

**CITY OF TROY  
 PLANNED UNIT DEVELOPMENT  
 CONCEPT DEVELOPMENT PLAN (CDP) APPLICATION  
 AND APPLICATION TO AMEND THE ZONING DISTRICT MAP**

**CITY OF TROY PLANNING DEPARTMENT  
 500 W. BIG BEAVER  
 TROY, MICHIGAN 48084  
 PHONE: 248-524-3364  
 E-MAIL: [planning@troymi.gov](mailto:planning@troymi.gov)**



**CONCEPT DEVELOPMENT PLAN FEE  
 \$3,000.00  
 ESCROW FEE  
 \$5,000.00  
 PRE-APPLICATION MEETING  
 \$300.00  
 FINAL DEVELOPMENT PLAN REVIEW  
 \$500.00**

PRIOR TO THE SUBMISSION OF AN APPLICATION FOR APPROVAL OF A PLANNED UNIT DEVELOPMENT, THE APPLICANT SHALL HOLD A PRE-APPLICATION MEETING WITH THE PLANNING DEPARTMENT OF THE CITY AND ANY CITY STAFF AND OUTSIDE CONSULTANTS AS DEEMED APPROPRIATE BY THE CITY.

DATE OF PRE-APPLICATION MEETING: \_\_\_\_\_

REGULAR MEETINGS OF THE CITY PLANNING COMMISSION ARE HELD ON THE SECOND AND FOURTH TUESDAYS OF EACH MONTH AT 7:00 P.M. AT CITY HALL.

1. NAME OF THE PROPOSED DEVELOPMENT: \_\_\_\_\_

2. LOCATION OF THE SUBJECT PROPERTY: \_\_\_\_\_

3. ZONING CLASSIFICATION(S) OF THE SUBJECT PROPERTY: \_\_\_\_\_

4. TAX IDENTIFICATION NUMBER(S) OF SUBJECT PROPERTY: \_\_\_\_\_

5. APPLICANT: NAME _____ COMPANY _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ TELEPHONE _____ E-MAIL _____	PROPERTY OWNER: NAME _____ COMPANY _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ TELEPHONE _____ E-MAIL _____
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6. THE APPLICANT BEARS THE FOLLOWING RELATIONSHIP TO THE OWNER OF THE SUBJECT PROPERTY:  
 \_\_\_\_\_

7. ATTACHED HERETO IS A SIGNED STATEMENT BY THE APPLICANT INDICATING THE APPLICANT HAS THE AUTHORITY TO EXECUTE A BINDING AGREEMENT COVERING ALL PARCELS IN THE PROPOSED P.U.D.

8. **SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

9. **SIGNATURE OF PROPERTY OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

*BY THIS SIGNATURE, THE PROPERTY OWNER AUTHORIZES PLACEMENT OF A SIGN ON THE PROPERTY TO INFORM THE PUBLIC AS TO THIS REQUEST FOR PLANNED UNIT DEVELOPMENT.*

**PLANNED UNIT DEVELOPMENT  
CONCEPT DEVELOPMENT PLAN (CDP)  
PRE-APPLICATION MEETING CHECKLIST**

THE APPLICANT SHALL PROVIDE A MINIMUM OF THREE (3) COPIES OF THE FOLLOWING ITEMS, PLUS ONE (1) CD CONTAINING AN ELECTRONIC VERSION OF THE APPLICATION, TO THE PLANNING DEPARTMENT AT OR BEFORE THE PRE-APPLICATION MEETING. SEE SECTION 11.06(A).

- A SKETCH PLAN OF THE PROPOSED PLANNED UNIT DEVELOPMENT
- LEGAL DESCRIPTION OF THE PROPERTY, SCALE DRAWING AND THE TOTAL NUMBER OF ACRES IN THE PROJECT
- TOPOGRAPHICAL MAP OF THE PROJECT SITE
- A STATEMENT OF ALL PROPOSED USES IN THE PROJECT
- THE KNOWN DEVIATIONS SOUGHT FROM THE ORDINANCE REGULATIONS OTHERWISE APPLICABLE
- THE NUMBER OF ACRES TO BE PRESERVED AS OPEN OR RECREATIONAL SPACE AND THE INTENDED USES OF SUCH SPACE
- ALL KNOWN NATURAL RESOURCES, NATURAL FEATURES, HISTORIC RESOURCES AND HISTORIC FEATURES; WHICH ARE TO BE PRESERVED
- A LISTING AND SPECIFICATION OF ALL SITE DEVELOPMENT CONSTRAINTS

# PLANNED UNIT DEVELOPMENT CONCEPT DEVELOPMENT PLAN (CDP) CHECKLIST

THE FOLLOWING INFORMATION AND MATERIALS ARE NECESSARY FOR SUBMISSION. FOR A DETAILED DESCRIPTION OF REQUIRED ITEMS, SEE SECTION 11.06(C) OF THE ZONING ORDINANCE.

