

PLANNED UNIT DEVELOPMENT (PUD)

Planned Unit Development Review and approval is necessary to insure the proposed development/land use meets the Ordinance standards.

See Zoning Ordinance 67A Article 14 for Planned Unit Development on the website: www.oxfordtownship.net.

Review process:

The Zoning Administrator will perform a *Sufficiency Review* prior to the formal submittal of the Site Plan to the Township consultants. The following shall be submitted for this review:

- Completed “**Application Form**”
- Proof of ownership or
- Letter from property owner authorizing this process
- Copy of Paid **Property Taxes** receipt
- Completed “**Planned Unit Development (PUD) Checklist**” form
- Completed “**Hazardous Substance Reporting Form**” Parts I & II
- Completed “**Groundwater Protection Information for Site Plan Review and Environmental Permits Checklist**” form
- Completed “**Land Improvement Application**” form which will be payable at the pre-construction meeting or prior to receiving Building Permit.
- Two (2) complete set of the **Site Plan**, prepared in conformance with Ordinance #67A, Article 14, with customary folding and one (1) in **.PDF** format (The Planning & Zoning Department will contact you if more copies are required for subsequent submittals)
- Any other supporting documents, as requested.

After the Zoning Administrator reviews the submittal, he/she will issue a Sufficiency Review Letter indicating any deficiencies and a Review Fee Letter. The applicant then submits six (6) complete set of the **Site Plan and supporting documents**, prepared in conformance with Ordinance #67A, Article 14, with customary folding and one (1) in **.PDF** format (The Planning & Zoning Department will contact you if more copies are required for subsequent submittals)

Preliminary PUD – entire

Final PUD – may be partial site

Typically, the site plan will appear on the Planning Commission meeting agenda approximately 45 to 60 days after the date of the formal submittal. This time is to allow

the Township Review Team time to review the plans and prepare comments, and give the Applicant time to respond to the Review Team comments.

The Review Team consists of the following departments and consultants:

- Planning Consultant
- Engineering Consultant
- Fire Department
- Sheriff Department
- Park and Recreation
- And any other as seems necessary in regards to the application and the direction from the Planner.
 - Road Commission of Oakland County (RCOC) or
 - Michigan Department of Transportation (MDOT)
 - Oakland County Health Department
 - Water Resources Commission (Oakland County Drain Commission) (if necessary)
 - Michigan Department of Environmental Quality (if necessary)
 - Wetlands Consultant (if necessary)
 - Building/Zoning Department

Review Team comments will be provided to the Applicant before the Planning Commission meeting. The Applicant is advised to have responses prepared for the meeting. *Plans may not be revised until the Planning Commission reviews the Site Plan.*

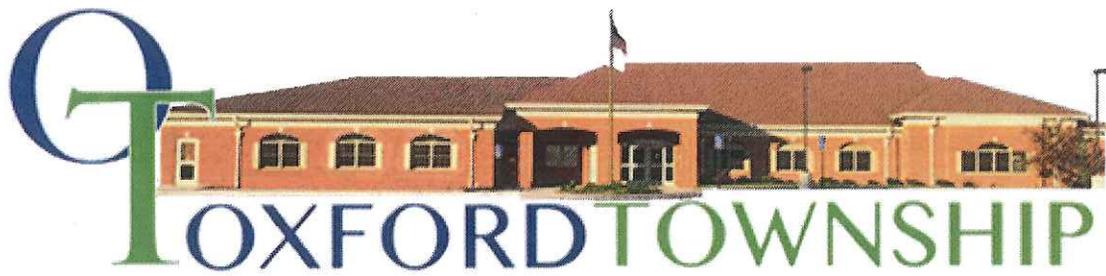
The Planning Commission will review the Site Plans at a meeting open to the public and direct the Applicant on alterations to be made. The Applicant then submits revised plans to the Building Department. Depending on when the revised plans are received will determine the next available Planning Commission meeting for consideration of Final Site Plan approval.

