

OVERVIEW OF APPLICATION PROCESSES & REQUIREMENTS

The City of the Village of Douglas ♦
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The City of the Village of Douglas recommends that applicants and proprietors review the following information. In addition, it may be helpful to purchase a personal copy of the City's Zoning Ordinance, and to review or purchase any other pertinent ordinances related to the application in question. The Zoning Ordinance is also available on the City's website at www.ci.douglas.mi.us.

The following text includes application submission deadlines, Planning Commission meeting dates, and application submission requirements and procedures. Application fees are not specified in this language, and the applicant should inquire to the City regarding required fees.

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

| | |
|---|-----------|
| Filing Dates & Meeting Schedule..... | 2 |
| Land Subdivision..... | 5 |
| Private Road..... | 6 |
| Site Condominium..... | 7 |
| Special Use..... | 8 |
| Site Plan..... | 8 |
| Rezoning..... | 10 |
| Variance..... | 12 |
| Planned Unit Development..... | 13 |
| Zoning Permit..... | 16 |
| Temporary Zoning Permit..... | 17 |
| Temporary Housing Permit..... | 18 |

FILING DATES & MEETING SCHEDULE

PLANNING COMMISSION 2009 MEETING SCHEDULE

All Regular meetings will begin at **7:00 PM**.

The location of the meetings will be at the Douglas City Hall, located at 86 West Center Street.

All applications and associated plans and submissions as required shall be completed and submitted by noon (12:00 PM) on the submission deadline date:

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

| <u>MEETING DATE</u> | <u>SITE PLAN REVIEW SUBMISSION DEADLINE</u> | <u>REZONING AND SLU SUBMISSION DEADLINE</u> |
|------------------------|---|---|
| Wednesday, January 14 | Wednesday, December 24 | Monday, December 15 |
| Wednesday, February 11 | Wednesday, January 21 | Monday, January 12 |
| Wednesday, March 11 | Wednesday, February 18 | Monday, February 9 |
| Wednesday, April 8 | Wednesday, March 18 | Monday, March 9 |
| Wednesday, May 13 | Wednesday, April 22 | Monday, April 13 |
| Wednesday, June 10 | Wednesday, May 20 | Monday, May 11 |
| Wednesday, July 8 | Wednesday, June 17 | Monday, June 8 |
| Wednesday, August 12 | Wednesday, July 22 | Monday, July 13 |
| Wednesday, September 9 | Wednesday, August 19 | Monday, August 10 |
| Wednesday, October 14 | Wednesday, September 23 | Monday, September 14 |
| Wednesday, November 11 | Wednesday, October 21 | Monday, October 12 |
| Wednesday, December 9 | Wednesday, November 18 | Monday, November 9 |

FILING DATES & MEETING SCHEDULE

CITY COUNCIL 2009 MEETING SCHEDULE

Regularly scheduled Meetings of the City Council will begin at **7:00 PM**.
The location of the meetings will be at the Douglas City Hall, located at 86 West Center Street.

All applications and associated plans and submissions as required shall be completed and submitted by noon (12:00 PM) on the submission deadline date:

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

| <u>MEETING DATE</u> | <u>SUBMISSION DEADLINE</u> |
|----------------------|----------------------------|
| Monday, January 5 | Monday, December 15 |
| Monday, January 19 | Monday, December 29 |
| Monday, February 2 | Monday, January 12 |
| Monday, February 16 | Monday, January 26 |
| Monday, March 2 | Monday, February 9 |
| Monday, March 16 | Monday, February 23 |
| Monday, April 6 | Monday, March 16 |
| Monday, April 20 | Monday, March 30 |
| Monday, May 4 | Monday, April 13 |
| Monday, May 18 | Monday, April 27 |
| Monday, June 1 | Monday, May 11 |
| Monday, June 15 | Monday, May 25 |
| Monday, July 6 | Monday, June 29 |
| Monday, July 20 | Monday, June 15 |
| Monday, August 3 | Monday, July 13 |
| Monday, August 10 | Monday, July 27 |
| Monday, September 7 | Monday, August 17 |
| Monday, September 14 | Monday, August 31 |
| Monday, October 5 | Monday, September 14 |
| Monday, October 12 | Monday, September 28 |
| Monday, November 2 | Monday, October 12 |
| Monday, November 9 | Monday, October 26 |
| Monday, December 7 | Monday, November 16 |
| Monday, December 14 | Monday, November 30 |

FILING DATES & MEETING SCHEDULE

ZONING BOARD OF APPEALS 2009 MEETING SCHEDULE

Meetings of the Zoning Board of Appeals will begin at **7:00 PM**.
The location of the meetings will be at the Douglas City Hall, located at 86 West Center Street.

