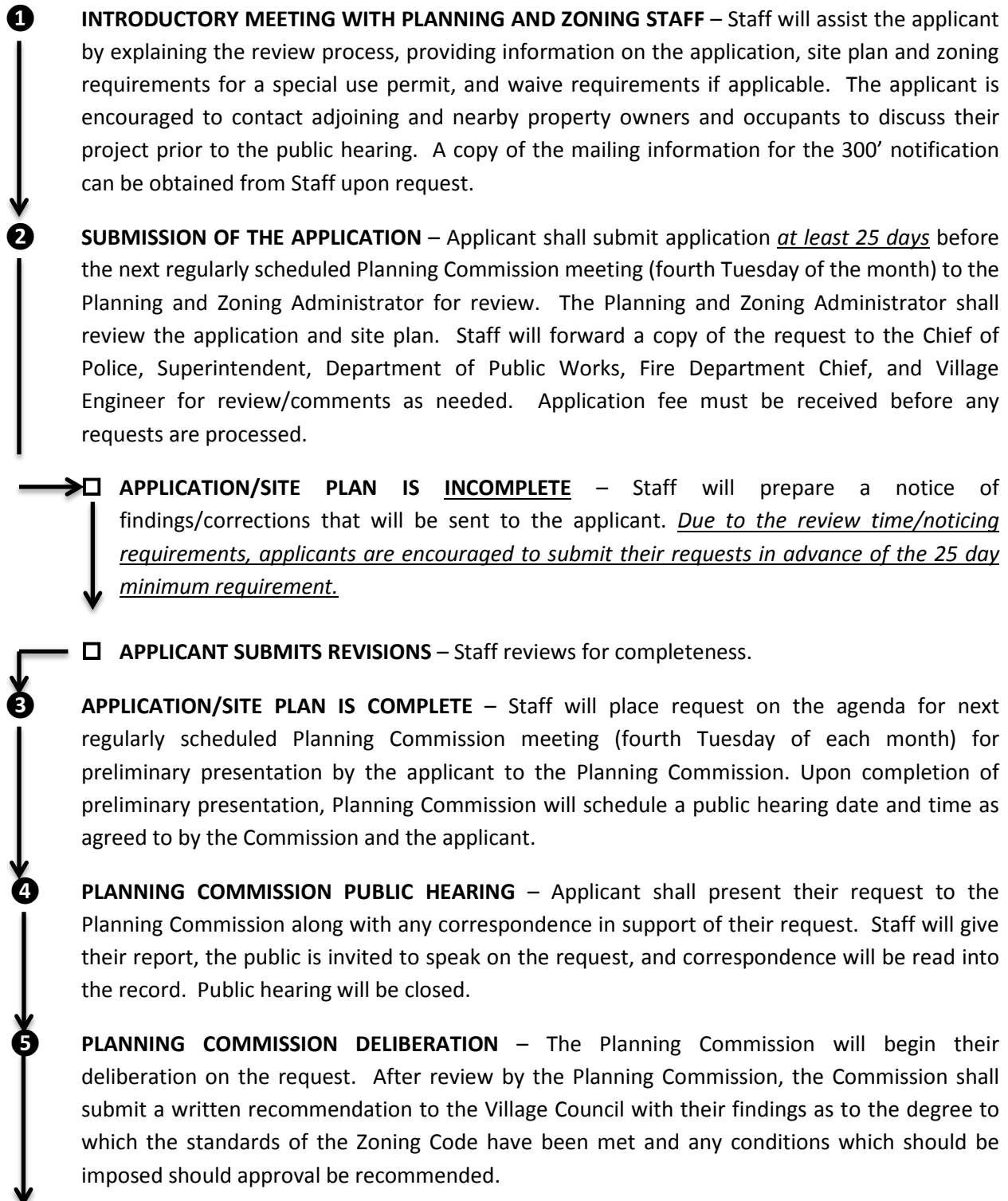




PROCESS FOR PLANNED UNIT DEVELOPMENT PERMIT REQUESTS





6

VILLAGE COUNCIL FIRST READING - Staff will place First Reading of the request on the agenda for a regularly scheduled meeting of the Village Council (first and third Monday of each month) for presentation by the applicant to the Village Council. Upon completion of the presentation, Village Council will schedule a public hearing date and time as agreed to by the Council and the applicant.



