



Charter Township of Orion

Planning & Zoning Department
2323 Joslyn Rd., Lake Orion MI 48360
P: (248) 391-0304 ext. 5000

Checklist for PUD Approval Application

Applications must be submitted by noon on Wednesday, FOUR (4) weeks prior to a scheduled meeting. Meetings are held on the first and third Wednesday of each month, unless otherwise specified. PUDs are a two-step process: 1) Concept; and 2) Final. This application is to be submitted for the first step (Concept). When submitting for the second step (Final), if any information has changed on this application, a new updated application should be submitted.

Pursuant to Zoning Ordinance 78, Section 30.01(C)(8) the applicant, or a designated representative, must be at all scheduled review meetings. **Refer to Section 30.03(B) for a list of PUD Eligibility Criteria and 30.03(C)-(E) for Project Design Standards.** You should detail how you meet those criteria/standards.

The following must accompany your completed application; incomplete submittals will not be accepted.

- Complete application including original ink signatures of property owner and the applicant.
- PUD fees calculated using Ordinance No. 41. Concept review fees are due during the Concept phase and Final review fees are due during the Final phase.
- Proof of ownership. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract, or Option to Purchase with a copy of the Warranty Deed.
- Traffic Study, if applicable.
- Wetlands Permit application, if applicable.
- Three (3) sets of signed and sealed 24" x 36" detailed site plans containing all elements within Zoning Ordinance No. 78, Section 30.03(G)(5) (for both Concept Plan and Final Plan) to be delivered to the Township at the above address.
- Three (3) sets of all supporting documents, reports, studies, etc.
- PDF format copy of all information submitted (may be emailed or provided on a USB/flash drive).

If you have any questions, please call the Planning & Zoning Director at (248) 391-0304, ext. 5000



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Case #

Meeting Date: _

**Charter Township of Orion Planning Commission
Planned Unit Development (PUD) Application**

Project Name: _____

Applicant	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
*Property Owner(s)	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____ * If the name on the deed does not match the name of the property owner on this application, documentation showing the individual is the same as the company name must be provided.
Plan Preparer Firm/Person	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
Project Contact Person	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____

Property Description

Sidwell Number(s): _____

Location or Address of Property: _____

Side of Street: _____ Nearest Intersection: _____

Acreage: _____ Current Use of Property: _____

Frontage (in feet): _____ Depth (in feet): _____

Subject Property Zoning: _____ Adjacent Zoning: N. S. E. W.

Is the complete legal description printed on the site plan? Yes No (if no, please attach to the application)

Comprehensive Statement of Intent: Give a detailed description of the proposed development (refer to Ord. 78, Section 30.03(A)). Please indicate the number and size of the buildings or units be proposed (attach a separate sheet).

Narrative Description of Project: Provide info of the market concept of the project and explaining the manner in which the criteria set forth for eligibility (Ord. 78, Section 30.03(B)) and design (Ord. 78, Section 30.03(C)-(E)) have been met (attach a separate sheet detailing each criterion).

Per Ord. 78, 30.03(C)(6), all Zoning Ordinance requirements for the underlying zoning district shall remain in full force unless waived or modified by the Planning Commission and Township Board. Below is a list of requirements, please list the current zoning requirement and what is being proposed. Please also detail how the specific design criteria listed is being met.

Intent/Eligibility/Design Standards

	Per Zoning Ordinance	Proposed
Lot size and width	_____	_____
Lot coverage	_____	_____
Min floor area	_____	_____
Front, side, and rear setbacks	_____	_____
Height	_____	_____
Parking and loading	_____	_____
Fencing	_____	_____
Landscaping	_____	_____
Setback for side entry garage	_____	_____
Other	_____	_____

Does the project have adequate:
 Perimeter setback and berming? _____
 Thoroughfare design? _____
 Drainage design? _____
 Utility design? _____
 Underground utilities? _____
 Pedestrian circulation system from vehicular thoroughfares and ways? _____
 Achievement of an integrated development with respect to signage, lighting, landscaping, and building materials? _____
 Noise reduction and visual screening mechanisms (particularly where nonresidential uses adjoin off-site residentially zoned property)? _____

Outside Agencies

Per Ord. 78, Section 30.01(C), a copy of this application and two (2) copies of the site plan must be submitted to each of the following agencies. Please provide the Township with a copy of each transmittal as proof of delivery.

AT&T
54 Mill St.
Pontiac, MI 48342

Oakland County Water Resources Commission
(To be submitted by the Township)

Consumers Power Company
530 W. Willow St.
Lansing, MI 48906

Oakland County Health Department
Building 34 East
1200 N. Telegraph Rd.
Pontiac, MI 48341

DTE Energy Co.
ATTENTION: NW Planning & Design
1970 Orchard Lake Rd.
Sylvan Lake, MI 48320

Road Commission of Oakland County (if applicable)
ssintkowski@rcoc.org
(Electronic submittal only)

Michigan Department of Transportation (if applicable)
(To be submitted by the Township)

Required Signage

Per Ord. 78, Section 30.04(H), a sign indicating the requested rezone shall be installed on the parcels(s) no less than 15 days prior to the scheduled public Hearing. Please check one:

- I will install the sign(s) as required (see below for specifications).
- I would like to lease signage from the Township (including installation).
(Please complete attached Sign Request Form).

