

**CHARTER TOWNSHIP OF MERIDIAN  
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT  
5151 MARSH ROAD, OKEMOS, MI 48864  
PHONE: (517) 853-4560, FAX: (517) 853-4095**

**COMMERCIAL PLANNED UNIT DEVELOPMENT APPLICATION**

**Before submitting this application for review, an applicant shall participate in the pre-application conference with the Director of Community Planning and Development to discuss the requirements for a Commercial Planned Unit Development.**

**Part I**

- A. Applicant \_\_\_\_\_  
Address of Applicant \_\_\_\_\_  
Telephone - Work \_\_\_\_\_ E-Mail \_\_\_\_\_ Fax \_\_\_\_\_  
Interest in property (circle one):    Owner    Tenant    Option    Other \_\_\_\_\_  
(Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number \_\_\_\_\_  
Legal description (please attach if necessary) \_\_\_\_\_  
Current zoning \_\_\_\_\_  
Project name \_\_\_\_\_
- C. Developer (if different than applicant) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone: Work \_\_\_\_\_ E-Mail \_\_\_\_\_ Fax \_\_\_\_\_
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone(s) \_\_\_\_\_ E-Mail \_\_\_\_\_ Fax \_\_\_\_\_
- E. Acreage of all parcels in the project: Gross \_\_\_\_\_ Net \_\_\_\_\_
- F. Proposed Uses and Site Amenities:
1. Use(s)
    - a. Type(s) \_\_\_\_\_
    - b. Gross Floor Area \_\_\_\_\_
    - c. Usable floor area \_\_\_\_\_
    - e. Number of employees \_\_\_\_\_
    - f. Hours of operation \_\_\_\_\_
  3. Number of Parking Spaces Required: \_\_\_\_\_  
Number of Parking Spaces Proposed: \_\_\_\_\_
  4. Proposed Amenities: Type \_\_\_\_\_  
Type \_\_\_\_\_  
Type \_\_\_\_\_  
Type \_\_\_\_\_
- G. The following support materials must be submitted with the application:
1. Nonrefundable fee.
  2. Legal Description of the property. (A sealed survey may be required)

3. Evidence of property ownership or a letter from the property owner authorizing the request submitted with proof of property owner from the author of the letter.
4. A site analysis indicating the principal factors which influenced design decisions. The analysis shall include but need not be limited to: soil conditions, topography, surrounding land uses, and surrounding pedestrian and vehicular circulation systems.
5. If the project is to be phased, a document generally describing the proposed phasing program.
6. A written request identifying each waiver and each amenity.
7. A map drawn to an engineer's scale of the total property showing its location in the township and its relation to adjacent property.
8. A reproducible two foot contour topographic map based on United States Geological Survey (USGS) drawn at the same scale as the site plan and showing existing relief features on the site.
9. A schematic layout of the proposed storm sewer system.
10. Site Plans: 16 copies (Fifteen (15) 24"x36" and one 8½" x11") of a Site Plan drawn to a readable scale containing the following (may be a multiple site plans for readability):
  - Total property, its location in the Township, its relationship to adjacent properties
  - Boundaries of subject property
  - Location and dimensions of all existing and proposed structures
  - Approximate location and distance of all structures within 100 feet of the subject property
  - Proposed means of vehicular and pedestrian ingress and egress to the subject property
  - Public and private roads and streets, rights-of-way and easements indicating names and widths of streets which abut or cross the site
  - Existing and proposed parking spaces and vehicular and pedestrian circulation patterns
  - Dimensions of setbacks from streets, property lines and between buildings on the site
  - Location of proposed amenities
  - Location and size of existing utilities including power lines and towers, both above and below ground
  - Amount and location and calculation of all impervious surfaces
  - Verified boundaries of all natural water features and required setback lines
11. Building elevations (all sides) drawn to scale and in color. Elevations should be accompanied by material samples or a display board of the proposed exterior materials and colors.
12. A Traffic Study (if the project will exceed 100 vehicle trips during the peak hours of the roadway(s)), prepared by a qualified traffic engineer, based on the most current edition of *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation.
13. Natural Features Study for previously undeveloped properties which includes a written description of natural features proposed to be retained, removed, or modified. Natural features shall include, but are not limited to, wetlands, floodways, floodway fringe, waterbodies, significant stands of trees or individual trees greater than 12 inches dbh, identified groundwater vulnerable areas, slopes greater than 20 percent.
14. A lighting plan (see Chapter 38, Article VII).

15. Copies of comments from reviewing agencies such as, but not limited to, the following:
- Ingham County Road Commission
  - Ingham County Drain Commission
  - Michigan Department of Transportation (if applicable)
  - Michigan Department of Environmental Quality (if applicable)

H. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.

**Part II**

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes     No    (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type/Print Name

Fee: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Pre-Application Meeting Held: \_\_\_\_\_  
Date

Application Complete: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Staff