All applications and associated plans and submissions as required shall be completed and submitted by noon (12:00 PM) on the submission deadline date:

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

| <u>MEETING DATE</u> | <u>SUBMISSION DEADLINE</u> |
|-----------------------|----------------------------|
| Tuesday, January 27 | Friday, December 26 |
| Tuesday, February 24 | Friday, January 23 |
| Tuesday, March 24 | Friday, February 20 |
| Tuesday, April 28 | Friday, March 27 |
| Tuesday, May 26 | Friday, April 24 |
| Tuesday, June 23 | Friday, May 22 |
| Tuesday, July 28 | Friday, June 26 |
| Tuesday, August 25 | Friday, July 24 |
| Tuesday, September 22 | Friday, August 21 |
| Tuesday, October 27 | Friday, September 25 |
| Tuesday, November 24 | Friday, October 23 |
| Tuesday, December 22 | Friday, November 20 |

LAND DIVISION

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

Required Information. The applicant must submit the following information to the Zoning Administrator and pay the required fee.

1. The zoning district in which the existing and proposed parcel(s) is located.
2. The dimensions and legal description of the parcel of land which is proposed for division (parent parcel).
3. The size and an accurate legal description of the proposed lot or lots to be created and the size of the remaining property with all dimensional requirements of that district depicted (minimum lot width, depth and minimum lot area) as well as access, street or private road information meeting the requirements of the Zoning Ordinance.
4. A copy of the recorded plat or other official maps depicting the size of lots and other parcels of land in the vicinity and immediately adjacent to the subject property.
5. An affidavit signed by the applicant stating the purpose of the land division and whether or not public sanitary sewer, storm sewer or public water service is existing, available or proposed for each lot to be created by the proposed division.
6. A drawing to scale illustrating the proposed land division.
7. The applicant's ownership interests in the property including proof of fee ownership of the land proposed to be divided.
8. Proof that all standards of the Land Division Act and the Zoning Ordinance have been met.
9. The history and specifications of any previous divisions of land of which the proposed division was a part sufficient to establish the parcel to be divided was lawfully in existence as of March 31, of 1997, the effective date of the Land Division Act.
10. Proof that all due and payable taxes or installments of special assessments pertaining to the land proposed to be divided are paid in full.
11. If transfer of division rights are proposed in the land transfer, detailed information about the terms and availability of the proposed division rights transfer shall be provided.

Zoning Administrator Review. The Zoning Administrator will make a recommendation to the City Council and submit to the City Council a written record of his/her findings.

City Council Action. Following receipt of the recommendation of the Zoning Administrator, the City Council will approve, deny, or conditionally approve the requested land division per the standards of Article 17 of the City of the Village of Douglas Zoning Ordinance.

PRIVATE ROAD

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

Required Information. An application for private road construction must be made at the same time as for a proposed land division or at least 30 days prior to the date for which the applicant requests consideration. The application must conform with Section 18.02 of the Zoning Ordinance, unless the proposed development requires site plan review, in which case the applicant must also follow the requirements of Article 24 of the Zoning Ordinance, pertaining to Site Plan Review. In addition, the application must also contain the following information:

1. Road maintenance agreement signed by applicant/owner(s) to be recorded with the City Clerk and Allegan County Register of Deeds providing for:
 - a. A method of initiating and financing of such road in order to keep the road up to properly engineered specifications and free of snow or debris.
 - b. A workable method of apportioning the costs of maintenance and improvements to current and future uses.
 - c. A notice that if repairs and maintenance are not made, the City Council may bring the road up to established Allegan County Road Commission standards for public roads and assess owners of parcels on the private road for the improvements, plus an administrative fee in an amount not to exceed twenty-five (25) percent of total costs.
 - d. A notice that no public funds of the City of Douglas are to be used to build, repair, or maintain the private road.
 - e. The City may also require that a letter of credit or similar type of surety (as determined by the City Manager) be deposited with the City Treasurer in an amount determined by the City Engineer to be appropriate to cover the costs of completing any unfinished construction of the private road.
2. Road easement agreement signed by the applicant/owner(s) to be recorded with the City Clerk and Allegan County Register of Deeds providing for:
 - a. Easements to the public for purposes of emergency and other public vehicles for whatever public services are necessary.
 - b. A provision that the owners of any and all of the properties using the road shall refrain from prohibiting, restricting, limiting or in any manner interfering with normal ingress and egress and use by any of the other owners and local emergency responders. Normal ingress and egress and use shall include use by family, guests, invitees, vendors, tradesman, delivery persons, and others bound to or returning from any of the properties having a need to use the road.

Application Review.

1. The Zoning Administrator shall send the plans of the private road; the proposed road maintenance agreement and road easement agreement to the City Engineer, City Attorney and County Road Commissioner for review and comment.
2. All recommendations received shall be forwarded to the Planning Commission and City Council.
3. The private road shall be reviewed by the Planning Commission and a recommendation as to conformance or nonconformance with this Ordinance shall be supplied in writing to the City Council. Said review may be conducted as part of a site plan review process, or at the applicant's discretion, separately if no other development approvals from the City are needed.
4. If the private road plans are approved by the City Council, construction authorization will be issued by the Zoning Administrator. If the application is rejected, the reasons for the rejection and any requirements for approval shall be given in writing to the applicant.
5. The Zoning Administrator will arrange for inspections by the City Engineer during construction of, and upon completion of the private road.
6. The City Engineer's reports shall be forwarded to the City Council.
7. A building permit shall not be issued for any lot taking primary access from the private road until the City Engineer has provided a report confirming completion of the private road in accordance with the approved site plan and/or private road plan. At the City's discretion, a building permit may be issued for a lot taking primary access from an unfinished private road only where a letter of credit has been provided in an amount determined by the City Engineer to be sufficient to cover the costs of completing the construction of the private road if necessary.

SITE CONDOMINIUM

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

Required Information. A site condominium shall be approved pursuant to the requirements of Article 27 Planned Unit Development of the Zoning Ordinance.

See application submission requirements for Planned Unit Developments and Section 16.24 of the Zoning Ordinance pertaining to Condominiums.

SPECIAL USE

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

Required Information. An application for a special use permit shall be accompanied by the following documents and information. Upon the approval or approval with conditions by the Planning Commission, the applicant may apply for a zoning permit and building permit.

1. A special use application supplied by the Zoning Administrator which has been completed in full by the applicant. [online at <http://www.ci.douglas.mi.us>]
2. A site plan, as specified in Article 24 of the Zoning Ordinance. (Also see site plan submission requirements)

Planning Commission Review and Public Hearing. Before a decision is made regarding the special use application, a public hearing must be held by the Planning Commission. Following the public hearing, the Planning Commission shall issue a written decision on the application. However, under certain circumstances, the Planning Commission may table the request until additional information can be provided. In all other cases, the Planning Commission will approve, deny, or approve with conditions the Special Use.

SITE PLAN REVIEW

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

Please see the **Procedure for Site Plan Review Application**, available from the City's website <http://www.ci.douglas.mi.us>

All site plans are required to be submitted for the review and approval of the Planning Commission according to the 2009 Filing Dates and Meeting Schedule of the Planning Commission (attached hereto).

A site plan shall only be considered to be received if it meets all criteria of Section 24.02 of the Zoning Ordinance., as follows:

SECTION 24.02 DATA REQUIRED

The following data is required to be depicted on each of fifteen (15) required copies of the site plan or accompanying application. An electronic copy of the site plan in a pdf format shall also be provided. Each site plan shall be provided on a professional quality drawing at a minimum scale of 1"= 20' or as deemed appropriate by the Zoning Administrator.