The sign shall have the following wording (see Ord. 78, Section 30.04(H) for additional requirements):

ZONING CHANGE PROPOSED	- (min 8" high letters)
For more information call:	- (min 3" high letters)
Charter Township of Orion	- (min 4" high letters)
Planning and Zoning Department	- (min 4" high letters)
248-391-0304 ext. 5002	- (min 4" high letters)

*Please note, the Township does offer the ability to rent the required signage (see attached form). Please contact the Planning and Zoning Department with any questions.

I/We, the undersigned, do hereby submit this application for Rezoning, pursuant to the provisions of the Charter Township of Orion Zoning Ordinance No. 78, Sections 30.03 and 30.01 and any other applicable ordinance requirements. In support of this request, the above facts are provided. I hereby certify that the information provided is accurate and the application that has been provided is complete.

Signature of Applicant:
(must be original ink signature) _____

Date: _____

Print Name: _____

I, the property owner, hereby give permission to the applicant listed above to act as my agent in submitting applications, correspondence and to represent me at all meetings. I also grant permission to the Planning Commission members to visit the property, without prior notification, as is deemed necessary.

Signature of Owner*:
(must be original ink signature) _____

Date: _____

Print Name: _____

*If the deed of ownership does not show an individual, ie a corporation, partnership, etc., documentation must be provided showing the individual signing this application has signing rights for the entity.



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Project Name _____

PC# _____ Parcel#(s) _____

Please select an option below:

Permission to Post on Web Site

By signing below as applicant and on behalf of my consultants, we agree to allow the plans for the above-named project, in which approval is being sought by the Planning Commission and/or Township Board, to be posted on the Township website.

Signature of Applicant

Date

Printed Name of Applicant

Do not want Posted on Web Site

SURVEY FOR BUILDER/DEVELOPERS

Did you know Orion Township is located within the Clinton River Watershed?

A watershed is another name for a river basin. It is an area of land that drains into a common body of water. Did you know that rainwater and melting snow makes its way into our lake s and the Clinton River after it leaves the parking lot or storm drain? Orion Township, along with our neighboring communities, is in the process of developing a watershed management plan to comply with Federal stormwater permit regulations to improve the quality of stormwater generated from new development and redevelopment. Your opinion on the following questions would be appreciated. Please answer these short questions and return to the Building Department.

1. Please rate the following governmental goals and objectives.

	Very Important	Important	Not Important	Don't know
Improving Recreational Quality & Opportunities				
Preserving Fish & Wildlife Habitat				
Reducing erosion and flooding				
Protecting wetlands and woodlands				

2. How significant do you believe the problems caused by soil erosion, chemicals such as fertilizer, oil and pesticides are in the watershed?

Very Significant	Somewhat Significant	insignificant	Don't Know

3. Are you aware of the functional benefits of preserving natural features in stormwater management, such as increasing infiltration capacity and slowing runoff and decreasing infrastructure expenses?

YES

NO

4. Have you experienced a correlation between preservation of natural areas and quality of the development or sales volume?

YES

NO

5. Have you implemented State recommended Best Management Practices (BMPs), such as bio-retention, vegetated swales, or porous pavement in past developments?

YES

NO

Over Please

SURVEY FOR BUILDER/DEVELOPERS

6. Would you be interested in participating in future surveys or volunteer committees?

YES

NO

Contact Information

Name	
Address	
Phone	
Email	



<input type="checkbox"/>	Proposed Rezoning Change Sign
<input type="checkbox"/>	Special Use Sign

SIGN REQUEST FORM

OWNER/ APPLICANT INFORMATION

Name:		Phone Number: ()	
Address:	City:	State:	Zip Code:

Signature:

PROPOSED ZONING ADDRESS

Address where the Work will Occur:	Parcel Id Number:
Number of Signs Requested (check box): <input type="checkbox"/> 1 (\$350.00) <input type="checkbox"/> 2 (\$450.00) <input type="checkbox"/> 3 (\$550.00) <input type="checkbox"/> 4 (\$650.00)	

**Please make check payable to "Orion Township" and reference "B&G Sign Request" in memo area*

Additional Comments:

PLANNING & ZONING USE ONLY

Date for installation:	Removal Date:
Check box: <input type="checkbox"/> Completed application	<input type="checkbox"/> Payment received (Total Payment: _____)
<input type="checkbox"/> Buildings & Grounds notified of installation date	<input type="checkbox"/> Buildings & Grounds notified of removal date
<input type="checkbox"/> Copy of Request Form Sent to Buildings & Grounds	

BUILDINGS & GROUNDS USE ONLY

Check Box: Installation completed Removal completed

Work completed by: _____ **Date:** _____

SIGNS ARE OWNED BY THE CHARTER TOWNSHIP OF ORION AND LEASED DURING THE PROPOSED REZONING TIME PERIOD

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