

PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

102 W. Savidge Street, Spring Lake, MI 49456
Phone: (616) 842-1393 | Website: www.springlakevillage.org



APPLICATION	FEE	ESCROW
Preliminary PUD Review	\$700	\$1500
Final PUD Review	\$300	\$1500
PUD Amendment Review	\$500	\$1500

1. Project Information

Address/location: _____

Name of Development: _____

Parcel #: _____ Lot Area in Acres or Sq. Ft _____

Zoning District: _____ Master Planned Zoning _____

2. Applicant

Name: _____

Company: _____

Address: _____

Phone: _____ Email: _____

3. Property Owner

Name: _____

Company: _____

Address: _____

Phone: _____ Email: _____

4. PUD Information:

• Does the property abut a Village Property? Yes No
○ If yes, please list property: _____

• Number & Type of Existing Structures?

• Is the property served by public utilities? Yes No
• If yes, please list: _____

Details of Proposed Request (attach additional pages if needed):

By signing below, permission is granted for Village staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the Village of Spring Lake Code of Ordinances.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Print Name: _____

Office Use Only

Date Received: _____ Application Complete: _____ Fee: _____

Date of Approval: _____ Date of Table: _____ Date of Denial: _____

Permit # _____

Conditions of Approval:

**THE FOLLOWING PAGES ARE FOR REFERENCE ONLY
AND SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION**

PLANNED UNIT DEVELOPMENT APPLICATION PROCESS

See Article XII of the Zoning Ordinance for a complete set of regulations.

1. From Application to Installation

- Step 1: Request a Pre-Application Meeting with Village Staff. An initial review of the proposal will be conducted to provide guidance on compliance to put the applicant in the best position to obtain approval from the Planning Commission.
- Step 2: Submit the Preliminary Planned Unit Development Application by the filing deadline to be placed on the next Planning Commission agenda. These dates can be found online at www.springlakevillage.org/boards/planning-commission.
- Step 3: The Planning Commission shall review the preliminary development plan, hold a public hearing, and make a written recommendation to the Village Council for the PUD plan and rezoning.
- Step 4: The Village Council will hold a public hearing, review the preliminary PUD development plan for the entire project or for each phase of the project as identified in the preliminary development plan review, and the written recommendation and findings from the Planning Commission, and make a decision which shall approve, deny, or approve with conditions the PUD preliminary development plan and PUD rezoning.
- Step 5: The Planning Commission shall review the final PUD development plan to ensure the plans are substantially similar, hold a public hearing, draft a PUD agreement, and make a written recommendation to the Village Council.
- Step 6: The Village Council will hold a public hearing, review the final PUD development plan for the entire project or for each phase of the project as identified in the final development plan review, and review the PUD agreement. The PUD agreement shall be drafted in a form acceptable to the Village attorney and shall be recorded with the Ottawa County Register of Deeds prior to the commencement of construction.
- Step 7 Zoning Review Application [Zoning-Review-Requirements.pdf \(springlakevillage.org\)](#)
- Step 8: Building Permits <http://www.michigantownshipservicesmuskegon.com>
- Step 9: Final Inspections (*minimum of 24 hours notice required prior to requested time*)

2. Fee and Escrow

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▪ **Application fee**

- Includes the cost of 1 publication and 1 mailing of the hearing notice.
- Costs associated with additional hearings will be deducted from the escrow.

▪ **Escrow deposit**

- Escrow funds would be utilized for professional services needed to process the application.
- Typical services are legal advice, engineering review, etc.
- The applicant will be notified of the Village's intent to utilize a portion of the escrow funds for professional services. Providing the applicant an opportunity to withdraw the application to prevent the reduction of the escrow deposit.
- Any and all escrow funds which are not used, will be refunded to the applicant.

3. Required Application Materials

The following materials must be included with the application. The applicant is responsible for supplying **10 hard copies + 1 digital copy** of each item listed below:

(a) PUD Application

(b) Set of plans addressing the requirements in Section 390-78.B-1. Including but not limited to the following:

- Stormwater management plans.
- Parking plans
- Traffic circulation plans
- Landscaping plans
- Utility plans

(c) Photometric plan showing the brightness levels on site.

(d) Project Narrative, signed by the applicant, that addresses the following:

- The nature and concept of the project.
- The proposed density, number, and types of dwelling units if a residential PUD.
- How the proposed PUD meets the objectives of this article.
- The legal mechanisms and structures proposed to assure the perpetual maintenance of any open space proposed. 5) How the proposed project will be served by public water, sanitary sewer, storm drainage, electric, gas, and telecommunications.
- The phasing plan or staging plan, if applicable.
- Proof of ownership or legal interest in the property

(e) List of departure requests

MEETING INFORMATION

The Village of Spring Lake Planning Commission meets in a regular session on the fourth Tuesday of each month at 7:00 p.m. at Barber School Community Building, 102 West Exchange Street, Spring Lake, Michigan.

Materials related to requests for Planning Commission action, including any required fees, must be filed at the Village Hall located at 102 West Savidge Street, Spring Lake, Michigan, 49456.

Filing requests which are not complete, or which are not filed by the meeting deadline, as determined by the Village Planner, will not be placed on the agenda. If this occurs, the applicant should resubmit the application and required materials by the next filing deadline.

Filing deadlines are established for the reasons stated below. The filing deadlines and meeting dates can be found at www.springlakevillage.org/boards/planning-commission.

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication;
- To permit adequate time for staff to arrange the mailing of notices;
- To permit adequate time for the Planning Commission and staff to review the filed materials.