



# EAST BAY CHARTER TOWNSHIP

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1965 3 Mile Road, Traverse City, Michigan 49686  
(231) 947-8681 | <http://www.eastbaytp.org/>

Director of Planning & Zoning: Claire Karner  
(231) 947-8681 ext. 2 | [ckarner@eastbaytp.org](mailto:ckarner@eastbaytp.org)

## Application for Planned Unit Development

### 1. Applicant & Owner Information

Applicant/Authorized Agent's Name: \_\_\_\_\_

Is the applicant the owner of the property? Yes                      No

Applicant's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Property Owner's Name (if different from the applicant): \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### 2. Existing Property Information

Parcel Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Existing Use(s): \_\_\_\_\_

Current Zoning District(s): \_\_\_\_\_

**Are you located in the Forest Lakes Overlay?**    Yes                      No

*If yes, please submit the additional checklist and required information.*

### 3. Planned Unit Development Information Required

Please attach eleven (11) copies of the following materials as part of the application for the proposed development as specified in Section 636 (6).

| <i>Check to indicate item is provided on site plan</i> |           | <i>Site Plan Information Required</i>   | <i>Required</i> |           |
|--|-----------|---|-----------------|-----------|
| Site Plan  | Narrative |   | Site Plan       | Narrative |
|  |           | A. Developer’s intent and objectives (physical, social and environmental).  |                 | X         |
|  |           | B. A certified boundary survey and legal description of the property.   | X               |           |
|  |           | C. A statement of present ownership of all land contained in the PUD.   |                 | X         |
|  |           | D. A population profile for the development.  |                 | X         |
|  |           | E. Proposed financing.  |                 | X         |
|  |           | F. Development staging.   | X               | X         |
|  |           | G. Soil types and ability of soils to accommodate the proposed development.   | X               | X         |
|  |           | H. Estimated impact of the proposed development on roads, schools, and utilities, including water and sewer, fire protection and emergency services.                                      |                 | X         |
|  |           | 1. Estimated impact of the proposed development on the environment which includes:  |                 | X         |
|  |           | 2. A written assessment and analysis of the proposed development regarding the water, air and natural features.   |                 | X         |
|  |           | 3. Any adverse environmental effects which cannot be avoided if the proposal is implemented.  |                 | X         |
|  |           | 4. Mitigation measures proposed to minimize the impact.   |                 | X         |
|  |           | 5. Any irreversible environmental changes which would be involved in the proposed action should it be implemented.  |                 | X         |
|  |           | I. Waste emissions and methods of handling smoke, dust, noise, odors, liquids, solids and vibrations, if applicable.  |                 | X         |
|  |           | J. Market and economic feasibility.   |                 | X         |
|  |           | K. Eleven (11) copies of a Preliminary Site Plan, that includes:  | X               |           |
|  |           | 1. A scale drawing of the site and proposed development thereon, including the date, name and address of the preparer, a certified boundary survey and legal description of the property. | X               |           |
|  |           | 2. Property parcel number (from the Assessment Roll of the Township).   | X               |           |
|  |           | 3. Topography of the site at two (2) foot contour intervals, its relationship to adjoining land, and proposed changes in topography.  | X               |           |
|  |           | 4. Itemization of existing man-made features, existing land use and zoning for the entire site and surrounding area within one hundred (100) feet.  | X               |           |
|  |           | 5. Show all water features; springs, streams and creeks, lakes and ponds, wetlands, flood plains.   | X               |           |
|  |           | 6. Proposed setbacks from property lines and building separations distances.  | X               |           |
|  |           | 7. Locations, heights and sizes of structures and other important features. A rendering of the exterior elevation of the buildings and structures.  | X               |           |
|  |           | 8. A land use tabulation summary shall be provided in the margin of the plan indicating types of uses, acreage for each land use, number of units, densities and land use intensities.    | X               |           |

| <i>Check to indicate item is provided on site plan</i> |           | <i>Site Plan Information Required</i>   | <i>Required</i> |           |
|--|-----------|---|-----------------|-----------|
| Site Plan  | Narrative |   | Site Plan       | Narrative |
|  |           | 9. Also include percentage of land covered by buildings, parking and landscape open space, or reserved for open space.  | X               |           |
|  |           | 10. Dwelling unit density where pertinent.  | X               |           |
|  |           | 11. Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.   | X               |           |
|  |           | 12. Curb-cuts, driving lanes, parking and loading areas.  | X               |           |
|  |           | 13. Location and type of drainage, sanitary sewers, storm sewers and other facilities.  | X               |           |
|  |           | 14. Location and nature of fences, landscaping and screening. Also show proposed landscape massing, open spaces and their intended use, active and passive recreation facilities pursuant to the landscaping and buffering standards of Section 229.  | X               |           |
|  |           | 15. Proposed earth changes.   | X               |           |
|  |           | 16. Signs and on-site illumination.   | X               |           |
|  |           | 17. The location of all existing trees having five (5) inches or greater diameter breast height, identified by common or botanical name. Trees proposed to remain, to be transplanted or to be removed shall be so designated. Cluster of trees standing in closed proximity (3-5 feet or closer) may be designated as a “stand” of trees, and the predominant species, estimated number and average size shall be indicated. | X               |           |

#### **4. PUD Regulations & Conditions**

Provide written comments on the following subjects. Please attach additional sheets as necessary.

