



CITY OF

Ypsilanti

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Planned Unit Development

§122-700

PUDs

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please call the Planning Department.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Planning Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Planning

3rd Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

3rd Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hdc

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/building

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

A planned unit development (PUD) is a large, integrated development adhering to a comprehensive plan and located on a single tract of land or on two or more tracts of land that may be separated only by a street or other right-of-way. PUDs offer a flexibility that allows creativity in site design and the protection of environmentally sensitive lands not otherwise possible. In exchange for design flexibility, developers must provide a public benefit, including (but not limited to) amenities and infrastructure improvements, and often find it easier to accommodate environmental and scenic attributes.

The City allows for two types of PUDs: adaptive reuse and standard. Adaptive reuse PUDs are for re-use of existing non-residential structures in residential areas, and may have a historic component. Standard PUDs are generally for large or complex developments on sites greater than an acre in size.

Review Process and Timeline

Both types of PUDs go through a similar process. Standard PUDs tend to be rather more complex than adaptive re-use PUDs, and we recommend a series of pre-application meetings to discuss site concepts before submitting an application. For adaptive reuse PUDs, we do recommend at least one meeting with staff prior to application. Once the application is received, staff will schedule a public hearing. If your application is complete and received by 4:00 p.m. on the third Wednesday of the month, it will be heard in front of Planning Commission at their regular meeting at 7:00 p.m. on the third Wednesday of the following month. During the intervening time, staff will review the application; notify neighbors within 300' by first-class mail, and place a notice in the Washtenaw Legal News.

At their meeting, Planning Commission will hold a public meeting, where the public is invited to address them about the proposed PUD. They also hear a staff report about the PUD's conformance with the Master Plan, conformance with the spirit of the zoning ordinance, and public benefit. The applicant will also be invited to speak. With the information they gather at this meeting, they make a recommendation to City Council.

City Council will generally hear the PUD application and the Planning Commission recommendation at their regularly scheduled meeting on the second Tuesday of the following month. There is another public hearing at this meeting, advertised again in the Washtenaw Legal News, and the PUD is addressed as the first reading of an ordinance change, as PUDs are treated as site-specific rezoning. The PUD ordinance must be read and approved a second time before it is considered adopted. The PUD takes effect thirty days after adoption by City Council.

Once the PUD has been approved by the Planning Commission and City Council, the applicant will work with staff to address the next steps, which usually include, at a minimum, a preconstruction meeting.



**City of Ypsilanti
Planning & Development Department**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646
www.cityofypsilanti.com

PLANNED UNIT DEVELOPMENT APPLICATION

Applicant*

Name		
Address		
City	State	Zip
Phone / Fax	E-Mail	

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project
Address
List all parcel identification numbers included in development:
Current use:
Proposed use:
Current Zoning:
Legal description of property (may be attached)

THE CHECKLIST ON THE FOLLOWING PAGE MUST BE COMPLETED AND INITIALED.

Each PUD application must include the following information, in addition to the standard site plan application requirements below:

	A table of total land areas devoted to each type of use, usable floor areas, density calculations, number and type of any dwelling units, and building ground coverage.
	A table describing the extent and quantity of open space areas, indicating the proposed uses and improvements for such areas.
	Copy of agreements, covenants, or deed restrictions which will assure that the development will be completed and maintained as shown on the plans by the developer and successive owners.
	Narrative explaining how exceptions to the zoning ordinance will result in a higher-quality development than if those standards were strictly adhered to.

