



# SPARTA TOWNSHIP

160 E. Division St, Sparta MI 49345  
(616) 887-8863 Fax (616) 887-3823  
www.spartatownship.org

## PLANNING COMMISSION PROCEDURES AND DEADLINES FOR PLANNED UNIT DEVELOPMENTS (PUDs)

**Deadline:** The deadline to submit materials for a Planning Commission Meeting is by 5:00 p.m., 35 days prior to the next scheduled meeting date. The materials must be dropped off at the Sparta Township Office, 160 E. Division St., Sparta, MI 49345.

**Meeting:** The Planning Commission meets the second Tuesday of the month at 7:00 p.m. at the Sparta Township Hall meeting room.

**Cost:** Request Fee: \$350; Escrow<sup>1</sup>: \$5,000

**Submittal:** Ten (10) identical packets must be submitted to the Township along with the fee by the deadline. They should be folded in 8 1/2" by 11" sizes. The packets should contain any supporting documents such as proof of ownership, surveys, site plans, drawings, pictures, and narratives. An electronic copy (PDF) of the packet shall also be submitted. When the PUD application reaches the Township Board, eight (8) additional packets and an updated electronic copy are required to be submitted to the Township, at least one week in advance of said meeting.

Please call the Township Hall with any questions. 616-887-8863

**DO NOT DISCARD THIS PAGE. YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION**

DO NOT WRITE BELOW THIS LINE - TOWNSHIP USE ONLY

**Applicant Name & Address:** \_\_\_\_\_

**Application Fee/Escrow** \_\_\_\_\_ **Date Received** \_\_\_\_\_ **Date Notices Mailed** \_\_\_\_\_

**Public Hearing Date** \_\_\_\_\_ **Approved** \_\_\_\_ **or Denied** \_\_\_\_ **or Approved with Conditions** \_\_\_\_\_

<sup>1</sup> Escrow funds are used to reimburse planning, engineering, and legal fees incurred. If the fund drops below 10% of the deposit, an additional deposit will be required to continue. Any funds remaining will be refunded when the project is complete. Any approvals will be subject to requiring any outstanding funds due are paid in full.



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## PLANNED UNIT DEVELOPMENT APPLICATION

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Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email/Fax: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

\_\_\_\_\_

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

Current Zoning District: \_\_\_\_\_

List the name, address and interest of every person who has a legal or an equitable interest in any property included in the Planned Unit Development application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the land use requested? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\*\*Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*\*Signature of Property Owner

\_\_\_\_\_  
Date

Attach a detailed site plan of the property meeting the requirements of Article 6. (see following pages)

## **11.9. Planned Unit Development procedures**

A. Purpose. This Section sets forth the procedures, regulations, and approval standards to rezone land to the Planned Unit Development zoning district and the Open Space Planned Unit Development zoning district in Sparta Township. For purposes of this section, the terms “PUD” and “Planned Unit Development” shall mean both the Open Space Planned Unit Development zoning district and the Planned Unit Development zoning district.

B. Procedures.

1. Preapplication Conference. Before submitting an application for a PUD, an applicant may meet with the Planning Commission or Township Zoning Administrator, Planner or Engineer to submit information regarding a Proposed PUD and to confer with the Planning Commission, or staff, about the proposed application and the PUD.

2. Application for PUD Approval. An application for a PUD rezoning shall be in accordance with the application procedures for site plan review as required by Article 6 of this Ordinance. In addition, the applicant shall submit any fee or escrow requirement as may be adopted by resolution of the Township board.

C. Preliminary development plan. An applicant for PUD rezoning shall submit a site plan in accordance with the requirements for Preliminary Site Plan review as set forth in Article 6 of this Ordinance and all of the requirements of this Ordinance if the applicant is requesting a rezoning to OS-PUD. The applicant shall also submit ten copies of a narrative describing:

1. The proposed density, number, and types of dwelling units.
2. If the proposed project will be served by water or sanitary sewer systems, a statement from a registered professional engineer describing methods and capacities.
3. Calculations demonstrating compliance with the Ordinance requirements for open space and number of permitted dwellings.

## **12.2 (Open Space PUD) Authorization and procedures**

An OS-PUD may be approved by the Township Board following a recommendation from the Planning Commission in any location master planned as RA, Rural Agricultural, LDR, Low Density Residential or zoned Ag-2, R-1, or R-2, in accordance with the procedures of Article 11 of this Ordinance. Areas that are master planned for MHDR, Medium High Density Residential or zoned R-3 may also be approved for an OS-PUD zoning but only if public or community sewer and water are provided.

The granting of an OS-PUD rezoning application shall require an amendment of the Zoning Ordinance and Zoning Map. An approval granted under this Article shall constitute part of the Zoning Ordinance.

If this Article does not address a particular matter or procedure for an OS-PUD, then Article 11 shall apply to that matter or procedure.

## **ARTICLES 11 (PLANNED UNIT DEVELOPMENT) & 12 (OPEN SPACE PLANNED UNIT DEVELOPMENT)**

The applicant must review Article 11 or 12 in its entirety, depending upon their submission type. Not all provisions of either article are provided in this application.

The Sparta Township Land Subdivision Ordinance also applies to the proposed use. Please see the Planner for copy of the section or the Subdivision Ordinance in its entirety.

The following sections of the Zoning Ordinance may also apply to the proposed use. If applicable, please see the Planner for copies of applicable sections or the Zoning Ordinance in its entirety.

- Article 4 – General Regulations (Parking, Lighting and Screening, Private Roads, etc.)
- Article 6 – Site Plan Review
- Article 10 – Signs
- Appendix A – Table of Use Regulations
- Appendix B – Table of General Bulk Regulations

The applicant is advised to review the Sparta Township Subdivision and Zoning Ordinances in their entirety to ensure complete compliance with said Ordinances.