

Return to:
 City Hall
 Community Development Office
 300 W. Baraga Ave
 Marquette, MI 49855

**CITY OF MARQUETTE
 PLANNED UNIT DEVELOPMENT APPLICATION**



CITY STAFF USE		
Parcel ID#: _____	File #: _____	Required Narrative Submitted: Y/N
Receipt #: _____	Check #: _____	Received by and date: _____
Concept Plans (12 copies) Submitted: Y/N	Hearing Date: _____	Notice Date: _____
Preliminary Plan & Pattern Book (12) Submitted: Y/N	Hearing Date: _____	Notice Date: _____
Final Site Plan(12) Submitted: Y/N	Contract signed: Y/N	Meeting Date: _____
Amendment Plan (12) Submitted: Y/N	Meeting Date: _____	

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, THE PLANNED UNIT DEVELOPMENT REQUEST WILL NOT BE SCHEDULED FOR A HEARING UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE INFORMATION REQUIRED IS PRESENT AT THE TIME OF THE APPLICATION - NO EXCEPTIONS!

FEE SCHEDULE	
PUD Criteria Qualification	\$784
PUD Review <i>(includes Site plan Review)</i>	\$3,728
PUD Revision – Administrative Minor	
Residential (additions, etc.)	\$147
Commercial structure, ≥ 3 residential units	\$734
PUD Revision - Major	\$1,807

If you have any questions, please call 228-0425 or e-mail alanders@mqcty.org. Please refer to www.mqcty.org to find the Planning Commission page for filing deadline and meeting schedule.

- Please review the attached:**
- PUD Timeline
 - PUD Checklist
 - Excerpts from the City Zoning Ordinance
 - [Section 80.30 Planned Unit Development](#)
 - [Section 80.62 Site Plans](#)

APPLICANT CONTACT INFORMATION

PROPERTY OWNER
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email: _____

APPLICANT/OWNERS REPRESENTATIVE
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email: _____

PRE-APPLICATION CONFERENCE

It is strongly encouraged that all applicants and their representatives meet with City of Marquette staff prior to submitting an application for a Planned Unit Development. A pre-application meeting with staff allows for a preliminary review of the application procedures, project timelines, compliance with the City Master Plan, and other project criteria, and prevents most situations that usually results in a project being postponed.

PROPERTY INFORMATION

Location (Street Address): _____ Property Identification Number: _____

Size of property (frontage / depth / sq. ft. or acres): _____

Current Zoning District: _____

Current Land Use: _____

Surrounding Zoning Districts:

Surrounding Land Uses:

North _____

North _____

East _____

East _____

South _____

South _____

West _____

West _____

PLANNED UNIT DEVELOPMENT INFORMATION

Percentage of Land Use by Type

	Residential	Commercial	Industrial	Open Space	Institutional	Other	Total
# of Acres							
% of Total							

Residential Density

Type of Unit	Number of Units	Net Acres	Net Density
Single Family Home			
Town Home			
Apartments			
Other			
Total			

Net Acres - Land development for land use type not including right-of-way

Net Density - Number of Units/Net Acres

VARIANCES FROM ORDINANCE(S)

THIS IS A REQUIRED SECTION. FAILURE TO FILL OUT MAY INDICATE THAT THE PROPERTY CAN BE DEVELOPED UNDER CURRENT ZONING DISTRICT STANDARDS.

Please list and justify the request variance(s) from the Zoning or Subdivision Ordinances (attach additional pages if necessary):

REVISIONS TO PUD

Please list the proposed revisions to your approved PUD (attach additional pages if necessary):

SIGNATURE

I hereby certify the following:

1. I am the legal owner of the property for which this application is being submitted.
2. I desire to apply for the Planned Unit Development Permit indicated in this application with the attachments and the information contained herein is true and accurate to the best of my knowledge.
3. The requested Planned Unit Development would not violate any deed restrictions attached the property involved in the request.
4. I have read the attached Planned Unit Development section of the Zoning Ordinance and understand the necessary requirements that must be completed.
5. I understand that the payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the plan.
6. I acknowledge that this application is not considered filed and complete until all of the required information has been submitted and all required fees have been paid in full. Once my application is deemed complete, I will be assigned a date for a public hearing before the Planning Commission that may not necessarily be the next scheduled meeting due to notification requirements and Planning Commission Bylaws.
7. I acknowledge that this form is not in itself a Planned Unit Development but only an application for a Planned Unit Development and is valid only with procurement of applicable approvals.
8. I authorize City Staff and the Planning Commission members to inspect the site.

Property Owner Signature: _____ Date: _____

**CITY OF MARQUETTE
PLANNED UNIT DEVELOPMENT APPLICATION
TIMELINE**

This timeline is intended to give the applicant an idea of the timing involved for this application procedure and is not intended to serve as a substitute for the requirements of the Marquette City Charter, City Code, or Planning Commission Bylaws.