- 1) The applicant's name, address, email and phone number in full.
- 2) Proof of property ownership, and whether there are any options on the property, or any liens against it.
- 3) Written statement regarding the proposed project's impact on existing infrastructure (including traffic capacity of streets, schools, and existing utilities) and on the natural environment of the site and adjoining lands. If deemed necessary by the Zoning Administrator or Planning Commission, a phase 1 environmental review may be requested. As appropriate, the Zoning Administrator or Planning Commission may also request a phase 2 environmental review. Also see Section 24.02.21 of this Section.
- 4) Property dimensions and legal description, including angles, lot area, and an arrow pointing north. If the parcel in question is less than one (1) acre in area and is a land division from an existing parcel, then a certificate of survey is required.
- 5) Project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, carports or garages, employees by shift, amount of recreational and open space, type of recreation facilities to be provided, and pertinent information or information otherwise required by this Ordinance.
- 6) Natural features such as woodlots, streams, drains, lakes or ponds, topography (at two-foot intervals) and man-made features such as existing roads and structures, with indication as to which are to be retained and which removed or altered.
- 7) Existing or proposed public right-of-way and private easements.
- 8) Proposed streets, driveways, parking spaces and sidewalks, with indication of direction of travel, the inside radii of all curves including driveway curb returns. The width of streets, driveways and sidewalks, the total number of parking spaces, and dimensions of a typical individual parking space and associated aisles. This will also include a free and open general public pedestrian access in a form approved by the City Attorney to adjacent property or development unless waived by the Planning Commission as being unpractical or unreasonable due to topographical, natural barrier or similar type of reason.
- 9) A vicinity sketch showing the location of the site in relation to the surrounding street system and other land uses within three hundred (300) feet in every direction of the proposed use including land uses on the opposite side of any public street.
- 10) Location of utilities including natural gas, cable, electric, telephone, fire hydrants; and the location and design of water supply, storm water management facilities, and waste water systems.
- 11) Proposed location of accessory structures, buildings and uses, including but not limited to all flagpoles, light poles, bulkheads, docks, storage sheds, carports, transformers, air conditioners, trash receptacles, and signs, and the method of screening where applicable.

- 12) A landscaping plan indicating the locations of planting and screening, fencing, and lighting in compliance with the requirements of Article 21. Also, proposed locations of common open spaces, if applicable.
 - 13) Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous substances as well as any containment structures or clear zones required by government authorities.
 - 14) Location of exterior drains, dry wells, catch basins, retention and/or detention areas, sumps and other facilities designed to collect, store or transport storm water or wastewater. The point of discharge for all drains and pipes shall also be specified on the site plan.
 - 15) The location, type, style and intensity of all proposed site lighting, including building, sign, or any other proposed site lighting.
 - 16) A statement from the applicant identifying all other federal, state and local permits required, if any.
 - 17) Project completion schedule.
 - 18) Compliance with the recommendations of the Tri-Community Plan.
 - 19) Such other information as is necessary to enable the Planning Commission to determine whether the proposed site plan will conform to the provisions of this Ordinance.
 - 20) Seal of the State of Michigan registered engineer, architect, landscape architect, surveyor or planner who prepared the plan.
 - 21) Special Studies or Research. For complex site plans and/or for land uses that may generate significant impacts on surrounding land uses or public facilities, the Zoning Administrator or Planning Commission may require any or all of the following reports or studies as a part of a complete site plan. (See Zoning Ordinance for additional details)
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REZONING

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

Submission Requirements. The rezoning of a property is an amendment to the City's Zoning Ordinance, therefore the procedure for Amendments is followed. To rezone a property, the applicant must first fill out an application for Ordinance amendment and pay the required fee. The Zoning Administrator will ensure that the application is filled out completely, and if so, forward it to the Planning Commission.

The application must contain the following information to be considered complete:

1. Legal description of the property
2. A scaled map of the property, correlated with the legal description, and clearly showing the property's location
3. The name and address of the applicant.
4. The applicant's interest in the property, and if the applicant is not the owner, the name and address of the owner
5. Date of filing with the City Zoning Administrator
6. Signature(s) of petitioner(s) and owner(s) certifying the accuracy of the required application
7. The desired change and reasons for such change.

