

**CHARTER TOWNSHIP OF CALEDONIA
PETITION TO EXTEND AN APPROVED PUD**

OFFICIAL USE ONLY

Date Received:

Check Number:

An approved PUD proposal and site plan may be extended in accordance with the procedures set forth in Section 15.6 of 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 zoning 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** _____

Address of PUD _____ **Parcel Number:** 41-23-

Legal Description (a copy of the recorded deed may be submitted)

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 _____

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 AND/OR SITE PLAN

- 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 and/or site plan.
- 2.) Petitions to amend an approved PUD and/or site plan must be submitted to the Township Planner/Planning Commission.
- 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, PMR or approved Site Plan	\$500	\$2,500
Minor Change to PUD, PMR or approved Site Plan	\$250	\$1,500
Master Plan	\$500	\$2,500

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 and/or site plan 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 and/or site plan 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. 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

- 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.