Step 1 – Pre-application Conference with City Planner/Zoning Administrator

1. Applicant meets with City Planner/Zoning Administrator to review application procedures, project timelines, City Zoning Ordinance, compliance with City Master Plan, and other project criteria

TIME BEFORE NEXT STEP – Variable and dependent on applicant

Step 2 – Submittal of Concept and Request for Consideration of Project Qualifications

1. Applicant submits complete application as required (incomplete applications will not be accepted)
2. Staff mails hearing notices and submits legal ad

TIME BEFORE NEXT STEP – Minimum of 20 business days from #1

3. Planning Commission holds a public hearing and reviews concept plan
4. Applicant prepares preliminary plan as needed

TIME BEFORE NEXT STEP – variable and dependent on applicant

Step 3 – Submittal and Review of Preliminary Plan

1. Applicant submits complete land use plan as required (incomplete land use plans will not be accepted)
2. City Development Review Team (CDRT) reviews and comments on land use plan
3. Staff mails hearing notices and submits legal ad
4. Applicant meets with CDRT
5. Applicant makes revisions to plans as necessary (optional but recommended)
6. CDRT comments on revised plans

TIME BEFORE NEXT STEP – Minimum of 20 business days from #1

7. Planning Commission holds a public hearing and makes a recommendation to the City Commission

TIME BEFORE NEXT STEP – Minimum of 13 business days

8. City Commission holds a first reading and schedules a public hearing
9. City Clerk notices public hearing

TIME BEFORE NEXT STEP – Minimum of 10 calendar days (if request special meeting, otherwise 14 days) from #9

10. City Commission holds a public hearing
11. City Clerk transmits copies of Planned Unit Development Approval to City Attorney for development of Planned Unit Development Contract

TIME BEFORE NEXT STEP – Variable but it is anticipated to be a minimum of 14 calendar days from #10

12. City Commission concurs with contract and authorizes signatures
13. City Clerk records contract with the Register of Deeds
14. Zoning Map is amended
15. Applicant prepares final site plans

TIME BEFORE NEXT STEP – Variable and dependent on applicant

Step 4 – Final Site Plans

1. Applicant submits a complete application for site plan review and a complete final site plan as required (incomplete applications and site plans will not be accepted)
2. CDRT reviews and comments on plans
3. Applicant meets with CDRT
4. Applicant makes revisions to plans as necessary (optional but recommended)
5. CDRT reviews and comments on revised plans

TIME BEFORE NEXT STEP – Minimum of 20 business days (could be more depending on time of the month as Planning Commission generally only reviews applications at the first meeting of the month) from #1

6. Planning Commission reviews final site plan for compliance with approved Planned Unit Development and contract

TIME BEFORE NEXT STEP – Minimum of 13 business days (if necessary – the following step is not necessary if the Planning Commission determined that the final site plan was in compliance with the approved Planned Unit Development and Contract)

7. City Commission reviews final site plan to determine if any material changes shall be approved or denied

A Zoning Compliance Permit will be issued upon final approval from the Planning Commission or City Commission per #6 and #7 above. It should be noted that if the approval contained conditions of approval, Zoning Compliance may not be issued until the conditions have been satisfied.

CITY OF MARQUETTE
PLANNED UNIT DEVELOPMENT APPLICATION REQUIREMENTS CHECKLIST

This checklist has been developed to outline the process and requirements for a Planned Unit Development in the City of Marquette. The checklist is intended to assist property owners and developers in completing the required applications and informing them of how the process works. Complete copies of Sections 80.30 (Planned Unit Development) and 80.62 (Site Plans) are also attached for reference. If any of the required items on this checklist are not submitted, or are not submitted in a timely manner (as required per the City Zoning Ordinance and Planning Commission Bylaws), the application will be deemed incomplete and returned to the applicant.

STEP 1 – Pre-application Conference with City Planner/Zoning Administrator

- Applicant has met with the City Planner/Zoning Administrator to review the Planned Unit Development application procedures, project timelines, City Zoning and/or Subdivision Ordinance, compliance with City Master Plan, and other project criteria (**highly recommended**)

STEP 2 – Submittal of Concept and Request for Consideration of Project Qualifications

- Applicant has completed the Planned Unit Development Application
- Applicant has paid the required application fee
- Applicant has attached all of the information required per Section 80.30.4.c of the City of Marquette Zoning Ordinance:
 - Substantiation in writing that the criteria set forth in Section 80.30.3 are or will be met
 - A schematic land use plan containing enough detail to explain the following:
 - The function of open space
 - The location of land use areas
 - Streets providing access to the site
 - Vehicular and pedestrian circulation within the site
 - Dwelling/Commercial unit density and types
 - Contemplated buildings and floor areas
 - A plan for the protection of natural, cultural and historic features and preservation of open space, green space, and public access
 - The proposed phasing of the project

Note – any plan submitted without addressing the information required by Section 80.30.4.c (Planned Unit Development) of the City of Marquette Zoning Ordinance will not be accepted.

