



## PLANNED DEVELOPMENT APPLICATION

Township of Acme, Grand Traverse County, Michigan

6100 US 31 N, 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: \_\_\_\_\_

### PROJECT INFORMATION (please type or print clearly)

Name of Project: \_\_\_\_\_

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

Parcel Number(s): \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Existing Site Plan Reviews, Special Use Permits, or Variances: \_\_\_\_\_

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

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

Planning Commission Criteria of Qualifications Approval Date: \_\_\_\_\_

**APPLICATION SUBMISSION**

**Format Requirements**

All applications, reports and drawings shall meet the following requirements upon submission:

	One paper copy and one digital copy of complete application materials
	Drawings provided in AutoCad™, Microstation, or similar site civil/architectural drawing format requested by the Planning Commission
	Drawings scaled to not less than one 1 inch equals 100 feet (unless otherwise allowed by Township)
	All other graphics and exhibits, text or tabular information submitted in Adobe Acrobat™ “pdf” Format

**Plan Element Requirements**

A proposed PD application shall contain the following elements:

Met	Planned Development Plan Elements
	1. Boundary survey of exact acreage prepared by a registered land surveyor or civil engineer
	2. Topographic map of entire project area at a maximum two-foot contour interval. Includes major stands of trees, bodies of water, wetlands, unbuildable areas
	3. A proposed development showing the following, but not limited to:
	a. Land use area zoning districts
	b. Vehicular circulation, major drives, vehicular access, cross sections of public and private streets
	c. Transition treatment, including minimum building setbacks to adjacent land and between land use areas within planned development
	d. General location of nonresidential buildings and parking areas, estimated floor areas, building coverage and number of stories/heights
	e. General location of residential unit types, densities, and lot sizes by area
	f. General location of LID storm water management technologies
	g. Location of all wetlands, water and watercourses, proposed water detention areas and depth to ground water
	h. Boundaries of open space areas that are to preserved or reserved and an indication of property ownership
	i. Schematic landscape treatment plan for open space, streets, and border/transition areas adjoining properties
	j. Preliminary grading plan, showing extent of grading and delineating any areas which are not to be graded or disturbed
	k. Public or private water distribution, storm, and sanitary sewer plan
	l. Elevations of proposed buildings using durable and traditional materials
	m. Written narrative explaining in detail the full intent of the project, showing dwelling unit types or uses contemplated, resultant population, floor area, parking and supporting documentation, intended schedule of development
	4. Market study, traffic impact study, and/or environmental impact assessment (if requested by the Planning Commission or Township Board)
	5. Pattern book or design guidelines manual (if requested by the Planning Commission or Township Board)

**Agency Requirements**

Documentation from the following regulatory agencies is required to determine if the proposed PD project appears likely to meet their permit requirements to promote public health, safety, and welfare.

	Grand Traverse County Health Department (well and septic)
	Grand Traverse County Department of Public Works (sewer)
	Grand Traverse Band of Ottawa & Chippewa Indians (water)
	Grand Traverse County Soil Erosion and Sediment Control Department (soil erosion)
	Grand Traverse Metro Fire Department (emergency services)
	Grand Traverse County Sheriff's Department (public safety)
	Grand Traverse County Road Commission (new roads, county road driveways)
	Michigan Department of Transportation (driveways, projects along US-31 and M-72)
	Michigan Department of Environmental Quality (wetlands)

**PLANNING COMMISSION REVIEW**

Once the application is determined to be complete, the Planning Commission will review the proposed PD project's qualifications for a PD option and adherence to the following objectives and requirements:

1. The proposed PD adheres to the conditions for qualification of the PD option and promotes the land use goals and objectives of the Township.
2. All applicable provisions of the PD Article shall be met. If any provision of the Article shall be in conflict with the provisions of any other section of the Article, the provisions of Section 19.7 Acme Township Zoning Ordinance shall apply to the lands embraced within the PD area.
3. There will be at the time of development, an acceptable means of disposing of sanitary sewage and of supplying the development with water and the road network, storm water drainage system, and other public infrastructure and services are satisfactory.

Following the preliminary review, the Planning Commission will set a public hearing on the proposed PD plan and will give notice as specified in Section 9.1.2(c) Acme Township Zoning Ordinance.

After completion of the review and public hearing, the Planning Commission will report its findings and recommendation to the Township Board for final approval.

**TOWNSHIP BOARD APPROVAL**

Upon recommendation from the Planning Commission, the Township Board will review all findings and make a final determination as to approve the PD project or not. If approved, then the PD project may proceed forward in accordance with the requirements of Section 19.7.4 and 19.8 of the Acme Township Zoning Ordinance.

**FEES AND ESCROW POLICY ACKNOWLEDGEMENT**

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

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

**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**

Date Received: \_\_\_\_\_ Fee Tendered: \_\_\_\_\_

Escrow Amount: \_\_\_\_\_ Project No. (T&A): \_\_\_\_\_

Date of Preliminary Planning Commission Review: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Date of Public Hearing Notice: \_\_\_\_\_

Date of Planning Commission Recommendation: \_\_\_\_\_

Recommended to Township Board for Approval:     **YES**           **NO**