

Application Number: \_\_\_\_\_



**PLANNED DEVELOPMENT**  
**Pre-Application Submission and Review of Qualifications**

Township of Acme, Grand Traverse County, Michigan

6042 Acme Road, Williamsburg, MI 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

Planning & Zoning Administrator: Lindsey Wolf Email: [zoning@acmetownship.org](mailto:zoning@acmetownship.org)

**OWNER INFORMATION** (please type or print clearly)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**APPLICANT INFORMATION** (please type or print clearly)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PROPERTY INFORMATION** (please type or print clearly)

Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

If this project is one phase of a larger development and/or property subject to an **existing/previous Site Plan Review, Special Use Permit, or Variance**, what is/are the applicable permit number(s)?:

\_\_\_\_\_  
\_\_\_\_\_

**Proposed Use/Change to Property:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Estimated Start and Completion Dates of Each Phase:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## PRE-APPLICATION SUBMISSION DOCUMENTS

### Criteria of Qualification

To qualify for the Planned Development option, it must be demonstrated that all of the following standards will be met:

- A. The properties are zoned AG, SFR, SFN, MHN, C, CF, or LIW Districts.
- B. The use of this option shall not be for the sole purpose of avoiding the applicable zoning requirements. Any permission given for any activity, building, or use not normally allowed shall result in an improvement to the public health, safety and welfare in the area affected.
- C. The PD shall not be used where the same land use objectives can be carried out by the application of conventional zoning provisions or standards. Problems or constraints presented by applicable zoning provisions shall be identified in the PD application.
- D. The PD option may be effectuated only when the proposed land use will not materially add service and facility loads beyond those considered in the Township Master Plan, and other public agency plans, unless the proponent can prove to the sole satisfaction of the Township that such added loads will be accommodated or mitigated by the proponent as part of the PD.
- E. The PD shall not be allowed solely as a means of increasing density or as a substitute for a variance request; such objectives should be pursued through the normal zoning process by seeking a zoning change or variance.
- F. The PD must meet, as a minimum, five (5) of the following nine (9) objectives of the Township. If the PD involves a density transfer it shall include objective f(9) in addition to its five (5) objectives.
  1. To permanently preserve open space or natural features because of their exceptional characteristics, or because they can provide a permanent transition or buffer between land uses.
  2. To permanently establish land use patterns which are compatible, or which will protect existing or planned uses.
  3. To accept dedication or set aside open space areas in perpetuity.
  4. To provide alternative uses for parcels which can provide transition buffers to residential areas.
  5. To promote the goals and objectives of the Township Master Plan.
  6. To foster the aesthetic appearance of the Township through quality building design and site development, provide trees and landscaping beyond minimum requirements; the preservation of unique and/or historic sites or structures; and the provision of open space or other desirable features of a site beyond minimum requirements.
  7. To bring about redevelopment of sites where an orderly change of use or requirements is determined to be desirable.
  8. To promote the goals and objectives of the Acme Township Community Master Plan, the Acme Township Placemaking Plan and the US-31/M-72 Mixed Use Overlay District.
  9. To promote sustainable development especially on parcels with active farmland and orchards as defined by MCL 324.36201 (h), or on parcels that contain unique cultural, historical or natural features which should be preserved.

### **Schematic Land Use Plan**

Drawings containing enough detail to demonstrate the following:

- Location of land use areas
- Role of open space
- Streets providing access to the site, along with pedestrian and vehicular circulation with the site
- Dwelling unit density and types
- Building or floor areas contemplated, as applicable

*\*The applicant is encouraged to elaborate on these elements in the written narrative.*

### **Natural Features Plan**

A plan to protect natural features, or preservation of open space or greenbelts. The areas of preservation may be noted on the schematic land use plan, and described in the written narrative.

### **Storm Water Management Plan**

A storm water management plan incorporating low impact development (LID) water quality technologies. Examples include but are not limited to: rain gardens, rooftop gardens, vegetated swales, cisterns, permeable pavers, porous pavers, porous pavement, and filtered storm water technologies.

### **Proof of Property Ownership**

Provide proof of ownership for the parcel(s) included in the Planned Development application. If applicant is not the current property owner, also provide written permission to act as agent on the property owner's behalf.

### **PLANNING COMMISSION REVIEW**

Based on the documentation presented, the Planning Commission shall make a preliminary determination about whether a parcel(s) and project qualifies for the Planned Development under the Criteria for Qualifications in §10.2.5 of the Acme Township Zoning Ordinance.

If approved, the applicant may then continue to prepare a Planned Development plan in accordance with §10.2.7 Submission of Planned Development Plan and Application Materials of the Acme Township Zoning Ordinance from which a final determination will be made. PLEASE NOTE: an approved preliminary request for qualification does not guarantee a final Planned Development approval.

### **FEES AND ESCROW POLICY ACKNOWLEDGEMENT**

At the time of application, the applicant will submit the PD pre-application fee according to the Acme Township Schedule of Fees. Additionally, the applicant must sign the Escrow Policy Acknowledgment and submit an escrow deposit as determined by the Township.

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**AFFIDAVIT**

The undersigned affirms that he/she is the \_\_\_\_\_ (owner, agent, lessee, or other interested party) involved in this petition and that the foregoing answers, statements and information are in all respects true and, to the best of his/her knowledge, correct. By making this application, the undersigned grants all officials, staff and consultants of Acme Township access to the subject property as required and appropriate to assess site conditions in support of a determination as to the suitability of the proposed project and/or current or future Planned Development and Zoning Ordinance compliance.

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_

**NOTES - FOR TOWNSHIP USE ONLY**