Step 3 – Submittal of Preliminary Plan

- Applicant has submitted a complete boundary survey, completed by a licensed surveyor, of the Planned Unit Development boundaries being requested
- Applicant has submitted a topographic map of the entire Planned Unit Development Area at a contour interval of not more than one (1) foot and spot elevations at intervals not to exceed fifty (50) feet, unless waived (must ask for waiver during concept request to Planning Commission). This map shall also include all major stands of trees, bodies of water, wetlands, and un-buildable areas
- Applicant has submitted a proposed land use plan at a scale not to be smaller than one (1) inch equals one hundred (100) feet (unless approved by the Planning Commission during the concept review) indicating the following:
 - Parcel and lot lines/unit boundaries, land use, access points, and zoning of all

parcels/units within 100 feet of the Planned Unit Development site

- Vehicular circulation including major drives and location of vehicular access
 - Public street and private road cross sections
 - Indication of transition treatment including minimum building setbacks to land adjoining the Planned Unit Development and between the different land use areas within the Planned Unit Development
 - The location of nonresidential buildings and parking areas, estimated floor areas, building coverage and number of stories and heights for each structure
 - The location of residential unit types and densities and lot parcel or land unit frontages and areas
 - The location of all wetlands, water and watercourses, and proposed water detention areas
 - The boundaries of open space areas that are to be preserved or reserved and an indication of the proposed ownership thereof
 - A schematic landscape treatment plan for open space areas, streets, and border/transition areas to adjoining properties
 - A preliminary grading plan indicating the extent of grading and delineating any areas which are not to be graded or disturbed
 - Contemplated water distribution, storm, and sanitary sewer plan
 - A written statement explaining in detail the full intent of the applicant, indicating the type of dwelling units or uses contemplated and resultant population, floor area, parking, and supporting documentation
 - The proposed phasing of the project, tentative development timetables, and future ownership intentions (note – each phase of the project should be capable of standing alone)
 - A minimum of two (2) site sections showing major building relationships and building site features
- Applicant has submitted detailed design guidelines or pattern book that depicts the design character of the Planned Unit Development, the architectural details of proposed buildings, details on various site elements such as lights/furniture/landscaping/signage, and other such information that has been deemed appropriate by the Planning Commission during the concept review
 - Applicant has submitted a performance guarantee (if recommended by the City Attorney)

Note – any land use plan submitted that does not address the requirements of Section 80.30.5.a (Planned Unit Development) of the City of Marquette Zoning Ordinance, or additional requirements requested by the City Planning Commission during the concept review will not be accepted.

Step 4 – Final Site Plans

- Applicant has submitted an application for Site Plan Review and a detailed site plan, in accordance with the requirements set forth in Section 80.62 of the Marquette City Zoning Ordinance

Note – any site plan submitted that does not meet the requirements of Section 80.62 (Site Plans) of the City of Marquette Zoning Ordinance, or additional requirements requested by the City Planning Commission, City Commission, or specified in the Planned Unit Development Contract, will not be accepted.

EXCERPT FROM CITY ZONING ORDINANCE
SECTION 80.30 PUD – PLANNED UNIT DEVELOPMENT DISTRICT

80.30 PLANNED UNIT DEVELOPMENT

1. Purpose

- a. The Planned Unit Development (PUD) option is intended to encourage, with City approval, private or public development which is substantially in accord with the goals and objectives of the Community Master Plan.
- b. Development permitted under this Section shall be considered as an optional means of development only upon terms agreeable to the City.
- c. Use of the PUD option will permit flexibility in the regulation of land development and benefit the City by:
 - (1) Encouraging innovation through an overall development plan to provide variety in design and layout.
 - (2) Achieving economy and efficiency in the use of land, natural resources, energy, and in the provision of public services and utilities.
 - (3) Encouraging the creation of useful open spaces particularly suited to the needs of the parcel in question.
 - (4) Providing appropriate housing, employment, service, and shopping opportunities suited to the needs of residents of Marquette.
- d. The PUD may be used to:
 - (1) Permit nonresidential uses of residentially zoned areas.
 - (2) Permit residential uses of non-residentially zoned areas.
 - (3) Permit densities or lot sizes which are different from the applicable district and to permit the mixing of land uses that would otherwise not be permitted; provided that other objectives are met and the resulting development would promote the public health, safety, and welfare.
- e. Further, it is intended that the PUD shall be laid out so various land uses and building bulk relate to each other and to adjoining existing and planned uses with no material adverse impact of one use on another.

