



215 WEST MAIN STREET  
NORTHVILLE, MI 48167  
(248) 449-9902

Cashier Validation (103)

## PLANNED UNIT DEVELOPMENT APPLICATION (PUD)

**(A Site Plan Application must also be submitted concurrently with  
the Planned Unit Development Application)**

**Do not submit the PUD application (and Site Plan Application) until you have:**

1. Applied for and attended a Pre-Application Conference
2. Applied for and received PUD Eligibility from the Planning Commission
3. Refer to Article 20 of the City of Northville Zoning Ordinance for the PUD ordinance. (The Zoning Ordinance is available on the City's website. <http://www.ci.northville.mi.us/Services/Building/ZoningOrdinance.asp>)

**Applying for (only check one):**  Preliminary PUD Approval  Final PUD Approval  Revised PUD Approval

### **PROJECT APPLICANT INFORMATION**

Sponsor of Development: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Site Planner: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Contractor: \_\_\_\_\_ Builders License No. \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Engineer: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**LOCATION OF PROJECT**

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

Cross Streets: \_\_\_\_\_ and \_\_\_\_\_

Tax Parcel ID# \_\_\_\_\_ Lot No: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Located in the Historic District:  Yes\*  No \*If YES, application must also be made to the Historic District Commission for review and approval

**APPLICATION CHECK LIST**

- PUD Application completed in its entirety and signed. Unsigned applications will not be accepted.
- Site Plan Application completed in its entirety and signed. Unsigned applications will not be
- accepted. Sketches, plans, etc. - hard copy
- All of the above assembled into 20 identical packets  
(PUD App on top, Site Plan App next, and supporting documents and plans last – folded to same size as application)
- One PDF file of documents larger than 11”x17” (on cd or thumb drive)
- Fee (See Development Review Fee Schedule)

*Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.*

*I hereby certify that the owner of record authorizes the proposed work and that the owner has authorized me to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant. **This section must be completed and signed or application will not be accepted.***

\_\_\_\_\_  
PRINT name of applicant Signature

\_\_\_\_\_  
Print the applicant’s full legal name (individual or company)

\_\_\_\_\_  
Provide the applicant’s complete address

\_\_\_\_\_  
Relationship to owner Phone #

**NOTE: FAILURE TO SUBMIT PLANS THAT DO NOT ALLOW THE PLANNING COMMISSION TO ADEQUATELY ADDRESS ALL THE CRITERIA PROVIDED FOR THE REVIEW BY THE PLANNING COMMISSION ACCORDING TO ARTICLE 20 OF THE ZONING ORDINANCE AND THE SITE PLAN CHECK LIST SHALL RESULT IN A DELAY TO THE APPLICANT.**

**Procedures to Appear Before the Planning Commission**

- Fill out application with any backup documentation attached (i.e. blueprints, drawings, plot plans etc.)
- Make **20** copies of the application and backup documentation and assemble them into 20 identical packets. Application must be on top and backup documents must be folded to the same size as the application. **One PDF file (on cd or thumb drive) of site plans or document larger than 11”x17” must also be provided at time of submission.**
- Submit the documents to the Building Department no later than 4:00 p.m. the day of the deadline. The deadline to submit applications and documentation is **21** days prior to the meeting date. If this date falls on a Saturday or Sunday, plans need to be submitted on the Friday prior to the due date. Deadlines may also be moved due to holidays and newspaper publication schedules. Follow the submission schedule posted at the Building Department or on the City’s website ([www.ci.northville.mi.us](http://www.ci.northville.mi.us) – go to Government, Boards and Commissions, Procedures to Appear).
- Planning Commission meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 7:00 p.m. in the City Council Chambers. If there is a change in date or location, it will be posted on the City’s website and at City Hall.
- The applicant or a representative should be present at the meeting to answer any questions the commissioners may have. Presentation boards or other large items can be brought to the meeting to help the commissioners in the decision making process.

**TO BE COMPLETED BY THE CITY**

Application Fee: \$ \_\_\_\_\_ Date filed with Building Dept: \_\_\_\_\_

**Date submitted to Planning Commission:** \_\_\_\_\_

Approval: Date and Signature of Secretary: \_\_\_\_\_

Disapproval\*: Date and Signature of Secretary: \_\_\_\_\_

(\*Reason for disapproval attached)

Conditional Approval\*: Date and Signature of Secretary: \_\_\_\_\_

(\*Conditions of approval attached)

**Revised PUD submitted:** \_\_\_\_\_

(Date)

Revised PUD Approval: Date and Signature of Secretary: \_\_\_\_\_

Revised Disapproval\*: Date and Signature of Secretary: \_\_\_\_\_

(\*Reason for disapproval attached)

Conditional Approval\*: Date and Signature of Secretary: \_\_\_\_\_

(\*Conditions of approval attached)

**All conditions have been met and the revised Site Plan is in accordance with the conditions of approval attached.**

\_\_\_\_\_  
(Signature of Building Inspector)

\_\_\_\_\_  
(Date)

Comments:

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

**THIS PROCESSING FORM, TOGETHER WITH ALL CORRESPONDENCES, IS TO BE ATTACHED TO THE PLANNING COMMISSION’S “OFFICIAL COPY” OF THE SITE PLAN, FORMING A PERMANENT RECORD REGARDING THE PLAN SUBMITTED. THE “OFFICIAL COPY” TOGETHER WITH ALL ATTACHED DATA SHALL BE RETURNED TO THE PLANNING COMMISSION FILES AFTER PROCESSING.**