



**Planned Unit Development Rezoning/  
Concept Plan Application Form**

City of Monroe  
Planning Division  
120 E. First Street  
Monroe, MI 48161  
734.243.0700 (P) 734.384.9108 (F)

Receipt Stamp

Application #

**Owner Information**

Name:

Address:

Telephone:

Fax:

Email:

**Applicant Information**

Name:

Address:

Telephone:

Fax:

Email:

**Property Description**

Property Address:

Located between

and

Streets.

Legal Description:

Property ID #:

Existing Zoning:

**Project Description**

Proposed Development Description:

Site Area:



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**PUD Criteria**

The applicant must demonstrate each of the following criteria for PUD's stated in Section 6.19 of the Planning & Zoning Code.

1. The subject site is under the control of one (1) owner or group of owners and shall be capable of being planned and developed as one integral unit.
2. Granting the PUD will result in at least one 1 of the following:
  - o A recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the PUD regulations;
  - o Long-term protection and preservation of natural resources and natural features of a significant quantity;
  - o Long-term protection of historic structures or significant architecture worth of historic preservation;
  - o The PUD will provide a complementary mixture of uses or housing types within a unique, high-quality design, that could not occur without the use of the PUD option; or
  - o A non-conforming use shall, to a material extent, be rendered more conforming or less offensive, to the zoning district in which it is situated.
3. The proposed type and density shall not result in an unreasonable increase in the need for or burden upon public services, facilities, roads and utilities.
4. The proposed PUD shall not result in an unreasonable negative environmental impact; nor loss of a historic structure(s) on the subject site or surrounding land.
5. The proposed PUD shall not result in an unreasonable negative economic impact upon surrounding properties.
6. The proposed use or uses shall be of such locations, size, density and character as to be in harmony with the zoning district in which they are situated, and shall not be detrimental to the adjoining zoning districts.
7. The proposed development shall be consistent with the intent of the Master Plan.
8. The proposed PUD shall be harmonious with the public health, safety and welfare of the City.
9. The proposed PUD is not an attempt by the applicant to circumvent the strict application of zoning standards.

**PUD Standards**

1. All residential uses may be permitted with the following minimum lot sizes per unit, based upon a discretionary twenty-five (25) percent density credit from the zoning district in which the property is situated immediately prior to PUD classification. In the event the property is already zoned PUD, density shall be allowed at the discretion of the Citizens Planning Commission and City Council, based on the Master Plan and surrounding land use densities and character. Land area under water, public road rights-of-way and private road easements shall not be included in the gross density calculation.

Minimum Lot Sizes per Unit (Table 6.5)

R-1 6,800 sq. ft.      R-2 5,400 sq. ft.      R-3 4,500 sq. ft.      R 5,400 sq. ft.

Additional density greater than specified above may be allowed at the discretion of the CPC and City Council based upon a demonstration by the applicant of design excellence and conformance to the standards listed in Section 6.19.C, Eligibility Criteria as well as conformance to the Master Plan.

2. The CPC and the City Council may allow a residential PUD in areas having a non-residential areas having a non-residential base zoning subject to compliance with the Master Plan or a determination by the CPC and City Council that the proposed development meets the general intent of Section 6.19.C, Eligibility Criteria.
3. A PUD incorporating non-residential uses such as commercial, institutional or a mix on non-residential and residential uses may also be allowed subject to compliance with the Master Plan or a determination by the CPC and City Council that the proposed development meets the general intent of Section 6.19. C, Eligibility Criteria.



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**Project Design Standards**

Any PUD shall comply with the following project design standards:

1. The proposed PUD meets the eligibility criteria of Section 6.19.C of the Planning & Zoning Code;
2. The uses and design of the PUD will be harmonious with the character of the surrounding area in terms of density, intensity of use, size and height of buildings, architecture and other similar impacts;
3. The following regulations applicable to ordinance standards shall be met:
  - o Setbacks, general provisions and other requirements shall be met in relation to each respective land use in the PUD based upon the zoning districts in which the use is listed or proposed. In all cases, the strictest provisions shall apply. However, it is recognized that the PUD option may allow flexibility in use and design.
  - o The number and dimensions of off-street parking shall be sufficient to meet the minimum required for the most restrictive parking requirement for each use, as listed in Section 2. However, when warranted by overlapping or shared parking arrangements, may reduce the required number of parking spaces.
  - o Thoroughfare, drainage and utility designs shall meet or exceed the standards otherwise applicable in connection with each of the respective types of uses served.
  - o Deviations with respect to ordinance regulations may be granted as part of the overall approval of the PUD. The deviations may be considered, provided there are features or elements demonstrated by the applicant and deemed adequate by the City Council and CPC designed into the project plan for the purpose of achieving the objectives of this article.
4. Cohesive and Attractive Design Features  
The PUD shall use design features that foster attractiveness and usability throughout the project and create compatibility with adjoining properties.
  - o There shall be underground installation of utilities, including electricity, cable, telephone, and the like, unless otherwise permitted by the City.
  - o The pedestrian circulation system, and its related walkways and safety paths, shall be separated from vehicular thoroughfares.
  - o Signage, lighting, landscaping, architecture and building materials for the exterior of all structures, and other features of the project, shall be designed and completed with the objective of achieving a quality, integrated and controlled development, consistent with the character of the community, surrounding development or developments and natural features of the area.
  - o Where residential uses in a proposed PUD adjoin nonresidential uses, noise reduction and visual screening mechanisms, such as berms, decorative walls, and landscaping shall be employed in accordance with Section 5.18.
  - o The proposed PUD shall provide a minimum of 20% of the gross site acreage as open space. Gross site area for the purposes of computing required open space does not include private and public rights-of-way. Such open space will remain undisturbed and reserved for passive enjoyment of the users of the development but shall not include required yards around residential building lots or other similar features. This open space requirement may be waived by the Citizens Planning Commission and City Council, if determined not to be applicable.
5. Natural and Historic Features  
The development shall be designed to promote the preservation of any significant natural or historic features on the site. Vegetation shall be preserved and/or new landscaping generously provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.