2. Definitions

- a. A PUD is a zoning district which shall apply to a specific parcel of land or several contiguous parcels of land, for which a comprehensive physical plan has been recommended by the Planning Commission, approved by the City Commission, and documented in a contract between the City and site owner/developer. Such plan and contracted development will establish functional use areas and density patterns; will provide a fixed system of streets, public utilities, drainage, and other essential services; and account for similar factors necessary for and incidental to the intended land uses. The Planning Commission may, but is not required to, consider parcels separated by a public street as eligible for inclusion in a PUD.
- b. A Pattern Book is a document prepared by the applicant's design firm which contains specific information on the site master plan, and architectural designs for planned buildings. Information should include specifications on building materials, size, and dimensions, building elevations, and site design elements such as pedestrian walkways, lighting, landscaping, and signage.

3. Criteria for Qualification

The PUD option may be permitted anywhere in the City except in the CR Zone. To be considered for the PUD option, it must be demonstrated that all of the following criteria are met:

- a. Use of this option shall not be for the purpose of avoiding applicable zoning requirements. Any permission given for any activity or building or use not normally permitted shall result in an improvement to the public health, safety and welfare in the area affected.
- b. The PUD shall not be utilized in situations where the same land use objectives can be accomplished by application of conventional zoning provisions or standards. Problems or constraints presented by applicable zoning provisions shall be identified in the PUD application.
- c. The PUD option may be effectuated only when proposed land use will not materially add service and facility loads beyond those contemplated in the Comprehensive Plan unless the proponent can demonstrate to the sole satisfaction of the City that such added loads will be accommodated or mitigated by the proponent as part of the PUD.
- d. The PUD shall not be allowed solely as a means of increasing density or as a substitute for a variance request; such objectives should be pursued through the normal zoning process by requesting a zoning change or variance.
- e. The Planned Unit Development must substantially meet, as a minimum, three or more of the following objectives. The benefits given to the developer through the flexibility of the PUD must be balanced with the benefits to the City:
 - (1) To permanently preserve open space or natural features because of their exceptional characteristics or because they can provide a permanent transition or buffer between land uses.
 - (2) To permanently establish land use patterns which are compatible or which will protect existing or planned uses.
 - (3) To accept dedication or set aside open space areas in perpetuity.
 - (4) To provide alternative uses for parcels which can provide transition buffers to residential areas.
 - (5) To guarantee provision of a public improvement which could not otherwise be required that would further the public health, safety, or welfare; protect existing or future uses from the impact of a proposed use; or alleviate an existing or potential problem relating to public facilities.
 - (6) To promote the goals and objectives of the Community Master Plan.
 - (7) To foster the aesthetic appearance of the City through quality building design and site development; the provision of trees and landscaping beyond minimum requirements; the preservation of unique and/or historic sites or structures; and the provision of open space or other desirable features of a site beyond minimum requirements.
 - (8) To bring about redevelopment of sites where an orderly change of use or requirements is determined to be desirable.

(9) To bring about redevelopment of sites which have been identified as environmentally distressed or Brownfields.

(10) To facilitate appropriate development of environmentally sensitive areas.

4. Submittal of Concept and Request for Consideration of Project Qualifications

- a. Any person owning or controlling land in the City may make application for consideration of a PUD. Such application shall be made by submitting a request for a preliminary determination as to whether or not a parcel qualifies for the PUD option.
- b. A written and graphic request shall be submitted to the Marquette City Planning Commission through the Community Development Department. The submission shall include information required by subparagraph c. below.
- c. Based on the documentation submitted, and following a public hearing the Planning Commission shall make a preliminary determination as to whether or not a parcel qualifies for the PUD option under the provisions of Criteria for Qualifications (80.30 #3.) The submittal must include the following:
 - (1) Substantiation that the criteria set forth in Criteria for Qualifications (80.30 #3.) are or will be met.
 - (2) A schematic land use plan containing enough detail to explain the function of open space; the location of land use areas, streets providing access to the site, pedestrian and vehicular circulation within the site; dwelling unit density and types; and buildings or floor areas contemplated, as applicable.
 - (3) A plan for the protection of natural, cultural and historic features and preservation of open space, green space, or public access, as applicable.
 - (4) The proposed phasing of the project.
- d. The Planning Commission shall review the applicant's request.
- e. To expedite minor PUD projects, of one acre or less, the Planning Commission, at its discretion, may waive submittal information required in Section 5.