Planning Commission Review. A public hearing which will be conducted by the Planning Commission within 45 days of the application receipt is scheduled by the zoning administrator.

After the hearing, the Planning Commission will review all factors relevant to the applicant, and shall report its findings in full along with its recommendation to the City Council within a period of 60 days.

City Council Action. The City Council will consider the Planning Commission's findings and recommendation and vote upon the adoption of the rezoning request. The City Council may also refer the application back to the Planning Commission for further study, and if so, will make specific mention of their objections to results of the Planning Commission's findings and recommendations.

The application form for a rezoning is available online at <http://www.ci.douglas.mi.us>

VARIANCE

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

Required Information – Nonuse Variance. An application for a non-use variance shall include an application, filled out completely with all required materials, along with the required fee.

Required Information – Use Variance. An application for a use variance shall include an application, filled out completely, the required fee, and the following information:

- A. A plan drawn to scale detailing the specific use and improvements proposed by the applicant, and a summary of the facts which support each of the following conclusions:
 1. Applicant's property cannot be used for the purposes permitted in the zoning district.
 2. Applicant's plight is due to unique circumstances peculiar to his property and not to general neighborhood conditions.
 3. Applicant's suggested use would not alter the essential character of the area.
 4. Applicant's problem has not been self-created.
 5. Unavailability of administrative relief which may afford reasonable use of applicant's property.

- B. **Pre-hearing Conference.** Prior to the scheduling of a hearing, the applicant shall contact the Zoning Administrator for the purpose of scheduling a pre-hearing conference with the Zoning Administrator and City Attorney. The purposes of the pre-hearing conference shall be to:
 - a. Review the procedure for the hearing and identify all persons who will testify (directly or through affidavit) and the evidence to be offered on behalf of the applicant.
 - b. Attempt to secure a statement of agreed upon facts to be used to narrow the matters of dispute and shorten the hearing.
 - c. Explore a means of providing relief to the applicant by way of non-use variance from the zoning board of appeals, or other relief which may require action by persons or bodies other than the zoning board of appeals which will afford an adequate remedy for the applicant.
 - d. Discuss the need, desirability, and the terms of providing, a verbatim record of the hearing.

C. Hearing Procedure and ZBA Action. The applicant shall have the burden of proof. In order to be entitled to relief, the applicant must demonstrate each of the five factors set forth in Section A above.

The application form for a variance is available online at <http://www.ci.douglas.mi.us>

PLANNED UNIT DEVELOPMENT

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

Amendment Required. If a property is not already zoned PUD, the approval of a PUD shall require an amendment to the City Zoning Map.

Pre-application Conference. Prior to the submission of an application for a Planned Unit Development, the applicant shall meet with the Chairperson of the Planning Commission, the Mayor, the City Manager and other officials or consultants deemed necessary by the City.

At the pre-application conference, the applicant shall submit a general sketch plan of the proposed PUD, containing the following information:

1. A legal description of the property in question
2. A recent map of the site, reflecting area size and boundary line dimensions;
3. The total number of acres in the project;
4. Existing and proposed land uses and their approximate locations;
5. A statement of the approximate number of residential units, the approximate number and type of nonresidential units, and the approximate number of acres to be occupied by each type of use;
6. The approximate net residential density and expected final population of the proposed PUD;
7. The number of acres to be preserved as open or recreational space, and the general location of any such proposed open space or public use areas;
8. Existing floodplains, bodies of water and other unbuildable areas, and all known natural resources and natural features to be preserved;
9. Circulation patterns and emergency vehicle access, including pedestrian walkways and arterial, collector or local streets;
10. An explanation of the character of the PUD, the manner in which it has been planned to take advantage of the PUD regulations, the manner in which it reflects the purpose of Planned Unit Developments as stated in Section 27.01, and its conformance to the City's Comprehensive Plan;
11. A statement of ownership or option to purchase of all lands within the proposed PUD;

12. A general indication of the expected schedule of development, including phases of development, if any;
13. Any other maps, plans, site data, or information that the applicant wishes to submit to explain the proposed development.

