

JAMESTOWN CHARTER TOWNSHIP

Ottawa County

2380 – Riley Street, Hudsonville, Michigan 49426

PLANNED DEVELOPMENT

Instructions

For an application to be considered complete, ALL information must be provided. If an item is not applicable to your petition, please mark that item N/A for “not applicable” and provide an explanation why it is not applicable.

- **Initial Review Body:** Planning Commission
- **Meeting Frequency:** Third Tuesday of every month
- **Application Deadline:** Fifty-five (55) calendar days prior to the third Tuesday meeting at which you desire your application to be considered.
- **Township Office Review:** Following review by township personnel, if any required materials are deemed missing the applicant will be notified and must provide said material, which must result in a complete application prior to the required publication deadline for said meeting for consideration.
- **Initial Submission Requirements:** One (1) electronic copy and Four (4) copies folded to a size no larger than 11” x 14”. No rolled plans shall be accepted.
- **Final Plan Submission Requirements:** Twelve (12) copies of all final plan materials for distribution to the Review Body are required to be folded to a size no larger than 11” x 14” and shall be clipped or otherwise secured in twelve (12) equal groups. No rolled plans shall be accepted.
- **Special Meeting Requests:** the fee for a Special Meeting shall be double the application fee. Special meetings are not guaranteed and depend upon membership availability.

**DO NOT DISCARD THIS PAGE
YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION**

For office use

Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____ **Irrevocable Letter of Credit:** _____

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PLANNED DEVELOPMENT APPLICATION

NON-REFUNDABLE APPLICATION FEE: \$1,200.00

(Subject to additional fees as determined by the Township for Engineering, Attorney, Planning Consultant, Publishing fees, etc.)

**By motion of the Planning Commission on September 17, 2019, an Irrevocable Letter of Credit or cash deposit is required for all street trees.

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Fax/Email: _____

Address of Subject Property: _____

Parcel Number: _____

Current Zoning District: _____

List the name, address, phone number of every person who has a legal or an equitable interest in any property included in the application. Provide proof of ownership or a legal financial interest in the property, such as a purchase agreement.

What is the land use requested? _____

**By signing this application I acknowledge that I am the legal owner, petitioner or agent and that I have the authority to apply and that I provide consent for township officials to access the property to accurately evaluate the request.

**Signature of Applicant

Date

SECTION 19.7 – Application and Processing Procedures

- A. Pre-application Conference: Prior to the submission of an application for Planned Development, the applicant shall meet with the Zoning Administrator (and Planner), and such consultants as the Zoning Administrator deems appropriate. The applicant shall present at such conference, or conferences, a sketch plan of the Planned Development, and the following information:
1. A legal description of the property in question;
 2. The total number of acres to be included in the project;
 3. A statement of the approximate number of residential units and/or the approximate number, type, and square footage of non-residential units;
 4. The approximate number of acres to be occupied and/or devoted to or by each type of use;
 5. Departures from the regulations of the Ordinance which may be requested;
 6. The number of acres to be preserved as open space or recreation space; and
 7. All known natural resources and natural features.
- B. PRELIMINARY PLAN - SUBMISSION AND CONTENT: Applicants for PD authorization shall first prepare and submit to the Zoning Administrator ten (10) copies of a preliminary plan for the PD, seven (7) copies shall be for the Planning Commission, one (1) copy for the Township Board, one (1) copy for the Township Planning Consultant (if applicable) and one (1) copy for return to the applicant. This plan shall set forth, in general terms, the proposed uses to be developed in the PD and the following specific information:
1. Date, north arrow, and scale which shall not be more than 1" = 100.
 2. Locational sketch of site in relation to surrounding area.
 3. Legal description of property.
 4. Size of parcel.
 5. All lot or property lines with dimensions.
 6. Location of all buildings within one hundred (100) feet of the property lines.

