



Community Development

Planned Unit Development

We know the Planned Unit Development (PUD) process can seem a bit daunting at first, so we've put together a simple overview to help you get started in Cadillac. If you're thinking about submitting a PUD application, the process begins with a complete application to the Community Development Department. Your application should be turned in at least 40 days before the next Planning Commission meeting to make sure it gets on the agenda. The Planning Commission meets on the fourth Monday each month at 6:00pm.

Each application needs a few important pieces. First, be sure to include a narrative written explanation of your project. This should cover what you hope to build, why it's needed in the community, how it will impact Cadillac, and any other details City staff or the Planning Board might need. You'll also need a preliminary sketch plan and a site plan that's to scale and show the layout of your property: lot shapes and dimensions, existing and proposed buildings, and any changes you want to make. If City staff or the Planning Board have questions about your lot or neighboring properties, they might ask for additional information as part of their review.

After you turn in your application, City staff will look it over to confirm everything's in order. From there, the City will notify neighbors within 300 feet of your property, and a notice will appear in the Cadillac News and by mail at least 15 days before the public hearing. The Planning Commission's meeting is your chance—and your neighbors'—to ask questions and share feedback. After the hearing, the Planning Commission will make a decision on your application, as described in our step by step guide. In the case of applications for M-PUDs, the City Council makes the final decision on sketch and site plans.

One more tip: We encourage you to set up a preliminary meeting with the Community Development Department before you submit your formal application. This gives you a chance to talk through your plans, get feedback, and find out if additional studies—like traffic or environmental reports—might be required for your project.

If you want to discuss your project or have any questions, please reach out to the Community Development Department. We're here to help and want to make things as clear and straightforward as possible.

Sincerely,

A handwritten signature in black ink that reads "Theresa Waldo". The signature is written in a cursive, flowing style.

Theresa Waldo MM
Community Development Director
City of Cadillac
twaldo@cadillac-mi.net

Planned Unit Development Application Application

Step by Step guide and application

This Application includes Residential (RPUD), Commercial (CPUD) and Mixed (MPUD) Planned Unit Developments. It is **STRONGLY** recommended that all PUD applications be submitted to the City at least six (6) weeks in advance of the next regular Planning Commission meeting. The Planning Commission meets on the fourth (4th) Monday 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.

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

Step by Step Guide

A PUD requires a minimum of 3 months for approval. Extra steps or changes increase timeline.

1. Complete application submitted to Community Development Department with payment and sketch plan.
 - 1 a. CPUDs that are currently zoned OS-1, OS-2, B1, B2, B3, TS1 or TS2 must complete the rezoning process first before moving on to step 2. (3-4 months)
 - 2 a. All MPUDs require a rezoning, and that takes place concurrently with this process.
2. Site Plan Review Major Process for the Sketch Plan takes place. (10-14 business days)
3. Schedule Planning Commission public hearing for the application and sketch plan. (30-45 days) *NOTE: one public hearing is required, but more may be required at Planning Commission Request.*
4. Public Notices mailed to neighboring properties within 300 feet.
5. PC Meeting to consider the sketch plan. Bond requirement and contract signed with City if required by Planning Commission.
 - 5 a. RPUD and CPUD: Planning Commission has 60 days after the original hearing to approve, approve with conditions, or deny the sketch plan.
 - 5b. MPUD: PC must make a determination within a "reasonable time," but are not required to make a determination at this meeting. Planning Commission makes a recommendation to City Council to deny, approve or approve with conditions the application.
6. Determination letter mailed to applicant. (For MPUDs, skip to step 8).
7. After receiving approval of a sketch plan from the planning commission, the applicant shall, within six months, prepare a detailed site plan and submit it to the planning commission. The site plan review process follows the same steps for other site plans with final decision rendered by the Planning Commission in the case for RPUDs and CPUDs.

MPUD ADDITIONAL STEPS:

8. Schedule a City Council Public Hearing.
9. Public Notices posted for the hearing.
10. City Council meeting to consider the sketch plan (requirements listed below).
11. City Council shall deny, approve or approve with conditions the application, including the sketch plan. If the sketch plan is approved by the city council, such approval shall not constitute approval of the detailed site plan, but shall be deemed an expression of approval of the layout as a guide to the preparation of the detailed plan. Note: Because it is a zoning ordinance amendment, consideration of

the concurrent rezoning must occur at two separate Council meetings (separate introduction, public hearing and vote).

12. Determination letter mailed to applicant.
13. Site Plan Review Major process. *NOTE: this must be filed within 6 months of the approval of the sketch plan from City Council.*
14. Schedule Site Plan Review for next regular Planning Commission meeting as regular business.
15. PC Meeting to consider the final site plan. No public hearing required. *NOTE: Planning Commission must make a determination within a "reasonable time," but are not required to make a determination at this meeting.* PC makes a recommendation to City Council to approve, approve with conditions or deny the application.
16. Schedule City Council Public Hearing.
17. Public Notices posted for the hearing.
18. City Council public hearing to consider the site plan.
19. The city council shall deny, approve, or approve the final site plan with conditions or modifications and so notify the applicant and the building inspector. There are specific standards for review listed in ordinance Chapter 46, Division 19. *IF construction does not begin within 1 year of Council approval, or any phase fails to conform with the approval, the approval will expire and be null and void. Community Development Director or Zoning Administrator may extend the approval up to 1 year.*

