



Applicant Checklist for Planned Unit Developments

PD-1/5

1. A planned unit development (PUD) application package is available from the Community Planning and Development Department. The application shall be completed in full with the appropriate fee to this office. The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday
2. The application package consists of one (1) applicant checklist, one (1) application form, and one (1) review guidelines form.
3. A PUD is an area of land controlled by a landowner(s) to be developed as a unified project and single entity for a group of structures and a number of dwelling units primarily for residential use, the plan for which does not correspond in lot size, bulk, type of dwelling, density, lot coverage, or required open space to the regulations in any one (1) residential district established by other chapters of the Zoning Ordinance.
4. All PUD plans shall contain the information specified in Chapter IXA, Planned Unit Development (PUD) Requirements of the Zoning Ordinance.
5. The PUD outline development plan and application shall be submitted to the Community Planning and Development Department. The application shall be accompanied by a fee.
6. It is your responsibility to ensure that the PUD plan is complete. An incomplete PUD plan may take additional time to review.
7. The PUD plan will be forwarded to the Planning Commission for review and approval.
8. Planning Commission meetings are held the first Thursday of every month, beginning in the City Commission Chambers at 7:00 p.m.
9. As a general rule, the application must be received by the Community Planning and Development Department **at least** four (4) weeks prior to the Planning Commission meeting.
10. You are expected to attend the Planning Commission and City Commission meetings.
11. The Planning Commission, upon approving the final development plan, will forward the project to the City Commission.
12. Following a public hearing, the City Commission shall have the authority to grant the Planned Unit Development approval.
13. It is your responsibility to review the appropriate sections of the Zoning Ordinance, including Chapter IXA, which outlines the review process.

If you have any questions on completing this application, please call the Community Planning and Development Department at (269) 337-8044.



Application for a Planned Unit Development

Fully completed application, fee, and all related documents must be returned to the Community Planning and Development Department **at least four (4) weeks prior** to the Planning Commission Meeting.

Please Include the \$ Fee

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*****Return to the Community Planning and Development Department, 241 W. South St. Kalamazoo, MI 49007*****

A. Applicant Information

Name of Applicant _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____

[If the applicant is not the property owner, a letter signed by the owner agreeing to the Planned Unit Development must be included with the application]

Owner of Parcel [if different than applicant] _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____

Provide names and addresses of any other person having a legal or equitable interest in the property

B. Property Information

Street or Street Address _____
This property is located between _____ street
and _____ street, on the
 north south east west side of the street.

Number of acres _____

Legal Description of the property [may be on a separate sheet attached to this application] _____

C. Purpose of Request [describe briefly the nature of your request] _____

D. Attachments [8 – 24” x 36” prints; 2 – 11” x 17” prints]

- Development Site Plan
- Topographic Map
- Architectural Renderings [may be waived by the City Planner]

This application shall be completed in full and accompanied by all supporting data and the application fee before it will be accepted by the City of Kalamazoo.

Signature of Applicant _____ Date _____

Signature of Owner (if different than applicant) _____ Date _____



Review Guidelines for Planned Unit Developments

PD-3/5

- A. The Planning Commission and City Commission shall consider the proposed Planned Unit Development Plan from the point of view of:**
1. The standards and purposes of the regulations governing the Planned Unit Development Zone;
 2. A maximum of coordination between the proposed development and the surrounding uses;
 3. The conservation of woodland;
 4. The protection of water courses from erosion, siltation, and pollution;
 5. Maximum of safety, convenience, and amenity for the residents of the development.
- B. To these ends, the Planning Commission and the City Commission shall consider:**
1. The location of buildings, parking areas, and other features with respect to the topography of the area and existing features such as streams and large trees;
 2. The efficiency, adequacy, and safety of the proposed layout of internal streets and driveways;
 3. The adequacy and location of green space provided;
 4. The adequacy, location, and screening of parking areas;
 5. If the planned unit development is consistent with the Comprehensive Plan;
 6. If the planning unit development can be planned and developed to harmonize with any existing or proposed development in the area surrounding the project site; and
 7. Such other matters as the Planning Commission and City Commission may find to have a material bearing upon the stated standards and objectives of the Planned Unit Development zone regulations.



Planned Unit Development Checklist

For Staff Use Only

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A. Location of Parcel

B. Recording Dates

Staff/Applicant conference.....

Date:

Application received.....

Date:

Application..... Fee: \$

Date:

Site Plans Received.....

Date:

Field check and photograph.....

Date:

Staff Report.....

Date:

Review committee distribution.....

Date:

Review committee meeting.....

Date:

Letter to applicant.....

Date:

Legal notice and area map to newspaper.....

Date:

Legal notice and map published.....

Date:

Notification of date, time, and place of public hearing and map mailed to applicant, property owners, neighborhood organizations, and utilities within 300 feet sent 15 days prior to public hearing.....

Date:

Planning Commission distribution.....

No. Sent

Planning Commission public hearing.....

No. Returned

PUD approval recommended.....

Date:

Conditions recommended.....

Date:

Provide City Clerk with mailing list, public hearing notice, and map.....

Yes: No:

Notification of date, time, and place of public hearing and map mailed to applicant, property owners, neighborhood organizations, and utilities within 300 feet sent prior to public hearing.....

Yes: No:

Date:

City Commission public hearing.....

Date:

PUD approved.....

No. Sent

Conditions imposed.....

No. Returned

Letter to applicant on action taken.....

Date:

City Clerk sends memo to city departments regarding City

Yes: No:

Commission action [Public Works, Community Planning and

Yes: No:

Development, Public Utilities, City Assessor, Public Safety].....

Date:

City Clerk certifies and records PUD with Kalamazoo

Date:

County Register of Deeds.....

Date:

Distribution [Zoning Inspector, Assessor, Records].....

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Statement of Action

For Staff Use Only

PD-5/5

A. Applicant Information

Name of Applicant _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Owner of Parcel (if different from applicant) _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

B. Property Address _____

C. Your request for a Planned Unit Development Permit has been reviewed and approved/denied by the Kalamazoo City Commission on **Date:**

Conditions, if any _____

D. Your rezoning request becomes official effective on..... **Date:**

Performance bond, if any Amount \$

For the purpose of Description:

To be completed by Date:

Additional Comments _____

The signature below shall attest to the fact that a Planned Unit Development request has been reviewed by the Kalamazoo City Commission as requested by the applicant whose name appears above.

City Planner Date