7

VILLAGE COUNCIL PUBLIC HEARING – Applicant shall present their request to the Village Council along with any correspondence in support of their request. Staff will give their report, the public is invited to speak on the request, and correspondence will be read into the record. Public hearing will be closed.



8

VILLAGE COUNCIL DELIBERATION - The Village Council will begin their deliberation on the request. If the Council determines that the application is complete and is consistent with the intent and eligibility conditions and all other standards and requirements contained in this Code, it shall enter an order authorizing development and use in accordance with the application and material submitted, modified as the Council may consider necessary, containing any lawful conditions or restrictions deemed necessary by the Council to carry out the intent and standards of the Code.



9

PERMIT – Upon approval of the Council, Staff will formalize the resolution of approval, prepare and issue a planned unit development permit and forward a copy of the approved documents to the applicant for their files.

***Average time depending on submittal of a complete application by the applicant, notice requirements, project review, and meeting schedules approximately 75-90 days.**

315 BRIDGE STREET
P.O. BOX 398
ELK RAPIDS, MI 49629-0398



VILLAGE OF ELK RAPIDS
PHONE: 231-264-9274
FAX: 231-264-6337

PLANNED UNIT DEVELOPMENT PERMIT APPLICATION

P.U.D. FILE NUMBER: _____

PLANNING AND ZONING DEPARTMENT

APPLICATION FEE: \$ _____

E-MAIL: vllgzoning@elkrapids.org

ESCROW FEE: \$ _____

APPLICATIONS FOR PLANNED UNIT DEVELOPMENT APPROVAL SHALL CONFORM TO THE REQUIREMENTS OF THE VILLAGE OF ELK RAPIDS ZONING CODE.

PUBLIC HEARINGS AT BOTH THE PLANNING COMMISSION AND VILLAGE COUNCIL SHALL BE SCHEDULED FOLLOWING A DETERMINATION BY THE PLANNING/ZONING DEPARTMENT THAT THE P.U.D. APPLICATION IS COMPLETE AND MEETS THE REQUIREMENTS OF THE VILLAGE OF ELK RAPIDS ZONING CODE.

NAME OF THE PROPOSED DEVELOPMENT: _____

ADDRESS OF SUBJECT PROPERTY: _____

PROPERTY TAX I.D. NUMBER(S): _____ ZONING CLASSIFICATION _____

DESCRIPTION OF PROPOSED LAND USE:

PROPERTY OWNER(S) INFORMATION:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ E-MAIL: _____

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APPLICANT(S) INFORMATION:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ E-MAIL: _____

APPLICANT(S) RELATIONSHIP TO PROPERTY OWNER: _____

(OWNER, AGENT, LESSEE)

SIGNATURE OF PROPERTY OWNER _____ DATE: _____

SIGNATURE OF APPLICANT _____ DATE: _____

BY THIS SIGNATURE, THE PROPERTY OWNER AUTHORIZES THE VILLAGE OF ELK RAPIDS STAFF, APPOINTED BOARD AND/OR COMMISSIONERS, OR COMMITTEE MEMBERS TO ENTER UPON THE SUBJECT PROPERTY FOR PURPOSES OF MAKING INSPECTIONS RELATED TO THE PROJECT OR REQUEST IDENTIFIED IN THIS APPLICATION.

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PLANNED UNIT DEVELOPMENT PERMIT APPLICATION CHECKLIST

THE FOLLOWING ITEMS ARE REQUIRED FOR A COMPLETE APPLICATION SUBMITAL:

COMPLETED VILLAGE OF ELK RAPIDS P.U.D. PERMIT APPLICATION FORM

PAYMENT OF REQUIRED FEE

COMPLETED IMPACT ASSESSMENT STATEMENT (SEE PAGE # 6)

COMPLETED GENERAL REQUIREMENTS STATEMENT (SEE PAGE # 9)

PROJECT SITE PLAN DRAWINGS PER SITE PLAN REVIEW CHECKLIST (SEE PAGE # 15)

ELECTRONIC VERSION OF ENTIRE P.U.D. APPLICATION DOCUMENTS AND SITE PLAN DRAWINGS
(PDF FORMAT)

ALL HARD COPY DRAWINGS SHALL BE SEALED AND SIGNED BY A STATE OF MICHIGAN PROFESSIONAL ENGINEER, REGISTERED ARCHITECT, REGISTERED LANDSCAPE ARCHITECT OR PROFESSIONAL COMMUNITY PLANNER.