- REQUIRED FEE
- ONE (1) CD CONTAINING AN ELECTRONIC VERSION OF THE APPLICATION AND ONE (1) COPY OF THE DRAFT DEVELOPMENT AGREEMENT (PDF Format)

**The application shall include TWO (2) hard copies of the following information and materials, which shall be in a plan format together with a narrative explanation.**

- Date(s) and location of all meetings with representatives of adjoining neighborhoods, minutes and attendance record(s) of such meeting(s).
- Certified boundary survey including legal description of the property, scale drawing and the total number of acres in the project.
- Development concept:* A summary explanation of the development concept shall describe the project and explain how the project will meet the intent of the PUD option as set forth in Section 11.01 and the criteria for consideration as a PUD as set forth in Section 11.03 hereof, as those sections reasonably apply to the site.
- Density:* The maximum density of the overall project and the maximum density for each proposed use and phase.
- Road system:* A general description of the road system and circulation pattern; the location of roads, entrances, exits and pedestrian walkways; a statement whether roads are intended to be public or private. Efforts shall be made to ensure that multiple transportation modes are safely and effectively accommodated in an effort to provide alternate modes of access and alleviate vehicle traffic congestion particularly as it pertains to the improvements along major roads.
- Utilities:* A general description and location of both on-site and off-site utilities including proposed water, sanitary sewer, storm sewer systems and utility lines; a general indication of the size and location of stormwater detention and retention ponds, and a map and text showing off-site utilities, existing and proposed, which will provide services to the project.
- Open space/common areas:* A general description of proposed open space and common areas; the total area of open space; the total area of open space in each proposed phase; the proposed uses of open space and common areas.
- Uses:* A list of all proposed uses; the location, type and land area to be devoted to each use, both overall and in each phase; a demonstration that all of the proposed uses are permitted under this Article.
- Development guidelines:* A plan of the site organization, including typical setback and lot dimensions; the minimum lot sizes for each use; typical minimum and maximum building height and size; massing models; conceptual building design; and the general character and arrangement of parking; fencing; lighting; berming; and building materials.
- Parking and Traffic:* A study of the parking requirements and needs; a traffic impact study and analysis.
- Landscaping:* A general landscaping plan; a landscape plan for entrances; a landscape plan for overall property perimeters; any theme/streetscape design; any proposed irrigation.
- Natural resources and features:* Floodway/floodplain locations and elevations; wetlands and watercourses; woodlands; location and description of other natural resources and natural features.

**PLANNED UNIT DEVELOPMENT  
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(page 2)**

- Phasing information:* The approximate location, area and boundaries of each phase; the proposed sequence of development, including phasing areas and improvements; and the projected timing for commencement and completion of each phase.
- Public services and facilities:* A description of the anticipated demand to be generated by the development for public sewer, water, off-site roads, schools, solid waste disposal, off-site drainage, police and fire; a description of the sufficiency of each service and facility to accommodate such demands; the anticipated means by which any insufficient services and facilities will be addressed and provided.
- Historical resources and structures:* Their location, description and proposed preservation plan.
- Site topography.*
- Signage:* General character and location of entrance and internal road system signage; project identification signage; and temporary or permanent signage proposed for any other locations.
- Amenities.*
- Zoning classification:* Existing zoning classifications on and surrounding the site.
- Specification of deviations:* A specification of all deviations proposed from the regulations which would otherwise be applicable to the underlying zoning and to the proposed uses, which are proposed and sought for any phase or component of the Planned Unit Development; the safeguards, features and/or planning mechanisms proposed to achieve the objectives intended to be accomplished by any regulation from which a deviation is being sought.
- Community impact statement:* A community impact statement, which shall provide an assessment of the developmental, ecological, social, economic and physical impacts of the project on the natural environmental and physical improvements on and surrounding the development site. Information required for compliance with other ordinance provisions need not be duplicated in the community impact statement.

**ALL HARD COPY DRAWINGS SHALL BE FOLDED, STAPLED, SEALED AND SIGNED  
BY A STATE OF MICHIGAN PROFESSIONAL ENGINEER, REGISTERED ARCHITECT,  
REGISTERED LANDSCAPE ARCHITECT, OR PROFESSIONAL COMMUNITY PLANNER**

**PLANNING COMMISSION AGENDAS ARE ELECTRONIC**