5. Submittal and Approval of Preliminary PUD Plan

Application may be made for consideration with the submission of the following materials:

- a. Submittal of Proposed PUD Plan. An application shall be made to the Community Development Department for review and recommendation by the Planning Commission which complies with Section 80.62 Site Plans, including but not limited to the following graphic and written representations of the project at a scale not to be smaller than one (1) inch equals one hundred (100) feet unless approved by the City.
 - (1) A boundary survey of the PUD boundaries being requested completed by a licensed land surveyor
 - (2) A topographic map of the entire area at a contour interval of not more than one (1) foot and spot elevations at intervals not to exceed fifty (50) feet, unless waived. This map shall indicate all major stands of trees, bodies of water, wetlands, and un-buildable areas.

- (3) A proposed land use plan indicating the following:
- (a) Parcel and lot lines, land use, access points, and zoning of all parcels within 100 feet of the PUD site.
 - (b) Vehicular circulation including major drives and location of vehicular access. Proposed project cross sections including public streets or private roads.
 - (c) Transition treatment, including minimum building setbacks to land adjoining the PUD and between different land use areas within the PUD.
 - (d) The location of nonresidential buildings and parking areas, estimated floor areas, building coverage and number of stories and heights for each structure.
 - (e) The location of residential unit types and densities and lot parcel or land units by frontages and areas.
 - (f) The location of all wetlands, water and watercourses, and proposed water detention areas.
 - (g) The boundaries of open space areas that are to be preserved or reserved and an indication of the proposed ownership thereof.
 - (h) A schematic landscape treatment plan for open space areas, streets, and border/transition areas to adjoining properties.
 - (i) A preliminary grading plan, indicating the extent of grading and delineating any areas which are not to be graded or disturbed.
 - (j) An indication of the contemplated water distribution, storm, and sanitary sewer plan.
 - (k) A written statement explaining in detail the full intent of the applicant, indicating the type of dwelling units or uses contemplated and resultant population, floor area, parking, and supporting documentation, including the intended schedule of development.
 - (l) The proposed phasing of the project, tentative development timetables, and future ownership intentions. Each phase of the project should be capable of standing alone.
 - (m) Minimum of two site sections, showing major building relationships and building site features.
- (4) Detailed design guidelines, drawings, and / or pattern book, which depict the design character of the project; the architectural details of proposed buildings; details on various site elements such as lights, furniture, landscaping, signage; and such other information deemed appropriate by the Planning Commission.
- (5) Planning Commission Review of Proposed PUD Plan:
The Planning Commission shall give notice as provided in Sec. 80.64.5.B and hold a public hearing on the PUD and conduct a site plan review.
- (a) The Planning Commission shall review the proposed PUD plan and make a determination as to the proposal's qualification for the PUD option and for adherence to the following objectives and requirements:

1. The proposed PUD adheres to the conditions for qualification of the PUD option and promotes the land use goals and objectives of the City.
 2. All applicable provisions of this Section shall be met. Insofar as any provision of this Section shall be in conflict with the provisions of any other section of this ordinance, the provisions of this Section shall apply to the lands embraced within a PUD area.
 3. There is, or will be, at the time of development, an adequate means of disposing of sanitary sewage and of supplying the development with water and, that the road system and storm water drainage system are or will be adequate.
- b. The Planning Commission can require the applicant to submit a performance guarantee, escrow funds, or other such performance-based guarantees to the City as a condition of PUD approval. The amount of the performance guarantee shall be recommended to the Planning Commission by the City Attorney after discussion with the applicant, City Engineering Department, and other involved parties.

6. Final Approval of Planned Unit Development

- a. Upon receipt of the report and recommendation of the Planning Commission, the City Commission shall hold a public hearing and review all findings. If the City Commission grants the PUD, it shall instruct the City Attorney to prepare a contract setting forth the conditions upon which such approval is based and which contract, after approval by resolution of the City Commission, shall be executed by the City and the applicant. Approval shall be granted only upon the City Commission determining that all provisions of this Section have been met and that the proposed development will not adversely affect the public health, welfare, and safety.
- b. The agreement shall become effective upon execution after its approval. The agreement shall be recorded with the County Register of Deeds by the City Clerk.
- c. Once an area has been included within a plan for PUD and the City Commission has approved such plan, all c. development must take place in accordance with such plan unless changes have been approved by the City Commission.
- d. An approved plan may be terminated by the applicant or the applicant's successors or assigns, prior to any development within the area involved, by filing with the City Clerk and Community Development Department, and recording in the County records an affidavit so stating. The approval of the plan shall terminate upon such recording.
- e. No approved plan shall be terminated after development commences except with the approval of the City Commission and of all parties with interest in the land.
- f. Within a period of one (1) year following approval of the PUD contract by the City Commission, preliminary plats and/or final site plans for an area embraced within the PUD must be submitted as hereinafter provided. If such plats or plans have not been submitted within the one-year period, the right to develop under the approved plan shall be terminated by the City. Upon the developer's showing of good cause, the Planning commission can recommend and the City Commission grant an extension of one year for submission of the preliminary plat and/or final site plan.