PLANNED UNIT DEVELOPMENT PLAN REVIEW FEES

ONE CHECK	PAYABLE TO : OXFORD TOWNSHIP	FOR:	CHECK AMOUNT
	Oxford Township	Non Refundable	\$1,300.00
		Application *	800.00
		Administrative *	500.00
	Oxford Township Fire Department	Fire Review *	225.00
	Oxford Township	Police Review *	100.00
	Recreation (New Dev. Only)	P&R Review *	50.00
	Oxford Township Trust & Agency	Consultant Reviews:	\$4,800.00
		Attorney	
		Engineer	
		Planner	
		Legal Notice	
TOTAL			<u>\$6,475.00</u>

Each Revised Review \$1,800.00

*Non-Refundable Fees



300 DUNLAP ROAD
OXFORD, MI 48371
(248) 628-9787

WWW.OXFORDTOWNSHIP.ORG

PLANNING COMMISSION

APPLICATION INSTRUCTIONS & PLAN REVIEW FORMS PUD

APPLICATION FORM
HAZARDOUS SUBSTANCES FORM
GROUNDWATER PROTECTION FORM
PUD REVIEW CHECKLIST
LAND IMPROVEMENT APPLICATION
(NO FEES DUE AT THIS TIME)



300 DUNLAP ROAD
OXFORD, MI 48371
(248) 628-9787 Fax: (248) 628-8139
WWW.OXFORDTOWNSHIP.ORG

APPLICATION FORM

PROJECT NAME: _____

Applicant: Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email _____

Property Information:
Common Description (Address) _____
Tax Parcel No. _____
Legal Description (Attach to Application) _____
Zoning of Parcel(s) _____
Proposed use or activity _____
Acreage or Size of Parcel(s) _____

Owner of Property:
Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email _____

Persons Having a Legal Interest in the Property

	Name	Address	% Interest	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

AFFIDAVIT: I agree the statement made above are true, and if found not to be true, any permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree that any approval that may be issued is with the understanding all applicable sections of the Charter Township of Oxford Zoning Ordinance will be complied with. Further, I agree to give permission for officials of the Charter Township of Oxford, Oakland County and the State of Michigan to enter the property subject to this permit application for purposes of inspection.

Signature _____

Date _____

HAZARDOUS SUBSTANCES REPORTING FORM FOR SITE PLAN REVIEW

Charter Township of Oxford

Note: This form must be completed and submitted as part of the application for the site plan review.

Name of Business: _____

Name of business owners(s):

Name	Address	City	State	Zip	Phone	Fax	E-Mail	Name	Address	City	State	Zip	Phone	Fax	E-Mail	Name	Address	City	State	Zip	Phone	Fax	E-Mail	

I affirm that the information submitted is accurate.

owners signature

owners signature

owners signature

date

date

date

Information compiled by:

Name	Address	City	State	Zip	Phone	Fax	E-Mail

Part 1: Management of Hazardous Substances and Polluting Materials

- | | YES | NO | |
|---|--------------------------|--------------------------|---|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | Will the proposed facility store, use or generate hazardous substances or polluting materials (including petroleum-based products) now or in the future? If yes, please complete this form and submit your site plan. |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | Will the hazardous substances or polluting materials be reused or recycled on-site? |

GROUNDWATER PROTECTION INFORMATION FOR SITE PLAN REVIEW

ENVIRONMENTAL PERMITS CHECKLIST FOR OXFORD TOWNSHIP

This checklist has been prepared to alert businesses to state and county environmental permit requirements which may apply to new or existing facilities. Applicants are requested to complete this form and submit it with the site plan application.

This checklist is not a permit application form. Businesses are responsible for obtaining information and permit application forms from appropriate state and county offices. Please note that this checklist pertains only to state and county environmental permits. Additional permits and approvals may be required by the Township or other government agencies. Compliance with applicable county and state requirements is a pre-requisite for site plan approval in Oxford Township. The Township will forward this form to the Michigan Department of Environmental Quality Permits Coordinator.

