Submittal to the Board	<input type="checkbox"/> Mixed Use	_____

Applicant Information:

Name: _____ Address: _____

Business/Cell Phone: _____ Email Address: _____

**If you are not the legal owner of the property, you will need to include an acknowledgment letter signed and notarized with the legal owner(s) listed giving you permission to submit this application for development.*

Legal Owner:

Name: _____ Address: _____

Business/Cell Phone: _____ Email Address: _____

Site Plan Preparer:

Name: _____ Address: _____

Business/Cell Phone: _____ Email Address: _____

Signature of Applicant

Signature of Legal Owner

Date

Applicant (please print your name)

Legal Owner (please print your name)



Charter Township of Washington
Planning & Zoning Application for a Planned Unit Development
Conceptual and Formal Submission Process

STEP ONE (CONCEPTUAL SUBMISSION: NO MOTION AS A RESULT OF THIS BEING A CONCEPTUAL REVIEW):

For the Conceptual Submission step, the plans submitted must show the entire PUD concept in schematic form, indicating generalized land use areas and their relationship to each other, circulation patterns and generalized existing site characteristics.

Conceptual Submission Requirements for the Planning Commission:

_____ **16 copies** (sealed drawings) of the site plan also including the preliminary utility plan, tree survey, landscaping plan, floor plan and elevation plan.

_____ Email the complete submission to: planning@washingtontwpmi.org

STEP TWO (FORMAL SUBMISSION TO THE PLANNING COMMISSION: PUBLIC HEARING AND RECOMMENDATION):

Any comments received during the Conceptual Review should be considered as you prepare the Formal Submission. Please refer to our Zoning Ordinance, Section 3.17 Planned Unit Development as well as the sections listed under Article 6.0 Development Procedures.

Formal Submission Requirements for a Special Land Use Request for a Planned Unit Development:

_____ **18 copies** (sealed drawings) of the site plan also including the preliminary utility plan, tree survey, landscaping plan, floor plan and elevation plan.

_____ **18 copies** of the Development Impact Statement, Traffic Study, Development Agreement and any other documents included with your Formal Submission for a Planned Unit Development.

_____ Any waivers that are being requested from the underlying zoning district provisions and/or the development impact statement requirements must be submitted in writing as part of this submission.

_____ Email the complete submission to: planning@washingtontwpmi.org

STEP THREE (FORMAL SUBMISSION TO THE TOWNSHIP BOARD: PUBLIC HEARING AND FINAL DECISION):

Any revisions that were included with the recommendation made by the Planning Commission and/or outstanding items listed from the Township Staff, Consultants and County Agencies shall be addressed with this submission to the Board of Trustees.

Formal Submission Requirements for a Special Land Use Request for a Planned Unit Development:

_____ **18 copies** (sealed drawings) of the site plan also including the preliminary utility plan, tree survey, landscaping plan, floor plan and elevation plan.

_____ **18 copies** of the Development Impact Statement, Traffic Study, Development Agreement and any other document included with your Formal Submission for a Planned Unit Development.

_____ Any waivers that are being requested from the underlying zoning district provisions and/or the development impact statement requirements must be submitted in writing as part of this submission.

_____ Email the complete submission to: planning@washingtontwpmi.org



Charter Township of Washington
Planning & Zoning Application for a Planned Unit Development
Conceptual and Formal Submission Process

Meeting Information once you are ready to submit formally to the Planning Commission:

Applications must be submitted **ONE MONTH** prior to the date of the scheduled Planning Commission Meeting. The Planning Commission meetings are held at the Washington Township Hall located at 57900 Van Dyke Washington Township MI 48094 in the Board Room Starting at 6:30 p.m. unless posted otherwise.

Planning Commission Meeting Scheduled Meeting Dates:

**May 9th, 2024, June 13th, 2024, July 11th, 2024, August 8th, 2024, September 12th, 2024,
 October 10th, 2024, November 14th, 2024, December 12th, 2024**

*Please refer to the Township Website for the Board of Trustees Meeting Schedule.

Formal Submissions for a Township Board Meeting must be received a minimum of two weeks prior to the scheduled Board Meeting. All submissions will be processed through the Planning and Zoning Department*

Schedule of Land Use Fees for a Planned Unit Development Submission:

<u>Planned Unit Development</u>	<i>PZ Admin</i>	<i>FD Admin</i>	<i>Postage</i>	<i>Legal</i>	<i>Planner</i>	<i>Engineer</i>	<i>Publications</i>	<i>Total</i>
Conceptual Review	\$350.00	\$50.00	\$45.00	\$350.00	\$400.00	\$375.00		\$1,570.00
Formal Review Residential and/or Non-residential	\$700.00	\$50.00	\$75.00	\$350.00	\$500.00 + \$50.00 per acre	\$550.00	\$450.00	\$2,675.00.00 (+acre fees)
B.O.T. Review	\$350.00	\$50.00	\$75.00	\$200.00	\$200.00 + \$10.00 per acre	\$275.00	\$450.00	\$1,550.00.00 (+acre fees)
<u>Resubmission for Revised Plan Reviews</u>								
2nd Review	n/a	n/a	n/a	n/a	Same fee as originally submitted	n/a		Planners Original Review Fee
3rd Review	\$200.00	\$50.00	\$45.00	\$100.00	Same fee as originally submitted	1/2 of original review fee		\$395.00 (+ Add'l fees)

Please contact the Planning and Zoning Department if you have any questions!

Dana Rose Berschback, Planning & Zoning Director 586-677-4222 berschbackd@washingtontwpmi.org
 Lindsey Sengstock, Planning and Zoning Department 586-677-4209 sengstockl@washingtontwpmi.org