1. Explain how the project is compatible with the adjacent land uses.

2. Describe how the proposed use will be well-balanced with the natural environment.

3. Explain why the objectives of the development are not achievable under another single zoning class.
4. Confirm with project service projections that public services and utilities will not be exhausted beyond capacity.
5. Explain how the project uses are consistent with the East Bay Charter Township Master Plan.
6. Describe the benefits and amenities the project will provide to the community through the more flexible design conditions.
7. Explain how the development consolidates and maximizes useable open space.
8. Explain the circulation patterns for vehicular traffic and the facilities included to ensure safe pedestrian mobility throughout the project.

9. Describe the preservation process for any natural, historical, cultural and architectural features on or near the project site.

**5. Landscaping Plan**

The site plan shall include a written landscape plan prepared in accord with the following requirements set by Section 229 (3) of the Zoning Ordinance unless deferred by the Township Planner.

| <i>Check to indicate item is provided on site plan</i> | <i>Landscaping Plan Requirements</i>  |
|--|---|
|  | Prepared by a registered landscape architect with at least five (5) years of experience.                |
|  | Follow the standards of the Grand Traverse Bay Region Development Guidebook.                            |
|  | Inventory existing vegetation, landforms, and other natural features on site.                           |
|  | Illustrate all planting areas, existing and proposed vegetation including species, caliper, and height. |
|  | Incorporate minimum 25% of the site as landscaped, with 30% of that in woody vegetation.                |
|  | Retain existing trees 5” and greater in diameter at breast height and landscape detention areas.        |
|  | Illustrate trees to be retained and/or transplanted   |
|  | Illustrate landscaped areas between the curb line and the property line                                 |
|  | Include plantings to mitigate off-site impacts on surrounding less intense land uses                    |
|  | Include a landscape maintenance plan and deposit to assure the long-term viability of plantings         |
|  | Include a viable irrigation system to support landscaped areas  |

**6. Utility, Road, & Drainage Improvements**

Please provide the following additional information as applicable.

| <i>Not Applicable</i>                | <i>No</i> | <i>Yes</i> | <i>Additional Information</i>                         |
|--------------------------------------|-----------|------------|---|
| <b>Utility and Road Improvements</b> |           |            |   |
|                                      |           |            | Does project require extension of public sewer line?  |
|                                      |           |            | If yes, has a utility agreement been prepared?        |
|                                      |           |            | Does existing sewer line front the subject parcel(s)? |
|                                      |           |            | If yes, is there a lateral charge/assessment charge?  |
|                                      |           |            | Will a community wastewater system be installed?      |
|                                      |           |            | If yes, has a Utility Agreement been prepared?        |
|                                      |           |            | If yes, provide construction plans and specifications |
|                                      |           |            | Will on-site disposal be used?                        |
|                                      |           |            | If yes, is it depicted on plan?                       |

| <i>Not Applicable</i>           | <i>No</i> | <i>Yes</i> | <i>Additional Information</i>   |
|---------------------------------|-----------|------------|---|
| <b>Water Service</b>            |           |            |   |
|                                 |           |            | Does project require extension of public water main?  |
|                                 |           |            | If yes, has a Utility Agreement been prepared?  |
|                                 |           |            | Does existing water line front subject parcel?  |
|                                 |           |            | If yes, is there a Lateral Charge/Assessment Charge?  |
|                                 |           |            | Will a community water supply be installed?   |
|                                 |           |            | If yes, has a Utility Agreement been prepared?  |
|                                 |           |            | If yes, provide construction plans and specifications   |
| <b>Public Utility Easements</b> |           |            |   |
|                                 |           |            | Are public utility easements required?  |
|                                 |           |            | If yes, show on site plan.  |
| <b>Site Drainage</b>            |           |            |   |
|                                 |           |            | County drain usage approved by County Drain Commissioner?   |
|                                 |           |            | If yes, attach approval letter. If no, are alternate measures shown? Note: Alternate measures must be designed and sealed by a registered engineer. |

**7. Affidavit**

The undersigned affirms that he/she is the \_\_\_\_\_ involved in this petition and that the foregoing answers, statements and information are in all respects true and, to the best of his/her knowledge, correct. By making this application, the undersigned grants all officials, staff and consultants of East Bay Township access to the subject property as required and appropriate to assess site conditions in support of a determination as to the suitability of the proposed project and/or current or future Sign Permit and Zoning Ordinance compliance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***For Township Use Only***

|   |  |               |
|---|--|---------------|
| The proposed use is permitted by East Bay Township, as amended. |  |               |
| The proposed use was approved by the Zoning Board of Appeals.   |  |               |
| ZBA Application #   |  | ZBA Date:     |
| LUP Application #   |  | Filing Date:  |
| Related SUP #   |  | Fee Tendered: |
| Escrow #  |  |               |