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. Requirements for submittal for rezoning into the R-PUD and C-PUD Districts with associate site plan are included in Division 7 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. Location (including setbacks from property lines), size and height of all buildings and building facades
3. Total acreage of the property
4. Topography lines (existing and proposed at 2-foot intervals)
5. Existing zoning classification of subject property and of adjacent lots or parcels
6. Graphic depiction of locations for each proposed land use. This shall include the interior open space system with details on the size and use of the space, proposed ownership of any open space at M-PUD completion, and method of maintaining same as well as delineation of the various residential and nonresidential areas and uses, including size, location and number of housing units and other buildings.
7. Location and width of existing and proposed rights-of-way both adjoining and internal to the site, loading and unloading areas, curb cuts to public roads, and adjacent streets
8. Existing and proposed acceleration, deceleration, and passing lanes
9. Location of proposed parking areas, and if known, number of parking spaces
10. Location of all required buffer areas
11. Location of areas and percentage of site to be preserved as open or recreation space
12. Identification of woodlot areas to be preserved
13. Graphic indication of significant natural features including drainage courses, flood plains, woodlots and wetlands and proposed landscaping
14. Location and sizing of utility mains (include material type)

15. The overall water supply system, waste water system and stormwater drainage system, including any connections to public facilities
16. Principal ties to the neighborhood and community with respect to transportation, or other public utilities, including gas and electric service
17. Location, size and function of proposed signs
18. Location, size and function of any on-site lighting, including a photometric plan for the site (M-PUD only).
19. Location of all structures within 300 feet of the property line of the subject property (M-PUD only).
20. 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
21. Identification of project phases including construction phases and schedule.

I hereby certify that I have included all items above to the best of my knowledge and ability.

Signature of Applicant

Date

Planned Unit Development Application

Applications are not considered complete unless they include:

- A narrative describing the project, its need in the community, how it will affect the community and any other relevant information as may be required by staff or commissions.
- Application Fee of \$400
- A proposed sketch plan drawn to scale with all elements detailed in the sketch plan checklist above. An electronic copy and a hard copy are required.
- Any other information regarding the lot or neighboring lots, proposed or existing deemed necessary for review.
- Legal Description of Subject Property ***Must be submitted electronically in WORD Format***

Owner Name _____ Owner Telephone _____
Owner Address _____
Owner Email _____
Applicant/Representative _____ Applicant Telephone _____
Applicant Address _____
Applicant Email _____
Engineer Name _____ Engineer Telephone _____
Engineer Address _____
Engineer Email _____
Subject Property Address _____ Total Acreage _____
Present Use of Property _____ Proposed Use of Property _____

The City of Cadillac must be given knowledge of every person having legal or equitable interest in land subject to this petition. It must include:

NAME, ADDRESS, EMAIL ADDRESS, PHONE NUMBER, and INTEREST

1. _____
2. _____
3. _____
4. _____

The following project information must also be included in the narrative:

1. Name of proposed planned unit development project _____
2. Description of intentions with respect to the provision of water and sewer services
3. Description of applicant's intentions regarding selling or leasing of land, or portions thereof
4. Description of applicant's intentions regarding use of public or private streets
5. If the PUD is to be constructed in phases, a schedule must be included indicating the following items:
 - the timing for each phase of the project
 - the estimated dates for site plan approval
 - estimated time for construction completion of each phase
 - estimate of vehicle trip generation for each phase of the project

Planned Unit Development Application Continued

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.

I hereby certify that I have a legal or equitable interest in all land subject to this petition and hereby grant permission allowing City personnel on the premises.

Signature of Owner

Date

Signature of Applicant

Date

INTERNAL USE ONLY:

___ Signed Application (all pages)

___ Narrative

Date Received _____

___ Payment

___ Sketch/site Plan

Planned Unit Development Application

Step by Step guide and application

Site Plan Review Checklist

#	✓	Item
1		Complete and signed application.
2		Legal description of the site. The legal description may be placed on the plan or attached separately. An electric WORD version of the description must be provided.
3		Plan date.
4		North arrow.
5		Plan scale. The scale and dimensions must be such that all information is fully legible.
6		Site location map (insert map).
7		Name, address, and telephone number of the property owner and applicant (if not the property owner).
8		Name, address, email address and telephone number of the person or firm responsible for plan preparation.
9		Site plan elements – site features detailing location and dimensions: a) Site area in square feet and acres b) Open space in square feet c) Lot lines d) Buildings and building setbacks – existing and proposed e) Spacing between structures f) Parking areas, parking lot setbacks, and surface composition g) Number of parking spaces h) Typical parking space size i) Curb cuts openings – size and curb radii j) Drives, roads/streets k) Sidewalks/paths l) Adjacent street right-of-way m) Housing Units by size and type n) Utilities – location, type and size o) Dumpsters/trash disposal – location and shielding p) Natural features – wetlands, floodplains, etc. q) Zone classifications of property r) Other site Elements s) Emergency access routes t) Exterior lighting u) Energy and communication facilities including type and location v) Location and size of public and private easements
10		Landscape plan depicting the type, location, and size of existing and proposed landscape and irrigation.
11		Building elevations with dimensions.
12		Fences or screening, if applicable. Indicate the type, location, and size.
13		Surface (storm) water management facilities and snow storage
14		Signs – location, type, and size.
15		Project phases and timing.

*Notes:

- Depending on the scope of a project, certain requirements may be waived by the Zoning Administrator.
- Additional project information may be required if needed to determine compliance with the standards of the ordinance. Examples include, but are not limited to, site topography, traffic impact assessments, utility assessments, and market information.
- Required Coordinate System: [As required by the City](#), deliverables shall be in AutoCAD compatible format referenced to Michigan State Plane Central coordinates (NAD83) with International feet as the units, rectified at the base elevation of 1300 feet. Vertical datum: City of Cadillac datum (NAVD 1927 datum).

I hereby certify that I have included all items above to the best of my knowledge and ability.

Signature of Applicant

Date