



CITY OF ST. JOSEPH
PLANNING & ZONING DEPARTMENT
700 Broad Street
St. Joseph, MI 49085
Phone (269)983-1212
Fax (269) 985-0347
www.sjcity.com

Planned Unit Development Time Extension
Process, Instructions and Application*

Contact City Staff to discuss Request



Make Application - must be complete -minimum 24 days prior to desired City Commission Meeting - see meeting date and deadline schedule as posted annually



Public Hearing before City Commission - second or fourth Monday of month (requires 15 day legal notice)



City Commission Action

*See attached detailed directions for all steps involved.



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Planned Unit Development Time Extension

Process, Instructions and Application

1. **Contact Community Development Director (staff) regarding proposed request.** Staff will review zoning ordinance regulations and determine which process is appropriate for your proposed request. Application forms will be distributed. The City Commission action on a request for a time extension must occur prior to the permit expiring.
2. **Submission of Application.** Complete applications must be submitted no less than 24 calendar days prior to the desired City Commission (CC) meeting and prior to the approved PUD expiring. The CC typically meets the second and fourth Monday of each month, see meeting and deadline schedule at www.sjcity.com.
 - a. It is suggested that you make an appointment with staff to submit the application.
 - b. All required applications, supplemental information and fees must be submitted at one time.
 - c. You are encouraged to file before the deadline, as incomplete applications are not accepted and will delay the processing of your application.
3. **Acceptance of Application.** Staff reviews the application and supplemental information for completeness prior to formally accepting and scheduling the request before the CC.
4. **Application is Formally Accepted.**
 - a. Staff forwards the accepted application packet to the City Engineer, Director of Public Works, Director of Public Safety (Police/Fire) and Building Official for their review and comment.
 - b. Staff prepares the Legal Notice for the newspaper and for property owners within 300' of the site. The legal notice must appear in the local newspaper no less than fifteen (15) days before the scheduled public hearing and the 300' property owner mailer must be sent no less than fifteen (15) days before the public hearing.
5. **Revisions to Drawings.** Based on comments received from the City departments, the applicant may need to revise the supplemental drawings (site plan, building elevations, engineering) prior to appearing before the CC. Staff will provide direction to the necessary revisions along with a deadline for submittal of the items.

6. **Staff Memorandum and CC Packet Creation.** Staff prepares a memorandum which includes completed application and any additional information received to the City Clerk. The City Clerk completes the CC packet and posts the CC agenda packet on-line at www.sicity.com.
7. **City Commission Public Hearing.** The Mayor will open the public hearing and invite the applicant to present its case to the CC; an overview of the request and explanation of drawings submitted should be presented by the applicant. The City Commissioners can ask questions of the applicant and staff prior to inviting the audience to speak. Once all public comments have been taken, the public hearing is closed. Contact staff prior to the meeting if you need any audiovisual equipment for your presentation.
8. **City Commission Deliberation.** The CC will begin their deliberation of the request and evaluate it along with the applicable standards. In some cases the CC will ask for clarification from staff or the applicant.
 - a. The CC has four options:
 - i. Motion to approve the request as presented;
 - ii. Motion to approve the request with conditions;
 - iii. Motion to deny the request;
 - iv. Motion to continue the item to a future meeting to obtain additional information.
9. **Recording of Approvals.** Once all meetings minutes are approved, staff will create and provide a copy of the approval packet to the applicant for their records.



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PLANNED UNIT DEVELOPMENT TIME EXTENSION APPLICATION

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. All required materials must be received by the City and determined to be complete no less than 24 calendar days prior to a City Commission meeting. If additional space is needed, please use additional sheets of paper.

Property Information

Property Address: _____

Project Name: _____

Property Code Number (Tax Number): 11-76-_____

Briefly Explain Request: _____

Previous Approvals Granted to Property: _____

Applicant Information

In case of trust, provide the name, address and telephone numbers of all trustees and beneficiaries of the trust. An LLC or corporation must provide a copy of Articles of Incorporation. In case the applicant is not the property owner, written permission from the property owner is required.

Name of Applicant: _____

Relationship to Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Emergency Number: _____

E-mail Address: _____

Name of Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Emergency Number: _____

E-mail Address: _____

Attorney: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-mail Address: _____

Engineer and/or Architect: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-mail Address: _____

Time Extension Information

Why are you requesting a time extension? _____

What has been completed so far? _____

What still needs to be completed? _____

What is the proposed new completion date? _____

**PLANNED UNIT DEVELOPMENT TIME EXTENSION APPLICATION
CERTIFICATION**

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The owner of the subject property, if different from the applicant, states that they consent to the filing of the application and that all information contained is true and correct to the best of their knowledge;
- B. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application which may include;
- C. The Applicant shall make the property that is subject of this application available for inspection by the City at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten (10) days following the change, and that failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that if the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands that they are responsible for all application fees. Fees are non-refundable and there is no guarantee the application will be approved or permits issued. There should be no outstanding monies owed to the City (i.e., water bill or taxes).

On the _____, day of _____, 20_____, I/We have read the above certification, understand it, and agree to abide by its conditions.

Signature of Applicant or Authorized Agent

Name of Applicant or Authorized Agent

SUBSCRIBED AND SWORN

To before me this _____ day of _____, 20_____

Notary Public

OFFICIAL CITY USE: Date Received: _____ Fee: _____
Completed: Application: _____ Other: _____

**PLANNED UNIT DEVELOPMENT TIME EXTENSION APPLICATION
OWNER'S CONSENT FORM**

I/We, the Owner(s) of the property listed below, hereby grant permission for the Applicant,

(Company name and contact person) to seek _____
(state request that can be made) as required by the City of St. Joseph, Michigan for the property
commonly known as _____ (street address)
and having the Property Code Number (Tax Number) of 11-76-_____.

On the _____, day of _____, 20_____, I/We have read the above certification,
understand it, and agree to abide by its conditions.

Signature of Property Owner

Name of Property Owner

Signature of Property Owner

Name of Property Owner

SUBSCRIBED AND SWORN

To before me this _____ day of
_____, 20_____

Notary Public