7. Submission of Preliminary Plat, Final Site Plans; Schedule for Completion of PUD

- a. Before any permits are issued for any activity within the area of a PUD, preliminary plats or final site plans and open space plans for a project area shall be submitted to the Community Development

Department for review by the Planning Commission of the following: Review and approval of final site plans shall comply with the Marquette City Zoning Ordinance as well as this Section and the terms of the contract and approved plan.

(1) Before approving any preliminary plat or final site plan, the Planning Commission shall determine that:

- (a) All portions of the project area shown upon the approved plan for the PUD for use by the public or the residents of lands within the PUD have been committed to such uses in accordance with the PUD contract through recording of a deed, deed restrictions, and/or a master deed for creation of a property owner's association with authority to levy assessments.
- (b) The preliminary plats or final site plans are in substantial conformity with the approved contract and plan for the PUD.
- (c) Provisions have been made in accordance with the PUD contract to provide for the financing of any improvements shown on the project area plan for open spaces and common areas which are to be provided by the applicant and that maintenance of such improvements is assured in accordance with the PUD contract.

b. If development of approved preliminary plats or final site plans are not substantially completed in three (3) years after approval, further final submittals under the PUD shall cease until the part in question is completed or cause can be shown for not completing same. When the developer is in default of the PUD timetable, the City Commission may, at the recommendation of the Planning Commission

- (a) withdraw approval of other phases
- (b) require submission of a new PUD application for those phases, and/or
- (c) invoke the performance guarantees to complete the project or make necessary repairs.

c. As-built site plans and final plats must be filed with the City Engineering Department and the Community Development Department. Performance guarantees shall not be released until these documents have been submitted.

8. Fees

Fees for review of PUD plans under this Section shall be established by resolution of the City Commission.

9. Interpretation of Approval

Approval of a PUD under this Section shall be considered an optional method of development and improvement of property subject to the mutual agreement of the City and the applicant.

10. Amendments to PUD Plan

Proposed amendments or changes to an approved PUD plan shall be submitted to the Zoning Administrator. The Zoning Administrator shall determine whether the proposed modification is of such minor nature as not to violate the area and density requirements or to affect the overall character of the plan, as guided by section 10 (a), and in such event may approve or deny the proposed amendment. If the Zoning Administrator determines the proposed amendment is major in nature, the Planning Commission shall

review the amendment in accordance with the provisions and procedures of this Section as they relate to final approval of the PUD and make a recommendation to the City Commission to approve or deny the changes. The Zoning Administrator may refer any proposed amendment to the Planning Commission at his/her discretion for determination of minor/major amendment status.

- (a) Minor Amendment. Minor amendments are those which may have no foreseeable effect beyond the property boundary, such as minor changes in the siting of buildings, the alignment of utilities and the alignment of interior roadways and parking areas. Minor amendments for good cause may be authorized by the Zoning Administrator without notice or hearing, provided no such changes shall substantially increase the size or height of structures, reduce the efficiency or number of public facilities serving the PUD, substantially reduce usable open space, reduce or increase parking areas, or encroach on natural features proposed by the plan to be protected.
- (b) Major Amendment. Any amendment not qualifying as a minor amendment is considered to be a major amendment and must be reviewed by the Planning Commission and approved by the City Commission, to be amended according to the procedures authorized by this chapter for approval of a PUD.

EXCERPT FROM CITY ZONING ORDINANCE
SECTION 80.62 – SITE PLANS

80.62 Site Plans.

1. Intent: It is the intent of this section to establish procedures and standards for the review and approval of site plan applications and to ensure proper relationships between the development features as they relate to the standards outlined in this section. This section is further intended to ensure that developments are compatible with adjacent uses of land and promote the use of land in a desirable manner that does not impair the surrounding uses by the erection of structures, additions, alterations, or site improvements that may negatively impact surrounding development, while providing for the orderly development of the City of Marquette.
2. Uses subject to site plan review:
 - A. Conditional Uses;
 - B. Planned Unit Developments;
 - C. Any earthwork greater than 20,000 square feet in size;
 - D. New construction, additions, alterations, or site improvements of any nonresidential building or buildings, including nonresidential accessory buildings or structures;
 - E. Conversion of an existing building or part thereof from a residential use to a non-residential use, including site improvements that result from a change in the use of the building or part thereof from residential use to nonresidential use;
 - F. New construction, additions, alterations, or site improvements for multifamily residential units that contain or will contain three (3) or more unit dwellings;
 - G. Any expansion or change in an existing land use if more parking in addition to that already provided is required;
 - H. Site improvements that include landscaping, lighting, parking, and site access.
3. Uses exempt from site plan review: The following uses shall be exempt from site plan review:
 - A. Single family dwellings and their accessory facilities on individual parcels;
 - B. Two family dwellings and their accessory facilities on individual parcels;
 - C. Interior remodeling or interior construction;
 - D. Landscaping that is less than 25 percent of the parcel size or 5,000 square feet, whichever is less.
4. Site plan review procedures:
 - A. No zoning compliance or conditional use permit shall be issued for any uses subject to site plan review except in accordance with a site plan approved by the Planning Commission or Zoning Administrator, except as herein provided.
 - B. Preliminary sketches of proposed site plans may be submitted for review to the Planning Commission prior to submission for final approval. Submission of preliminary sketch plans shall be made no later than six (6) days prior to the meeting at which the review is to take place. The Planning Commission shall advise the applicant as to the general acceptability of the proposed plan, but shall not be bound by any statements or indications of acceptance to the plan. The Zoning Administrator shall determine the number of plans to be submitted. Sketch plans should include at a minimum:
 - (1) Identification of project;
 - a. The applicant's name;
 - b. Name of the development;
 - c. Date of preparation and any revisions;

