



City of Bloomfield Hills
45 E. Long Lake Road
Bloomfield Hills, Michigan 48304-2322
Phone (248) 644-1520 Fax (248)644-4813
www.bloomfieldhillsmi.net

Planning Commission

Planned Unit Development (PUD) Application

1. Identification

Project Name _____
Applicant Name _____
Address _____
City/State/Zip _____
Phone (____) _____ Fax (____) _____
Email Address _____
Interest in the Property (e.g. fee simple, land option, etc.) _____

Property Owner (if other than applicant) _____
Address _____
City/State/Zip _____
Phone (____) _____ Fax (____) _____
Email Address _____

2. Property Information

Property Street Address _____
Permanent Parcel Number _____
Legal Description of Property

Zoning District _____
Area _____ Width _____ Depth _____
Current Use(s) _____
Zoning District of Adjacent Properties to the:
North _____ South _____ East _____ West _____



City of Bloomfield Hills

45 E. Long Lake Road Bloomfield Hills, Michigan 48304-2322 Phone (248) 644-1520 Fax (248) 644-4813 www.bloomfeildhillsmi.net

3. PUD Eligibility. The PUD option may be effectuated in any Zoning District classification, but is not applicable for the development of a one-family detached dwelling. In order to qualify for PUD approval, the applicant must demonstrate in writing that each of the following criteria will be met by the proposed PUD in accordance with *Section 24-198 Eligibility Criteria*:

a. **Compatibility with the Master Plan.** The proposed PUD must be compatible with the overall goals and recommendations of the City of Bloomfield Hills Master Plan.

b. **Demonstrated Benefit.** The PUD shall result in an improvement to the public health, safety and welfare in the area affected or a recognizable public benefit. Such public benefit shall be evaluated in contrast to a project that would otherwise be permitted, on factors such as:

1. preservation of unique site design features;
2. high quality architectural design;
3. extensive landscaping beyond the site plan requirements of the Zoning Code;
4. preservation, enhancement or restoration of natural resources (trees, slopes, nonregulated wetland areas, waterfront views);
5. incorporation of multiple lots and/or principal buildings;
6. preservation or enhancement of historic resources;
7. provision of open space or public plazas or features;
8. efficient consolidation of poorly dimensioned parcels or property with difficult site conditions (e.g. topography, shape etc.);
9. effective transition between higher and lower density uses, and/or between nonresidential and residential uses; or allow incompatible adjacent land uses to be developed in a manner that is not possible using a conventional approach;
10. shared vehicular access between properties or uses;
11. a complementary mix of uses or a variety of housing types; and
12. mitigation to offset impacts on public facilities (such as road improvements).



City of Bloomfield Hills

45 E. Long Lake Road Bloomfield Hills, Michigan 48304-2322 Phone (248) 644-1520 Fax (248) 644-4813 www.bloomfeildhillsmi.net

- c. The PUD shall not be utilized in situations where the same land use objectives can be accomplished by the application of conventional zoning provisions or standards.

4. PUD Submittal Requirements. The following items shall be included along with a completed application requesting approval of the PUD option:

PUD Concept Plan (refer to <i>Section 24-201. (1).</i>)	Completed
a. For residential projects only, a parallel plan or conventional plan showing the development possible based on the current zoning district standards; this plan will be used to determine density and dimensional standards permitted in the PUD.	
b. A conceptual or schematic plan that illustrates the general arrangement of buildings, parking, access and landscaping; alternatives for site arrangement and building architecture are suggested.	
c. Documentation indicating how the PUD eligibility criteria of Section 24-198 have been met.	
d. A table which details requested modifications from the established zoning district uses, area, height and setback requirements, off-street parking regulations, general provisions or subdivision regulations which would otherwise be applicable to the uses and development proposed in the absence of a PUD; this table shall clearly identify the allowed regulation in comparison to the requested modification.	
e. Any additional information requested by the planning commission at the preapplication conference to better assist in the determination of PUD qualification. Such information includes, but is not limited to: market studies, fiscal impact analysis, traffic impact studies, environmental impact assessments, and additional drawings, perspectives and cross sections.	
f. A draft PUD Agreement.	
g. If the PUD is to be designed as a subdivision plat, the tentative plat requirements described in Chapter 19 Subdivision of Land shall be followed and reviewed as part of the PUD Concept Plan review.	
Final PUD Plan (refer to <i>Section 24-201. (2).</i>)	Completed
Date of Planning Commission recommendation of PUD Concept Plan approval to City Council List of conditions applicable to approval:	



City of Bloomfield Hills

45 E. Long Lake Road Bloomfield Hills, Michigan 48304-2322 Phone (248) 644-1520 Fax (248) 644-4813 www.bloomfeildhillsmi.net