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1. Y N Will the project involve the discharge of any type of wastewater or surface water runoff to a storm sewer, drain, lake, stream or other body of water? **Section 12 of Part 31 NREPA**
Contact: Michigan Department Environmental Quality, Surface Water Division.
 2. Y N Will the project involve the discharge of liquids, sludges, wastewater and/or wastewater residuals into or onto the ground? **Section 7(1) and 12 of Part 31 NREPA**
Contact: Michigan Department Environmental Quality, Waste Management Division.
 3. Y N Will the project or facility store or use hazardous substances, chemicals, petroleum products, and/or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (or a material storage permit) may be required. **Part 5 Rules of Part 31 NREPA**
Contact: Michigan Department Environmental Quality, Waste Management Division.
 4. Y N Will the facility use underground storage tanks? Existing tanks must be registered with the MDEQ. Tanks must be installed and operated in accordance with state regulations. **Section 2 of Part 211 NREPA**

A 30-day notice is required before beginning either permanent closure or a change-in-service. Upon permanent closure or change-in-service, a site assessment must be performed in accordance with state regulations. **Sections 2 and 3 of Part 211 NREPA**
Contact: Michigan Department of Environmental Quality, Underground Storage Tank Division.
 5. Y N Will the facility generate, or involve the transport, on-site treatment, storage or disposal of hazardous waste? If yes, permits may be required. **Part 111 NREPA**
Contact: Michigan Department of Environmental Quality, Waste Management Division.
 6. Y N Will the project involve burning, landfilling, transferring or processing any type of solid non-hazardous wastes on-site? **Part 115 NREPA**
Contact: Michigan Department of Environmental Quality, Waste Management Division.

7. Y N Will the project involve the installation, construction, reconstruction, relocation or alteration of any process equipment (including air pollution control equipment) which has the potential to emit air contaminants? **Section 5 of Part 55 NREPA**
Contact: *Michigan Department of Environmental Quality, Air Quality Division, Permits Section.*
8. Y N Will the project involve any man-made change in the natural cover or topography of land including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation permit is required. **Part 91 of NREPA**
Contact: *County Drain Commission*
9. Y N Will the project involve any work (dredging, filling, construction, placement of structure) in a river, stream, creek, ditch, wetland, floodplain, land/water interface or within 500 feet of an inland lake, river, stream, creek or ditch? **Section 8 of Part 31**
Contact: *Michigan Department of Environmental Quality, Land and Water Management Division.*
10. Y N Will an on-site wastewater treatment or septic system be installed? Will septage be stored on-site prior to off-site disposal? **Part 31 NREPA**
Contact: *County Environmental Health Office.*
- For industrial / commercial wastewater in any quantity or more than 10,000 gallons/day of sanitary sewage. **Part 31 NREPA, standards are found in 22 Rules of Part 31 NREPA.**
Contact: *Michigan Department of Environmental Quality, Waste Management Division.*
11. Y N Is this facility (or any facility under your ownership) currently involved in any compliance discussions with the Michigan Department of Environmental Quality or the Michigan Attorney General's Office?
Contact: *Michigan Department of Natural Resources, Office of Litigation and Program Services.*
12. Y N Is this facility / property (or any facility / property under your ownership) included on the list of "Michigan Sites of Environmental Contamination," including sites where leaking underground storage tanks have been found?
Contact: *Michigan Department of Environmental Quality, Environmental Response Division.*

CHARTER TOWNSHIP OF OXFORD
 ZONING ORDINANCE 67A
 ARTICLE 14
PLANNED UNIT DEVELOPMENT (PUD) REVIEW CHECKLIST AND SUMMARY

Three step Process:

- A. Pre-application conference (Optional)
- B. Preliminary Site Plan
- C. Final Site Plan

A. Pre-application Conference (Optional)

Required Information:

Yes	No	NA	
			Total Size of Project
			Number of residential units, if any
			Number & type of non-residential uses
			Size & area of each type of use
			Variances that are known
			Number of acres to be preserved as open space and/or recreational
			Known Historical features to be preserved
			Anticipated demand for Sewer
			Anticipated demand for Water
			Known soil or groundwater contamination

B. Preliminary Site Plan

Required Information:

Yes	No	NA	
			Narrative description of Project
			Market Concept
			Eligibility Criteria met
			Design Criteria met
			Compatible with Master Plan
			Compatible with all adjacent uses
			Why is it a superior plan
			Applicants Names, address & telephone number
			Name of Development
			Common description of the property
			Legal Description with Certified Survey

Dimensions:

			Width
			Length
			Acreage
			Frontage
			Existing Zoning of Property
			Existing Zoning of Adjacent Properties
			Current Land Use of Property
			Current Land Use of Adjoining Property

General Locations:

			Existing structures on and within 100 feet of the site
			Roadways on and within 100 feet of the site
			Natural features on & within 100 feet of the site
			Contours @ 2 foot internals on & within the site
			Lakes on & within 100 feet of the site
			Streams on & within 100 feet of the site
			Wetlands on & within 100 feet of the site
			Other watercourses on & within 100 feet of the site
			Specimen trees on & within 100 feet of the site
			Stands of trees on & within 100 feet of the site
			Culturally, Historically, or Architecturally significant structures
			Name, address & phone number of the Designer
			Name, address & phone number of the Owner
			Density Plan-see Section 14.3 (G)
			Proposed underlying zoning
			Density Bonus Proposed-see Section 14.4

CHARTER TOWNSHIP OF OXFORD
 ZONING ORDINANCE 67A
 ARTICLE 14
 PLANNED UNIT DEVELOPMENT (PUD) REVIEW CHECKLIST AND SUMMARY

Yes No NA
Superimposed on an Aerial:

			Proposed buildings
			Proposed roadways
			Proposed parking areas
			Other changes
			Spot elevations
			Traffic Impact Study - see Section 14.3(L)

Layout of Proposed:

			Structures
			Parking lots
			Drives
			Other site improvements
			Outline of design elements - see Section 14.5(B)
			Table-Proposed Deviations - see Section 14.3 (E)
			Outline of Preliminary Conditions or Stipulations
			Any additional info/graphics requested by the Planning Comm or Twp. Bd.

C. Final PUD Plan

Yes No NA

			All Information required for Preliminary PUD Submittal
			All Information required for Preliminary Site Plan Section 12.3(C)(2)

Layout and dimensions of proposed:

			Lots
			Building footprints
			Uses
			Acreage of each use
			Proposed grades @2 foot intervals
			Natural features to be preserved
			Location, Acreage, Dimensions to be preserved as open space-see Section 14.3.(I)(3)

Landscape Plan:

			Type
			Location, Acreage, Dimensions to be preserved as open space-see Section
			Quantity
			Size
			Species
			Non-Plan Landscape Treatment
			Existing trees to remain
			Existing landscaping to remain

Site Improvements:

			Lighting with photo metrics drawing
			Signage - see Article 9
			Play equipment
			Landscape features
			Pedestrian Amenities

Utility Master Plan:

			Public Utilities
			Utility Services
			Private Utilities
			Storm Sewers
			Basins
			Necessary Easements (public & private)
			Number, location & dimension of parking spaces & areas

LAND IMPROVEMENT APPLICATION - CHARTER TOWNSHIP OF OXFORD

DATE _____ PERMIT # _____
OWNER _____ APPLICANT _____
ADDRESS _____ ADDRESS _____
CITY _____ STATE _____ CITY _____ STATE _____
ZIP _____ ZIP _____
PHONE _____ PHONE _____

SITE ADDRESS _____ SIDWELL # 04- _____
ACREAGE OF PARCEL _____ ZONING DISTRICT _____
NAME OF PROPOSED DEVELOPMENT _____
DESCRIPTION OF LAND USE _____
COST ESTIMATE OF IMPROVEMENT(S) _____

TYPE OF LAND IMPROVEMENT PERMIT

- PAVING Required for all Land Improvements involving paving.
- SANITARY Required for all Land Improvements involving the construction or repair of sanitary sewerage systems or facilities.
- GRADING Required for all Land Improvements involving grading.
- STORMWATER Required for all Land Improvements involving Stormwater Management measure and/or facilities.
- WATER MAIN Required for all Land Improvements involving the construction or repair of a water main.
- LANDSCAPING Required for all Land Improvements involving any moving of soil, trees, etc.

SUBMIT PROOF OF OWNERSHIP ATTACHED
SUBMIT A DETAILED SKETCH ATTACHED

\$120.00 APPLICATION FEE DATE PAID _____
+ \$5.00 APPLICABLE MILEAGE FEE (\$120.00 ZP 101-000-483.000 \$5.00 MILE 101-000-694.000)
\$1500.00 ESCROW ACCOUNT DATE PAID _____

I hereby represent that the activity for which a Land Improvement Permit is requested from the Township does not impact a wetland or watercourse regulated by state statute or Township Ordinance.

Signature of Owner
Date _____

Signature of Applicant
Date _____