



Application for Sketch Plan Submittal for Mixed-Use Planned Unit Development Zoning District

200 North Lake Street, Cadillac, Michigan 49601, 231-775-0181

It is **STRONGLY** recommended that any application that must go before the Planning Commission for approval be submitted to the City at least six (6) weeks in advance of the next regular meeting. This lead time is necessary to provide an adequate review period of the application materials for compliance with applicable codes, requirements and regulations, and to publicly post the meeting in accordance with State law. The Planning Commission meets on the fourth (4th) Wednesday of every month at 6:00 p.m.

NO application will be placed on a Planning Commission agenda until it has been determined by staff to meet **ALL** applicable codes, requirements, and regulations. As such, there is no guarantee that an application will be placed on the next regularly scheduled meeting agenda, even if submitted six (6) weeks in advance. It is the applicant’s responsibility to modify (as requested by staff) and resubmit application materials in a timely matter.

The Mixed Use Planned Unit Development rezoning and sketch plan submittal application fee is **\$200.00**. The sketch plan shall consist of an accurate site plan drawing at a scale of 1 inch equals 100 feet or less, showing the site and all land within 300 feet of the site. **Five (5) hard copies and a digital (pdf) copy of the plans must be submitted initially with the application and fee.**

A pre-application conference with the City Manager, Community Development Director, City Engineer, City Utilities Director, Fire Chief, and Police Chief is strongly suggested to clarify submittal requirements and to minimize potential for the need of additional meetings.

Attendance by the owner or owner’s representative is required at all Planning Commission or City Commission meetings at which this request is considered.

DATE: _____

APPLICANT: _____

Address: _____

Telephone: _____ Email Address: _____

OWNER OF PROPERTY (if different than applicant): _____

Address: _____

Telephone: _____ Email Address: _____

ENGINEER INFORMATION:

Name: _____

Address: _____

Telephone: _____ Email Address: _____

PROJECT INFORMATION:

Name of proposed planned unit development project _____

Legal description of property: _____

Description of intentions with respect to the provision of water and sewer services:

Description of applicant's intentions regarding selling or leasing of land, or portions thereof:

Description of applicant's intentions regarding use of public or private streets:

Is the PUD proposed to be constructed in phases? Yes _____ No _____

If the PUD is to be constructed in phases, please attach a schedule indicating: the timing for each phase of the project, the estimated dates for site plan approval, and estimated time for construction completion of each phase.

Estimate of vehicle trip generation for each phase of the project: _____

RESIDENTIAL DEVELOPMENTS:

Gross housing unit density for project: _____ units per acre.

Description of housing unit types:

of single family units _____

of multiple family units: _____

of units to be leased: _____

Breakdown for multiple family housing units:

	<u># of units</u>	<u>minimum floor area</u>
Studio	_____	_____ sq. ft.
One Bedroom	_____	_____ sq. ft.
Two Bedroom	_____	_____ sq. ft.
Three Bedroom	_____	_____ sq. ft.

SKETCH PLAN REQUIREMENTS:

Requirements for submittal for rezoning into the Mixed Use Planned Unit Development District with associate site plan are included in Division 19 of the City of Cadillac Zoning Ordinance. The following information should be provided on site development plan sheets for the proposed project:

1. property boundaries and dimensions of same;
2. total acreage of the property;
3. topography lines (existing and proposed at 2 foot intervals);
4. existing zoning classification of subject property and of adjacent lots or parcels;
5. graphic depiction of locations for each proposed land use;
6. location and width of existing and proposed right-of-ways both adjoining and internal to the site;
7. existing and proposed acceleration, deceleration, and passing lanes;
8. location of proposed parking areas, and if known, number of parking spaces;
9. location of all required buffer areas

10. location of areas and percent of site to be preserved as open or recreation space;
11. identification of woodlot areas to be preserved
12. graphic indication of significant natural features including: drainage courses, flood plains, woodlots and wetlands;
13. location and sizing of utility mains (include material type)
14. general plan concept indicating each proposed use, square footage of building space and acreage allocated to each use, approximate locations of each principal structure and use, and setbacks. If available, typical floor plan and elevation for each building shall be shown.
15. Identification of project phases

I do hereby submit application to rezone property into a Mixed Use Planned Unit Development Zoning and agree to pay all applicable fees and comply with all applicable zoning district regulations.

I also authorize the Planning Commission and City Staff to access the property for inspection purposes.

The answers and statements herein contained and the information submitted are in all respects true and correct to the best of my knowledge.

Applicant's Name (Please Print)

Applicant's Signature

Date

If applicant is not the owner identify the applicants relationship to the owner:

Owner's Name (Please Print)

Owner's Signature

Date