- d. North arrow;
- e. Small scale location sketch of sufficient size and scale.

(2) Existing features

- a. Property lines and dimensions drawn to scale;
- b. Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site;
- c. Location of significant natural features;
- d. Location of any access points on both sides of the street within one-hundred (100) feet of the site along streets where access to the site is proposed.

(3) Proposed construction

- a. Building footprints, and setbacks, for all proposed structures;
- b. Location of parking spaces;
- c. General landscape concept;
- d. Exterior lighting locations;
- e. General site circulation and access including:
 - i. indication of street right of way, and pavement widths;
 - ii. access points;
 - iii. location of pedestrian paths.

C. Applications for final site plan approval shall be submitted to the Zoning Administrator at least twenty (20) business days prior to the meeting at which the review is to take place.

D. The site plan review application materials shall include all the following information, unless the Zoning Administrator determines that some of the required information is not reasonably necessary for consideration of the plan.

- (1) Current proof of ownership or evidence of a contractual ability to acquire such land, such as an option or purchase agreement or a written statement from the property owner indicating permission for the filing of the application.
- (2) Twelve copies of plan sheet(s) providing the information listed below. Sheet size of submitted drawings shall be at least 24-inches by 36-inches, with graphics at an engineer's scale of one (1) inch equals twenty (20) feet for sites of 20 acres or less; and one (1) inch equals fifty (50) feet for sites over 20 acres. The surrounding area drawing may be in a scale of one (1) inch equals one-hundred (100). Individual site plan requirements may be waived if deemed unnecessary by the Zoning Administrator.

a. Identification of the project

- i. The applicant's name;
- ii. Name of the development;
- iii. The preparer's name and professional seal of architect, engineer, surveyor or landscape architect indicating license in the State of Michigan;
- iv. Date of preparation and any revisions;
- v. North arrow;
- vi. Complete and current legal description and size of property in acres.

b. Existing features

- i. Property lines and dimensions;

- ii. Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site;
- iii. Lot lines and all structures on the property and within one-hundred (100) feet if the site's property lines
- iv. Locations of all significant natural features;
- v. Location of any access points on both sides of the street within one-hundred (100) feet of the site along streets where access to the site is proposed;
- vi. Existing topography at a minimum of two (2) foot contour intervals.

c. Proposed construction

- i. Building footprints, setbacks, and elevations showing height for all proposed structures with the acreage allotted to each use. Floor area and ground coverage ratios shall be provided for residential structures;
- ii. Proposed locations of utility services (with sizes), including storm drainage, retention or detention ponds, fire hydrants, and any public or private easements;
- iii. Proposed topography with a site grading plan with topography at a maximum of two (2) foot contour intervals;
- iv. Location and method of screening for all waste dumpsters;
- v. Location and dimensions of parking spaces;
- vi. A landscaping plan indicating proposed plant locations with common plant name, number, and size at installation. Berms, retaining walls or fences shall be shown with elevations from the surrounding average grade;
- vii. Details of exterior lighting including locations, height, and method of shielding;
- viii. The location of all permanent or temporary signs, existing or proposed, including their area, size, height, illumination, and the type of construction;
- ix. Details of site circulation and access design, including:
 - (a) Indication of street right-of-way and pavement widths and pavement type;
 - (b) Street horizontal and vertical dimensions, including curve radii;
 - (c) Dimensions of access points including distance from adjacent driveways or intersecting streets, including those across a street;
 - (d) Identification of width and material to be used for pedestrian paths;
 - (e) Name and location of abutting public streets, proposed access driveways and parking areas, and existing and proposed pedestrian/bicycle paths;
 - (f) Written verification of access easements or agreements, if applicable.
- x. If the application is related to property scheduled for phased development, the proposed layout for the total projected development shall be indicated, and the projected scope and time period shall be estimated for each additional phase;
- xi. Any other information necessary to establish compliance with this and other ordinances;
- xii. A completed application form, supplied by the Zoning Administrator, and an application fee.

