



APPLICATION FOR AN AMENDMENT TO A PLANNED UNIT DEVELOPMENT FINAL DEVELOPMENT PLAN APPROVAL

353 North 120th Avenue · Holland, MI 49424 · Phone: 616.395.0151 · www.hct.holland.mi.us

Applicant Information

Contact Name _____

Company _____

Address _____

Phone _____

Email _____

Owner Information

Contact Name _____

Company _____

Address _____

Phone _____

Email _____

Plan Preparer Information

Contact Name _____

Company _____

Address _____

Phone _____

Email _____

Property Information

PUD Project Name _____

Address or Location _____

Parcel Number 70 - 16 - _____ - _____ - _____

Zoning District _____

Acreage of Parcel _____

Acreage to be Developed _____

Present Use (s) _____

Description of Proposed Use (attach additional pages as needed): _____

I hereby attest that I have read and understand the PUD application form, submittal procedures, and the general standards for approval, and that the information on the materials submitted are true and accurate, and I hereby agree to all the terms, standards, conditions and other Holland Charter Township requirements.

Signature of Applicant

Date

Signature of Owner

Date

DO NOT WRITE BELOW THIS LINE

Date Received _____ Amount of Fee Paid \$ _____ Check No. _____

Planning Commission 1st Discuss on ____/____/____ Planning Commission Action on ____/____/____

Application Accepted by _____

Final PUD Amendment Submittal Procedures

A change that the Zoning Administrator or Planning Commission determines is not minor must be submitted as an amendment to the PUD and shall be processed in the same manner as a final PUD development.

A final PUD development plan shall be submitted to the Zoning Administrator no later than four (4) weeks prior to the hearing date with the Planning Commission, including a hearing fee of \$1,000.00 and eleven (11) complete copies of:

1. This application;
 - a. One (1) original signature copy of the application must be submitted; the other ten (10) may be copies.
 - b. The Owner and Applicant must sign the final application. In the event that the Developer of project is not currently the Owner of record for the property, proof that the Owner of record agrees to the PUD must be submitted in written form.
2. The final development plan including the required content noted in Section 16.6.A. One (1) set of plans shall bear the original seal and signature of the architect or engineer who prepared them; the other ten (10) may be copies.
3. A narrative statement clearly captioned NARRATIVE STATEMENT;
 - a. The document must describe the overall objective of the development and how submission satisfies the intent, qualifying conditions, and standards of approval for a PUD.
4. An electronic copy of the entire submittal on CD or other file sharing device.

Any PUD submission found to be deficient shall be rejected and will not be scheduled for Planning Commission review.

ALL pages of ALL documents submitted in conjunction with the final PUD shall be labeled with the following (in addition to any other labeling requirement):

FINAL PUD – AMENDMENT # __
(Project Name)
(Date and revised date(s), if applicable)
(Page __ of __)

Rolled documents shall not be accepted. All documents must be folded to a size no larger than 9" x 12". If submittal contains multiple documents, the documents must be collated into "packets". Each packet shall be secured by clips, or rubber bands if necessary.

The Owner and/or Applicant are required to be present at the scheduled public hearing to present your application.

Final PUD Amendments (Section 16.9)

- A. *Minor Changes.* A minor change to an approved final PUD development plan may be approved by the Zoning Administrator per the requirements of this section, if already approved by the Township Board. A change that would alter any specified conditions imposed as part of the original approval shall not be considered as a minor change. Minor changes include the following:
 1. Reduction of the size of any building and/or sign.
 2. Movement of buildings or signs by no more than 50 feet, provided the required setbacks are not reduced.
 3. Landscaping approved in the final development plan that is replaced by landscaping of an equal or greater extent.
 4. Changes in floor plans of up to 10 percent of the total floor area that do not alter the character of the use or increase the amount of required parking.
 5. Internal rearrangement of a parking lot that does not affect the number of spaces, access locations, or design.
 6. Changes required or requested by the township, county, or other state or federal regulatory agency to conform to laws or regulations.
- B. *Other Minor Changes.* A change that is not considered minor may be submitted to the Planning Commission to determine if the change is minor in scope and/or effect and that the change would not alter the basic design or intent of the approved PUD. If the Planning Commission determines that the proposed change is minor, the Zoning Administrator shall be authorized to approve it administratively.
- C. *Major Changes.* A change that the Zoning Administrator or Planning Commission determines is not minor must be submitted as an amendment to the PUD and shall be processed in the same manner as a final PUD development plan review process.