Additional Requirements. In addition to the requirements necessary for Site Plan Review, the applicant will also provide the following additional information with the application:

1. An overall plan for the Planned Unit Development. The overall plan shall graphically represent the development concept using maps and illustrations to indicate each type of use, square footage or acreage allocated to each use, approximate locations of each principal structure and use in the development, setbacks, and typical layouts and elevations for each type of use. The overall plan shall clearly delineate each type of residential use; office, commercial and other nonresidential use; each type of open space; community facilities and public areas; and other types of land use.
2. A map and written explanation of the relationship of the proposed Planned Unit Development to the City's Comprehensive Plan.
3. Legal documentation of single ownership or control. The documentation shall be in the form of agreements, contracts, covenants, and deed restrictions which indicate that the development can be completed as shown on the plans, and further, that all portions of the development that are not to be maintained at public expense will continue to be operated and maintained by the developers, their successors, or other authorized entity.
4. A specific schedule of the intended development and construction details, including the phasing or timing of all proposed improvements.
5. A draft of ownership and governance documents. These documents shall include the following:
 - a. Deeds of ownership.
 - b. Warranties guaranteeing ownership conveyed and described in the deeds.
 - c. A list of covenants, conditions, and restrictions that are conditions of ownership upon the purchasers and owners in the Planned Unit Development.
 - d. Association bylaws (for example, condominium or homeowner's association bylaws) which describe how the association is organized; the duties of the association to operate, manage, and maintain common elements of the Planned Unit Development; and, the duties of individual shareholders to manage and maintain their own units.
 - e. For projects with more than 10 dwelling units or more than 10,000 square feet of enclosed space:
 - 1) Information concerning traffic generated by the proposed Planned Unit Development. Sufficient information shall be provided to allow the City to evaluate the impact of the proposed development on adjoining roads. The following traffic related information shall be provided: estimates of the volume of traffic generated by each use, the peak hour volume of traffic expected to be generated by the proposed development, a schematic drawing indicating vehicular movement through the site including anticipated turning movements, and measures being proposed to alleviate the impact of the development on the circulation system. This requirement may be

- waived by the Planning Commission upon making the determination, based on City staff or City consultant review and knowledge about local traffic conditions, that the proposal satisfactorily addresses traffic concerns associated with the proposed Planned Unit Development.
- 2) Analysis of the fiscal impact of the proposed Planned Unit Development on the City of Douglas and the school district.
 - 3) Evidence of market need for the proposed use(s) and the feasibility of completing the project in its entirety. This requirement may be waived by the Planning Commission upon making the determination, based on existing evidence and knowledge about the local economy, that market support does exist for the proposed use(s).

Application and Site Plan. After the pre-application conference, the applicant must submit an Application for Planned Unit Development and Site Plan that conforms to Article 24 of the Zoning Ordinance. Once the required fee has been paid and the application has been submitted and deemed complete by the Zoning Administrator, the application will be placed on the Planning Commission agenda and a public hearing, conducted by the Planning Commission, will be scheduled.

Planning Commission Review. The Planning Commission may determine that revisions are necessary to the site plan, and if so, the applicant will be given the opportunity to make those revisions and submit a revised site plan. Following the public hearing, the Planning Commission will make a recommendation of approval, denial, or approval with conditions to the City Council.

City Council Review. After the Planning Commission makes its recommendation, the applicant will make any necessary revisions to the site plan and submit sufficient copies of the site plan for the City Council to review it. Upon receipt of the Planning Commission recommendation, site plan and application, the City Council will schedule a public hearing on the proposed PUD. After the public hearing, the City Council will approve, deny, or approve with conditions the application for Planned Unit Development.