7. Location of all existing and proposed structures on the site.
 8. Location and dimensions of all existing and proposed streets, driveways, parking areas, including total number of spaces and typical dimensions.
 9. Size and location of all areas devoted to open space.
 10. Existing vegetation and proposed landscaped areas and buffer strips.
 11. All areas within the 100-year floodplain, wetland areas or bodies of water.
 12. Copies of all proposed bylaws and covenants.
 13. Existing topographical contours at a minimum of two (2) foot intervals. A narrative describing:
 - a. The nature of the project.
 - b. The proposed density, number, and types of dwelling units if a residential PD.
 - c. A statement describing how the proposed project meets the objectives of the PD.
 - d. A statement from a registered professional engineer describing how the proposed project will be served by public water, sanitary sewer, and storm drainage.
 - e. Proof of ownership or legal interest in property.
- G. Contents of Final Plan: The final development plan shall contain the same information required for the preliminary development plan and shall contain the following additional information as well as information specifically requested by the Planning Commission in its review of the preliminary development plan:
1. Location and size of all water, sanitary sewer, and storm sewer lines serving the development.
 2. Proposed contour lines at not greater than two (2) foot intervals.
 3. Proposed landscaping including type, number, and size of trees and shrubs.
 4. Location of signs and exterior lighting.
 5. Location of sidewalk, foot paths, or other pedestrian walkways.

6. Distance of all buildings from lot lines, right-of-ways, and other principal buildings.
7. Exterior architectural drawings noting building materials, height and area of buildings and accessory structures.
8. Proposed phases of project.
9. In the event the property on which the project is to be situated consists of ten (10) or more acres, the Township Board may, after recommendation of the Planning Commission, require one or more of the following as part of final development plan submission:
 - a. Evidence of market need for the use(s) and economic feasibility of the project
 - b. A Traffic Impact Assessment
 - c. An Environmental Impact Assessment
 - d. A Fiscal Impact Assessment

SECTION 19.5 – PD Design Considerations

A proposed Planned Development shall take into account the following specific design considerations, as they are necessary to ensure compliance with all applicable regulations and to ensure the compatibility of the project with adjoining properties and the general area in which the property is located.

- A. Perimeter setbacks.
- B. Street drainage and utility design with respect to location, availability, ownership, and compatibility.
- C. Underground installation of utilities.
- D. Insulation of pedestrian ways from vehicular streets and ways.
- E. Achievement of integrated and harmonious development with respect to signs, lighting, landscaping, and construction materials.
- F. Noise reduction and visual screening mechanisms for adjoining residential uses.
- G. Ingress and egress to the property with respect to automotive and pedestrian safety and convenience, traffic flow and control, street capacity, and emergency access.

- H. Off-street parking, loading, refuse, and other service areas with respect to ingress and egress and the potential effects of noise, glare, vibration, and odor emanating from such facilities on adjoining properties and uses.
- I. Screening and buffering with respect to dimensions and character.
- J. Yard areas and other open space.
- K. Density and intensity of development expressed in terms of percent of gross and net land area coverage and/or gross and net housing units per acre and the height of buildings and other structures.
- L. The preservation of natural resources and natural features.

SECTION 19.14 – Effect of Approval

The Planned Development amendment and all conditions imposed, if any, shall constitute the land use authorization for the property. All improvements and uses shall be in conformity with this amendment. The applicant shall record an affidavit with the Ottawa County Register of Deeds which shall contain the following:

- A. Date of approval of the PD by the Township Board.
- B. Legal description of the property.
- C. Legal description of the required open space along with a plan stating how this open space is to be maintained.
- D. A statement that the property will be developed in accordance with the approved PD site plan and the conditions imposed by the Township Board unless an amendment thereto is duly approved by the Township on the request and/or approval of the applicant or applicant's transferee's and/or assigns, or the PD zoning has been removed pursuant to Section 19.13(B) above.

CHAPTER 19 – Planned Development (PD) Regulations

The applicant must review Chapter 19 in its entirety. Not all provisions of Chapter 19 are provided in this application.

The following sections of the Zoning Ordinance may apply to the proposed use. Please see the Planner for section copies or the Zoning Ordinance.

- **SECTION 3.20 – ARTERIAL SETBACK REQUIREMENTS**
- **SECTION 3.24 (& SECTION 19.16) – BICYCLE PATHS (ALSO NON-MOTORIZED PATHWAYS)**
- **SECTION 3.34 – SCREENING OF REFUSE CONTAINERS**
- **CHAPTER 15 – 32ND AVENUE/M-6 CORRIDOR OVERLAY ZONE**
- **CHAPTER 21 – OFF-STREET PARKING AND LOADING**
- **CHAPTER 24 – SIGNS**
- **CHAPTER 25 – ACCESS MANAGEMENT REGULATIONS**
- **CHAPTER 26 – LANDSCAPE STANDARDS**