NOTICE TO APPLICANT

PUBLIC HEARING NOTICES REGARDING REQUESTS FOR PLANNED UNIT DEVELOPMENT PERMIT APPROVAL WILL BE SENT TO RESIDENTS AND PROPERTY OWNERS WITHIN 300 FEET OF THE SITE INVOLVED IN THE REQUEST AND NOTICES WILL BE POSTED ON THE VILLAGE OF ELK RAPIDS WEBSITE AND PUBLISHED IN THE NEWSPAPER OF RECORD. THE OPINIONS AND CONCERNS OF RESIDENTS AND ADJACENT PROPERTY OWNERS ARE TAKEN INTO CONSIDERATION BY THE PLANNING COMMISSION AND VILLAGE COUNCIL IN THE COURSE OF THE PUBLIC HEARING.

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**VILLAGE OF ELK RAPIDS
IMPACT ASSESSMENT STATEMENT**

Applicants for all Special Use, Planned Unit Development or Commercial Site Plan Review Permits are required to complete the following written Impact Assessment information as applicable:

1. A written description of the environmental characteristics of the site prior to development, such as topography, soil conditions, plant materials, drainage, streams, creeks, or ponds:

2. Types of uses and other man-made facilities:

3. The number of people to be housed, employed, visitors or patrons, and vehicular and pedestrian traffic to be generated:

4. Phasing of the project, including ultimate development proposals:

5. Natural features which will be retained, removed, and/or modified, including vegetation, drainage hillsides, streams, wetlands, woodlands, and water. The description of the areas to be altered shall include their effect on the site and adjacent properties:

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6. The method to be used to serve the development with water and sanitary sewer facilities:
7. The method to be used to control drainage on the site and from the site. This shall include runoff control during periods of construction:
8. If public sewers are not available to the site, provide a current approval from the Antrim County Health Department or other responsible public agency indicating approval of plans for sewer treatment:
9. The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site, and consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights:
10. An indication of how the proposed use conforms with existing and potential development patterns and any adverse effects:

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**VILLAGE OF ELK RAPIDS
IMPACT ASSESSMENT STATEMENT**

11. Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. A copy of Antrim County Soils and Erosion Control Permit is required prior to start of construction:

12. Type, direction and intensity of outside lighting:

13. General description of deed restrictions, if any:

14. Name(s) and address(s) of person(s) responsible for preparation of this statement:

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**VILLAGE OF ELK RAPIDS
GENERAL REQUIREMENTS STATEMENT**

Applicants for all Special Use, Planned Unit Development or Commercial Site Plan Review Permits are required to comment on the following General Requirements information as applicable to show that the proposed project/use:

1. Be compatible with adjacent land use, the natural environment and the capacities of public services and facilities affected by the land use, and the use shall be consistent with the public health, safety and welfare of the Village residents:

2. Be designed to protect natural resources the health, safety, and welfare as well as the social and economic well-being of those who will use the land or activity under consideration, of residents and land owners immediately adjacent to the proposed land use or activity, and of the community as a whole:

3. Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity:

4. Meet the standards established in the Village of Elk Rapids Zoning Code:

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**VILLAGE OF ELK RAPIDS
GENERAL REQUIREMENTS STATEMENT**

5. Be requested by an applicant who may legally apply for the permit requested and has submitted all required information:

6. Be a development, exclusive of Planned Unit Developments, which conforms to all regulations of the Zoning District in which it is located:

7. Meet the requirements of the Village for fire and police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities:

8. Meet the standards of other governmental agencies, where applicable:

9. Be designed such that natural resources will be preserved to a maximum feasible extent and that areas to be left undisturbed during construction shall be so indicated on the site plan and at the site per se:

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10. Respect floodways and flood plains on or in the vicinity of the subject property:

12. Not cause soil erosion, sedimentation, or ground water pollution problems:

Rev. 12/2015

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**VILLAGE OF ELK RAPIDS
GENERAL REQUIREMENTS STATEMENT**

14. Not destroy the character of the property or the surrounding area or adversely affect the adjacent or neighboring properties:

15. Not disturb air drainage systems necessary for agricultural uses:

16. Be designed such that phases of development are in a logical sequence, so that any one phase will not depend upon a subsequent phase for adequate access, public utility services, drainage or erosion control:

17. Be designed such that the plan provides for the proper expansion of existing facilities such as public streets, drainage systems and water and sewage facilities and will not create excessive additional requirements at public cost for public facilities and services:

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**VILLAGE OF ELK RAPIDS
GENERAL REQUIREMENTS STATEMENT**

18. Provide for landscaping, fences or walls if required by the Village Council, Planning Commission or Zoning Administrator in pursuance of the objectives of the Village of Elk Rapids Zoning Code:

19. Provide that parking layout will not adversely affect the flow of traffic within the site or to and from the adjacent streets:

20. Provide that vehicular and pedestrian traffic within the site and in relation to streets and sidewalks serving the site shall be safe and convenient:

21. Provide that outdoor storage of garbage and refuse is contained, screened from view, and located so as not to be a nuisance to the subject property or neighboring properties:

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**VILLAGE OF ELK RAPIDS
GENERAL REQUIREMENTS STATEMENT**

22. Not be hazardous or disturbing to existing or future uses in the same general vicinity but will rather be a substantial improvement to the property:
23. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by noise, smoke, fumes, glare or odors:
24. Provide that the proposed development is in accord with the spirit and purpose of the Village of Elk Rapids Zoning Code and not inconsistent with, or contrary to, the objectives sought to be accomplished by the Zoning Code and the principles of sound planning:
25. Be designed to ensure that all exterior lighting shall be so arranged that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted:

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**DETAILED SITE PLAN REQUIREMENTS CHECKLIST
FOR ALL SPECIAL USE PERMIT AND PLANNED UNIT DEVELOPMENT PERMIT APPLICATIONS**

13 copies of Detailed Site Plan for Special Use Permit applications (20 copies for P.U. D.'s), on paper measuring not more than 24" x 36", drawn to a scale not more than 50' to the inch, shall be submitted to the Planning and Zoning Administrator. One additional copy shall be submitted in a photo-reduced form on 11"x 17" paper. Unless specifically waived by the Planning and Zoning Administrator, the site plan shall be prepared by an Engineer, Architect, Landscape Architect, Surveyor, or AICP Professional Community Planner, licensed or certified to work in the State of Michigan.

Detailed Site Plan Requirement Checklist

Waived Initials	Included	Description
		Site plan prepared by an Engineer, Architect, Landscape Architect, Surveyor, or AICP Professional Community Planner, licensed or certified to work in the State of Michigan.
		A scale drawing of the site and proposed development thereon, including the date, name, address, and professional seal of the preparer.
		The scale of the drawing and North arrow.
		A vicinity map illustrating the property in relation to the surrounding area.
		Legal description, plat name, lot numbers, property lines including angles, dimensions, and reference to a section corner, quarter corner, or point on a recorded plat.
		Percentage of land covered by all buildings and accessory structures and that reserved for open space.
		Zoning Classification of the site and surrounding properties and any variance(s) to be requested.
		Topography of the site and its relationship to adjoining land illustrated at two (2) foot contours and including an area extending 100 feet from the parcel boundary.
		Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.
		Existing buildings and improvements on and within 50 feet of the subject parcel, including buildings, fences, landscaping, parking, screening and the location and footprint of each, and the location and specifications of any proposed above or below ground storage facilities for chemicals, salts, flammable or hazardous materials and their containment structures.
		Proposed buildings and improvements, including footprint, dimensions, locations, lot area, floor coverage, lot coverage percentage, building height, floor elevations, fences, trash receptacles and screening.
		Setback lines and their dimensions.
		Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.

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Detailed Site Plan Requirement Checklist (cont.)

Waived Initials	Included	Description
		Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities.
		Storm water management plan in accordance with Antrim County Storm Water Control Ordinance including locations and details of proposed storm water management systems.
		Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.
		Required and proposed number and location of parking spaces, maneuvering lanes, driveways and loading areas in accordance with §530., of this Code.
		Detail on proposed signage including illustrations of all proposed signs, their sign face area, height and nature of illumination if applicable, in accordance with §529., of this Code.
		A lighting plan in accordance with §527., of this Code.
		A detailed landscape plan prepared in accordance with §528., of this code.
		Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
		Completed Impact Assessment Statement (pages 8-10, below)
		Completed General Requirements Statement (pages 11-12, below)
		Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Planning and Zoning Administrator or the Planning Commission to establish compliance with Village ordinances.

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FOR VILLAGE USE ONLY

P.U.D. FILE NUMBER: _____

FEE TENDERED:

CASH CHECK #

APPLICATION:

APPROVED

DENIED

AUTHORIZED SIGNATURE:

Planning and Zoning Administrator

DATE: _____