<p>Date of City Council PUD Concept Plan approval</p> <p>List of conditions applicable to approval:</p>	
<p>a. A final site plan including all of the information required by Section 24-236 (Site plan review) of this Chapter</p>	
<p>b. A PUD Agreement, to be executed between the applicant and city commission, including the following information</p>	
<p>i. a survey of the acreage comprising the proposed development;</p>	
<p>ii. the manner of ownership of the developed land;</p>	
<p>iii. the manner of the ownership and of dedication or mechanism to protect any areas designated as common areas or open space;</p>	
<p>iv. provision assuring that open space areas shown on the plan for use by the public or residents of the development will be or have been irrevocably committed for that purpose; the city may require conveyances or other documents to be placed in escrow to accomplish this;</p>	
<p>v. satisfactory provisions have been made to provide for the future financing of any improvements shown on the plan for site improvements, open space areas and common areas which are to be included within the development and that maintenance of such improvements is assured by a means satisfactory to the planning commission and city commission;</p>	
<p>vi. the cost of installing, improving and maintaining streets or roads and the necessary utilities has been assured by a means satisfactory to the planning commission and city commission;</p>	
<p>vii. provisions to ensure adequate protection of natural features;</p>	
<p>viii. provisions to ensure enforcement of City and other regulations, and requirements of the Agreement, on all property and property owners or occupants within the PUD, including the ability of the City to enforce corrective actions as necessary;</p>	
<p>ix. the PUD site plan shall be incorporated by reference and attached as an exhibit.</p>	
<p>c. If the PUD is to be designed as a subdivision plat, the preliminary plat requirements described in Chapter 19 Subdivision of Land shall be followed and reviewed as part of the Final PUD Plan review.</p>	
<p>d. After Final PUD approval and execution of the PUD Agreement, a final subdivision plat may be reviewed in accordance with Chapter 19 Subdivision of Land.</p>	



City of Bloomfield Hills

45 E. Long Lake Road Bloomfield Hills, Michigan 48304-2322 Phone (248) 644-1520 Fax (248) 644-4813 www.bloomfeildhillsmi.net

5. Application Procedure. The completed Concept and Final PUD Plan, with all elements to be turned in to the City Clerk to commence the review process, shall include all of the following information:

NOTE: Partial sets will not be accepted for submittal.

- Application Form and Fees.** A completed application form, completed checklist and an application fee are required with the initial submittal. (Application Fee - \$500.00, Initial Escrow Deposit - \$5,000.00 for residential projects and \$10,000.00 for commercial projects. Escrow is subject to increase depending on complexity of the project. Escrow establishment form must be signed and submitted with escrow deposit.)
- Proof of Ownership.** Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, i.e., copy of deed. (A copy of the tax bill is **not** sufficient proof of ownership.)
- Copies.** At the time of initial submittal, a complete electronic file of the site plan, landscape plan, elevation drawings, color renderings, completed checklist and application documents must be emailed to building@bloomfieldhillsmi.net. When the application is approved to be placed on an agenda, staff will make contact to request the plan sets for the board and commission members.
- Final PUD Site Plan Approval Process.** The Final PUD Site Plan Approval Process will commence if and when the PUD Concept Plan is approved with or without conditions.

NOTE: Submittal on or before the deadline for any given board or commission meeting does not guarantee your petition will be on that agenda. Staff will contact the applicant and property owner when the petition will be set for a hearing date.

I, _____ (applicant),
do hereby swear that the information given herein is true and correct.

Signature of Applicant	Date	Printed Name of Applicant
------------------------	------	---------------------------

Signature of Property Owner (if different)	Date	Printed Name of Property Owner (if different)
--	------	---

I, _____ (property owner), hereby give permission for City of Bloomfield Hills officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.



CITY OF BLOOMFIELD HILLS

PROPERTY OWNER ESCROW ACCOUNT ESTABLISHMENT

Property Location: _____ Date: _____

The City has established an ordinance requiring the payment of monies to reimburse the City for review expenses. Person(s) making application for reviews, approvals or other beneficial grants from the City are required to establish an escrow account to defray the costs and expenses of the City for reviews reasonably required to respond to such applications.

The City incurs considerable expenses for planning, engineering and legal reviews, and, consistent with the policy of the City, as established in the ordinance to secure payment for such reviews from the persons or entities seeking the special and singular benefit therefrom.

A single fee, adopted by resolution, shall be deposited and shall be used to defray the expenses with respect to all consultant reviews. In the event the fee is depleted due to the on-going nature of the project, additional fees shall be required in order to proceed with further reviews. In the event that the project is finalized and review fees have not been depleted, the remaining fees will be returned to the applicant in accordance with the provisions of Sections 2-601 and 2-602 of the Ordinance Code.

The following fees have been set by the City Commission and must be paid at time of application to the City:

- \$10,000.00 – Commercial projects
- \$5,000.00 – Residential projects

By signing below you hereby grant the establishment of an escrow account for the project for which you or an authorized agent are applying for. You further agree to the above terms regarding the established fees and procedures for incurring additional fees and the refund of any remaining fees upon approved completion of the project.

Failure to maintain adequate fees in this account shall place your project “on hold” until the required fees have been successfully added to your account.

The City prefers the escrow account fee be paid by the property owner as there will be several separate companies and or parties involved with the project. By having the property owner establish this account the City is able to use current software and accounting practices to monitor the account for debits and credits for invoices received by the City for your project.

Property Owner: _____ Date: _____
(Signature)

Property Owner: _____ Phone: _____
(Printed Name)

Present Address (if different from above): _____

Check Number: _____ Amount: \$ _____ Cash Amount: \$ _____