STREAMLINED PROCESS FOR SMALL PROJECTS

Whenever fewer than four (4) lots or dwelling units are proposed in an area zoned PUD, the following standards are applied:

1. If only one (1) single family home is proposed on a parcel within a PUD district, and the owner completes an application to locate it in a manner where it conforms to all requirements of the underlying zoning district, then all other procedures of the PUD district may be waived by the Zoning Administrator.
2. If the total area of the subject parcel is less than 3.5 acres, and if not more than three single family dwelling units are proposed, then the following requirements apply:

- A. The requirements for Land Division in Article XVII of the Zoning Ordinance and all standards for the underlying zoning districts apply. All other requirements of the PUD district may be waived by the Zoning Administrator.
- B. The procedures in Section 27.05 (2)(a)(1) and (3) of the Zoning Ordinance apply, except the Zoning Administrator shall do the preliminary review, there shall be no review by or hearing before the Planning Commission and the decision shall be made by the City Council following a public hearing.

The application form for a Planned Unit Development is available online at <http://www.ci.douglas.mi.us>

ZONING PERMIT

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

Required Information. An application for a zoning permit shall be considered by the Zoning Administrator when a Zoning Approval Application form has been completed and the applicant has provided the following information:

1. In the case of a permit for buildings proposed for human occupancy or required by law to have plumbing fixtures, either a report from the Allegan County Health Department certifying in writing the approval of a private sanitary sewage disposal system, or when public sanitary sewage service are available or required by local Ordinance or state law, a written notice of acceptance or hook-up fee receipt shall be required.
2. When a municipal, public or private water supply system is required by law or proposed by the applicant either a report from the Allegan County Health Department, certifying approval of private water supply systems, or when municipal or public water supply is required by local Ordinance or state law, a written notice of acceptance or hook-up fee receipt shall be required.
3. Four (4) copies of an accurate, readable, scale drawing showing the following shall be required except in the case of minor alterations, repair, and demolitions as determined by the Zoning Administrator. Such a drawing is not required for any use requiring a site plan pursuant to Article 24
 - A. The location, shape, area and dimension of the lot.
 - B. The location, dimensions, height and bulk of the existing and/or proposed structures to be erected, altered, or moved on the lot.
 - C. The intended uses.
 - D. The proposed number of sleeping rooms, dwelling units, occupants, employees, customers and other users.

- E. The yard, open space and parking lot dimensions, parking space dimensions, and number of spaces.
- F. A vicinity sketch showing the location of the site in relation to the surrounding street system, and adjacent land uses to the site (Commercial and Industrial zones only).
- G. Any other information deemed necessary by the Zoning Administrator to determine and provide for the enforcement of this Ordinance.

TEMPORARY ZONING PERMIT

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

A temporary zoning permit may be approved, modified, conditioned, or denied by the Zoning Administrator. The Zoning Administrator may refer the application to the Planning Commission.

Information Required. A written temporary zoning permit will be issued for all temporary uses or temporary structures and shall contain the following information:

1. The applicant's name.
2. The location and effective dates of the temporary use or structure.
3. Conditions specified by which the permit was issued, such as:
 - A. use and placement of signs.
 - B. provision for security and safety measures.
 - C. control of nuisance factors.
 - D. submission of performance guarantee.
4. Signature of the Zoning Administrator on the permit.
5. Signature of the applicant, if required, agreeing to the provisions above.

TEMPORARY HOUSING PERMIT

Prior to submitting any application, it is recommended to contact the Zoning Administrator to discuss the application.

The Zoning Administrator may issue a temporary housing permit for a structure intended for dwelling purposes, including mobile homes, subject to the following limitations and procedures. A temporary housing permit shall not be granted, for any reason, unless there is a written finding that:

1. Evidence that the proposed location of the temporary dwelling will not be detrimental to property within three-hundred (300) feet.
2. Proposed water supply and sanitary sewer facilities have been approved by the Allegan County Health Department.
3. All applicable dimensional requirements for setbacks, bulk and yard requirements within said district shall apply to temporary dwellings and in no case shall the temporary dwelling be located so as to block a motorist's view of a driveway or street.
4. A performance guarantee in the amount of three thousand dollars (\$3,000) shall be required from the property owner prior to placing a mobile home for temporary use, to ensure removal of the mobile home at termination of the permit. Or, by specific agreement of the City Planning Commission, the owner may provide a letter of credit from a local bank or savings institution.