- E. The Planning Commission or the Zoning Administrator, prior to granting approval of a site plan, may request from the applicant any additional graphics or written materials, prepared by a qualified person or person(s), to assist in determining the appropriateness of the site plan. Such material may include, but is not limited to, photographs, estimated impact on public schools and utilities, and traffic impacts.
- F. The Zoning Administrator, engineering department, fire department, and planning staff will review application materials to determine if they are in proper form, all of the required information is present, and the site plan is in compliance with applicable city ordinances and each will submit a report to the Zoning Administrator.
- G. If the site plan is determined to not be in compliance with the ordinances the Zoning Administrator shall deny approval of the site plan.

- H. The Zoning Administrator may approve or conditionally approve minor site plans which include additions, alterations, and renovations that are less than 20% of the size of the original building footprint or less than 2000 square feet, site improvements that are less than 20% of the site area or less than 2000 square feet (which ever is less), and all buildings less than 2000 square feet. All other site plans must be reviewed by the Planning Commission.
 - I. Except as noted above, the Planning Commission shall approve, approve with conditions, or deny the site plan based on the compliance of the plan with city ordinances and the review standards of this ordinance. If conditional approval is granted, the conditions shall be stated specifically so that the Zoning Administrator or other reviewing departments can determine compliance with the conditions and grant approval following submission of revised plans; said review not to exceed ten (10) days.
 - J. The Planning Commission Chair and the applicant shall sign two (2) copies of the approved site plan, one of which is kept by the Zoning Administrator, the other by the applicant.
 - K. Zoning Compliance shall not be issued until the Planning Commission or the Zoning Administrator has approved the plan.
5. Approval of a site plan, including conditions made as part of the approval, is attached to the property described as part of the application and not to the owner of such property.

A. Review Standards

(1) Each site plan shall be designed to ensure that:

- a. The uses proposed will not harm the public health, safety, or welfare. All elements of the site plan shall be designed to take into account the site's topography, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and ordinary development or improvement of surrounding property for uses permitted in this ordinance.
- b. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points.
- c. The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned street and pedestrian or bicycle pathways in the area. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, shopping centers, and other uses which generate a considerable amount of pedestrian traffic.
- d. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding property.
- e. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Surface water on all paved areas shall be collected so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.
- f. All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access as required by the Fire Department and Police Department.
- g. All outside storage areas, including refuse storage stations, shall be screened from the view of the street and/or adjacent residentially zoned properties. All loading and unloading areas shall be reasonably screened for residentially zoned properties.
- h. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and bodies of water so that it does not impede the vision of traffic along adjacent streets or impair navigation on the waterway. Flashing or intermittent lights shall not be permitted.

- i. For consistency in areas where adjoining properties face the street, the Planning Commission may require that primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
- j. No noise, vibration, dust, fumes, or other nuisance shall leave the property in a manner that affects the surrounding area.

6. Amendments

- A. No changes, erasures, modifications, or revisions shall be allowed for any approved site plan without prior approval by the Zoning Administrator, or the Planning Commission.
- B. The ability to approve any changes shall remain consistent with the ability to approve or deny an original site plan.

7. Validity of Approved Site Plans

- A. Site plan approval shall expire one (1) year from the date of approval except for phased projects that are required to follow a project timeline.
- B. When work on a project is halted for a minimum of two months, except during winter conditions, the Zoning Administrator or designee shall inform the Planning Commission which may revoke the approval if the conditions warrant.
- C. The Planning Commission may grant a one-time extension to the expiration deadline not to exceed one (1) year provided:
 - (1) The request is submitted at least 45 days prior to the expiration of the site plan approval.
 - a. The approved plan conforms to zoning at the time the extension is granted
 - b. Any and all Federal and State approvals and permits are current.
- D. Site plans whose approval has expired shall require resubmission as an initial application.

8. Compliance Guarantees:

- A. Prior to construction, the Zoning Administrator shall require that the property boundaries be staked by a licensed surveyor. At any time during construction, the Zoning Administrator may inspect the site to determine compliance with the approved site plan. If the Zoning Administrator determines that the construction is not in accordance with the approved site plan, the Zoning Administrator shall issue a stop work order and take action to ensure compliance with the approved site plan.

9. Appeals of Site Plans

- A. Any person aggrieved by the decision of the Planning Commission or Zoning Administrator with respect to an approval or denial of a site plan shall have the right of an appeal to the Board of Zoning Appeals. The appeal shall be filed in writing within thirty (30) business days of the decision.
- B. The filing of such an appeal shall act to stay the issuance of any permit.
- C. No new evidence may be submitted to the Board of Zoning Appeals.