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### Project Design Standards Cont.

#### 6. Infrastructure

The uses and design shall be consistent with the available capacity of the existing street network and utility systems or the applicant shall upgrade the infrastructure as required to accommodate the PUD. All streets and parking areas within the proposed PUD shall meet the minimum construction and other requirements of City ordinances, unless modified by the Citizens Planning Commission and City Council.

#### 7. Uses Permitted

Any residential, office, commercial, or industrial use is permitted, upon a determination that the uses would meet the intent of this article.

#### 8. Additional Considerations

The Citizens Planning Commission and City Council shall consider the following design elements as appropriate: perimeter setback and landscaping; natural drainage and utility design; underground installation of utilities; facilities for pedestrian circulation; internal roadway design; and the achievement of an integrated development with respect to signs, lighting, landscaping and building materials.

### PUD Conditions

1. Reasonable conditions may be imposed to ensure that public services and facilities will be capable of accommodating increased facility and service loads, the natural environment will be protected, proposed uses will be compatible with those adjacent, and uses will be socially and economically desirable when practical.
2. Permit may identify conditions of approval and use.
  - a. Conditions may stipulate that the PUD is to be used for selective land uses, provided the PUD does the following:
    - i. Advances rather than injures, the interests of adjacent land owners;
    - ii. Is a means of harmonizing private interests in land, thus benefiting the public interest;
    - iii. Fulfills the purposes and intent of this article and thus benefits the public interest; and/or
    - iv. Possesses a reasonable relationship to the promotion of the public health, safety, and welfare.
  - b. A change of land use from that which was approved will render the PUD null and void, or will require application for a revised PUD.
3. Conditions imposed shall be designed to protect natural resources as well as the public health, safety and welfare of individuals in the project area and those immediately adjacent. Conditions shall be reasonably related to the PUD and necessary to meet the intent and purpose of this section. All conditions imposed shall be made a part of the written record for the approved planned unit development.
4. In the event that conditions are not met, the Zoning Administrator or enforcing officer shall have the right to follow enforcement procedures pursuant to Sections 6.10 and 6.11. Additional conditions may be imposed by the City Council, or the applicant may be required to submit a new PUD application.



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**Rezoning Procedures**

The intent of a PUD is to permit flexibility in the regulations for development which either includes a mix of land uses or is proposed for a site containing unique natural features which the developer and City desire to preserve. The standards for a PUD are intended to encourage innovative design and create opportunities which may not be obtainable through the standards of the other zoning districts.

The procedure for properties where PUD rezoning and approval is requested by private individuals or groups as stated in Section 6.19.F of the Planning & Zoning Code are as follows (please refer to Section 6.19.F for full details):

1. Pre-application conference in order for applicant to obtain guidance that will assist in the preparation of the application and plan;
2. Applicant will conduct an informal neighborhood review to determine the impact of the development;
3. Submittal of the PUD rezoning request, concept plan and draft PUD agreements;
4. Community Development Division Review to determine if the site warrants any further historic preservation.
5. The CPC will review the rezoning request and submitted info; and make a recommendation to City Council;
6. Upon review, City Council will approve, approve with changes/conditions, table or deny the request;
7. If approved by City Council, the rezoning will be in effect for two (2) years.
8. Submittal of final PUD plan to the CPC and City Council.
9. Applicant may present any amendments concerning a proposed use/plan that is not consistent with an approved PUD to the CPC.

**Authorization**

*I/We hereby apply for PUD Rezoning/Concept Plan Review in accordance with Section 6.19 of the City of Monroe Planning & Zoning Code. The information, plans and materials submitted herewith in support of this application are to the best of my/our knowledge, true and correct.*

*In addition, I/We understand if the City of Monroe Planning Division deems this application and the supplemental materials incomplete, that the plans will be returned with a listing of materials needed in order for the application to be considered complete.*

*I/We further understand that I/We will be charged the appropriate fee for each submittal.*

**Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fees**

Pre-Application Meeting	\$ 200.00
Concept Plan Review	\$2,000.00 + \$25/lot
Preliminary Plan Review	\$2,000.00 + \$25/lot

*To request a Special Meeting before the CPC please submit the Special Meeting Application with the \$400 fee.*

**Department Use Only**

Fee Paid \$ \_\_\_\_\_

Authorization of Completeness \_\_\_\_\_

\_\_\_\_\_

Planning Department Staff

**Required Number of Copies**

6 Folded Copies Required for Administrative Review  
27 Folded Copies Required for CPC Review/City Council Review  
An Electronic Version