

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 opens 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.