

**CHARTER TOWNSHIP OF CALEDONIA  
PETITION TO AMEND AN APPROVED  
PUD AND/OR SITE PLAN OR  
SPECIAL LAND USE**

<b>OFFICIAL USE ONLY</b>
Date Received: _____
Check Number: _____

An approved PUD, Site Plan, or Special Land Use may be revised in accordance with the procedures set forth for approval in the Zoning Ordinance.

**Applicant's Name** \_\_\_\_\_ **Daytime Phone**(\_\_\_\_) \_\_\_\_\_  
**Address** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Agent's Name** \_\_\_\_\_ **Daytime Phone**(\_\_\_\_) \_\_\_\_\_  
**Address** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Name of owner** (if different from Applicant's) \_\_\_\_\_  
\*If Applicant is not the owner of the property for which the change is proposed, please attach a notarized statement from the owner acknowledging his/her awareness of this Petition.  
**Property interest of applicant** (owner, contract purchaser, etc.) \_\_\_\_\_  
**Billing Address** (if different from Applicant's) \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**Existing Zoning District** \_\_\_\_\_ **Proposed Zoning District** \_\_\_\_\_

The PUD, Site Plan, or Special Land Use amendment is being requested for the following described property:

**Address** \_\_\_\_\_ **Parcel Number:** 41-23-\_\_\_\_\_  
\*Please attach a fully dimensioned drawing that depicts the land affected by the proposed amendment. (This requirement shall not apply to amendments that do not include a change in the approved physical development.)

Please choose from the following 3 amendment options and complete your reason(s) for request:

**Amendment to Approved PUD:**  
**Reason(s) for request:**

**Amendment to Approved Site Plan:**  
**Reason(s) for request:**

**Amendment to Approved Special Land Use:  
Reason(s) for request:**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Applicant's Printed Name** \_\_\_\_\_

Optional: I hereby grant permission for members of the Caledonia Township Planning Commission, Township Board and/or Township Staff to enter the above-described property for the purpose of gathering information related to the application.  
*Note to Applicant: This permission is optional.*

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Owner's Printed Name \_\_\_\_\_

Please see "Instructions for Filing a Petition to Amend an Approved PUD, Site Plan, or Special Land Use" for the list of supportive material which must accompany this petition, and deliver or mail to the Charter Township of Caledonia, 8196 Broadmoor Ave. SE, Caledonia, MI 49316, phone (616) 891-0070.

**INSTRUCTIONS FOR  
FILING A PETITION TO AMEND  
AN APPROVED PUD, SITE PLAN  
OR SPECIAL LAND USE**

- 1.) Any person owning or having an interest in the subject property may file an application for one or more changes to the approved PUD, Site Plan, or Special Land Use.
- 2.) Petitions to amend an approved PUD, Site Plan, or Special Land Use must be submitted to the Township Planner/Planning Commission. Please attach 14 copies of all application materials (including 14 copies of the fully dimensioned site plan which depicts the land affected by the proposed amendment) as follows:
  - 5 folded 24x36 copies of full submittal package
  - 9 copies of 11x17 reductions
  - 1 digital copy of entire submittal in pdf format
- 3.) Each application must be accompanied by the appropriate application and escrow fees in accordance with the schedule of fees adopted by the Township Board on October 5, 2016.

	<u>Application Fee</u>	<u>Security Deposit/Escrow Fee</u>
Major Change to PUD, Site Plan, or Special Land Use	\$500	\$2,500
Minor Change to PUD, Site Plan, or Special Land Use	\$250	\$1,500

Application and escrow security deposit fees shall be in the amount established by resolution of the Township Board of Trustees. One check may be written to cover both application and escrow fees. Application fees are not refundable. Escrow fees are considered a security deposit for the project, and will be refunded upon completion of the project. **Ongoing charges incurred during the review and processing of applications, such as engineering and legal fees, will be billed back to the applicant for payment.** Failure to pay ongoing charges will result in the withholding of project approval.

**I have read and understood the Township’s Security Deposit/Escrow Fee Policy.**

**Applicant’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- 4.) Petitions to amend an approved PUD, Site Plan, or Special Land Use must be presented to the Township Planner and accompanied by a site plan, drawn to a readable scale, of the property involved and adjacent property within 300 feet which describes:
  - (a.) All property boundaries and dimensions thereof;
  - (b.) The location and use of all existing and proposed structures;
  - (c.) The location of all existing and proposed streets, parking lots, driveways and utilities;
  - (d.) The current zoning classifications on the subject property and all adjacent property; and
  - (e.) The location of any body of water or flood plain within five hundred (500) feet of the subject property.

The site plan must include the name of the applicant, the scale used, a north arrow, the date prepared and the name of the preparer. Please note petitions for major PUD, Site Plan, or Special Land Use amendments require a formal site plan review, as described in Chapter XVIII of the Zoning Ordinance. Applicants should consult with the Township Planner to determine if their project will be subject to those provisions.

- 5.) An application that is incomplete or otherwise not in compliance with the Caledonia Township Zoning Ordinance will be returned to the applicant. No application will be processed until properly prepared and submitted and all required fees paid in full.