Required Information for a Site Plan

Project-identifying information	
	Name of project
	Brief description of project
	Location map showing major thoroughfares and site location (no scale necessary)
	Name, address and phone number of the site owner
	Name, address and phone number of the developer
	Name, address and phone number of the plan designer and their professional seal
Existing conditions	
	Scale (minimum of one inch equals 200 feet), north arrow, date of original drawing and any revisions
	Area of the site in square feet and acres, excluding all existing and proposed rights-of-way.
	Property lines and dimensions, including lines and dimensions of all rights-of-way & easements
	All structures and accessory structures, their uses and dimensions. These include but are not limited to buildings, signs, drives, parking areas, sidewalks, utilities, lighting, fences, flagpoles, and dumpsters/refuse collection areas.
	Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all driveways within 100 feet of the site. The centerline of road rights-of-way shall be shown.
	Use(s) of existing buildings
	Existing landscaping
	Dimensions of all structures and lot lines within 50 feet of the site
	Existing zoning of the site and all adjacent properties
Proposed conditions	
	Scale (minimum of one inch equals 50 feet), north arrow, date of original drawing and any revisions
	Any changes to site dimensions, and completed Lot Split/Combination Application
	Any exceptions to the ordinance requested
	Any changes to rights-of-way or easements on the property
	All structures and accessory structures, their uses and dimensions, and additional information that may be required by code. These include but are not limited to buildings, signs, drives, parking areas, sidewalks, utilities, lighting, fences, flagpoles, and dumpsters/refuse collection areas.
	Building floor plans and architectural wall elevations.
	Location and dimensions of any open-air uses, such as outdoor cafes, open-air sales, or outdoor storage
	Parking areas, access drives, or sidewalks, showing the method of surfacing, number and size of spaces, aisles, loading areas, and handicapped access ramps.
	Landscape plan in accordance with Article XI, division 5 of the Zoning Ordinance. Existing vegetation that is to be retained on the site shall be shown.
	Direction and method of stormwater drainage, ground elevations of all existing buildings, site contours at 2 foot intervals, drives and parking lots, and any unusual surface conditions. Include the method of collection; the method and location of the connection to existing stormwater system; and first flush method and type of device that is proposed.
	Indicate all areas of this site that are located within floodplains.
	If phased construction is to be used, each phase must be noted and each phase must stand on its own.

Site designer initials: _____

The City Planner, Planning Commission, or City Council may require other data deemed necessary for adequate review of a project.

The City Planner or Planning Commission may grant waivers of data requirements when specific data is deemed unnecessary in determining compliance with the Zoning Ordinance.

The Planning and Development Department reserves the right to reject any incomplete submission.

Four full-size, folded copies of the plans, and one electronic copy (PDF preferred) are required for review, unless otherwise specified by the City Planner.

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Signature:

Date:

Print Name:

FEE SCHEDULE

Adaptive Reuse Planned Unit Development

\$550	PLUS:	Engineering fees (see below)
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Planned Unit Development

\$1000	PLUS:	\$5 per 1,000 sq ft of commercial space and \$5 per residential unit	PLUS:	Engineering fees (see below)
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Engineering: Site Review Phase

Site Plan Review	500
Site Plan Review-Beyond Initial Two	250
Site Plan Review-Planned Unit Development-Adaptive Reuse PUD	500
Site Plan Review-Planned Unit Development-Less Than 5 Acres	1000
Site Plan Review-Planned Unit Development-More Than 5 Acres	1800
Planned Unit Development Review-Beyond Initial Two	500
Preapplication Meeting	200

Engineering: Plan Review Phase

Construction Estimate Less Than \$50,000	4.5% - Minimum 500
Construction Estimate Between \$50,000 - \$100,000	4% + Minimum 2,200
Construction Estimate Between \$100,000 - \$500,000	2% - Minimum 4,000
Construction Estimate More Than \$500,000	1.5% - Minimum 9,800

Engineering: Construction Phase

Construction Estimate Less Than \$50,000	8.0% - Minimum 1,000 Construction Escrow
Construction Estimate Between \$50,000 - \$100,000	4,000 + 7.0% of amount over 50,000 Construction Escrow
Construction Estimate Between \$100,000 - \$500,000	8,000 + 5.0% of amount over 100,000 Construction Escrow
Construction Estimate More Than \$500,000	28,000 + 4.0% of amount over 500,000 Construction Escrow

Notes:

Engineering Site Plan and Engineering Plan Review fees are nonrefundable.
 Initial Engineering Site Plan Review Fee covers two reviews.
 Initial Engineering Plan Review Fee covers three reviews.
 Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project.
 These fees are for the City Engineer only. Additional fees from other City Departments may apply.

*****FOR OFFICE USE ONLY*****

Date:	Amount:	Account: 101-4-7210-607-01
Cash		Code: 178 Rezone
Check payable to City of Ypsilanti		Signature of person receiving deposit:
Credit (+ 3.15% surcharge)		
Description of deposit:		