

Planned Unit Development Review

GENERALIZED STEPS IN THE PROCESS



NOTE: THE APPLICANT NOW HAS THE OPTION TO FILE FOR PUD STEPS 1 AND 2 SIMULTANEOUSLY

PUD Step 1 Review

Follow concept plan requirements listed in Section 1830

1. **Informal Staff Review.** It is strongly encouraged that you meet with City staff to informally review your proposal prior to submittal. This extra step is encouraged by the community since it can save both parties time, money, and paper work. Meetings are typically held on Tuesday's. Contact Steve Cohen, Director of Community Development at 248-364-6941 to schedule a meeting.
2. **Formal Staff Review.** Submit 1 copy of the application, along with 10 copies of your drawings (24" x 36" in size) to the Community Development Department. Fees shall be provided at the time of submittal payable to the "City of Auburn Hills". The plans will be distributed by the Community Development Department to various City Departments and consultants for review. Drawings must be signed, sealed, and folded and meet the requirements of the City's site plan checklist.
 - **Citizen Participation Requirement.** If the project is proposed on property within 1,000' of property zoned One-Family Residential district, then the requirements of Section 1833. Citizen Participation Requirements shall be met. This requirement may add time to the review process if the project is complex in nature.
3. **Repeat Steps 1 and 2.** Review formal comments from City staff and prepare plans for submittal.
4. **Post Sign.** - **Escrow deposit required for each sign**
Coordinate with the City when sign will be posted and where it will be placed. The sign shall be placed and remain on the property at least 15 days before the scheduled Public Hearing. Place sign 10' behind the approximate street R.O.W. line midway between lot lines, unless an alternative location is approved by the City. Ensure that the sign is placed in a visible position without obstructions for the full 15 day term. This may require periodic inspection to safeguard against being toppled by wind or vandals. Do not remove the sign until after City Council action. Return the sign in good condition within 2 days of the City Council decision. Lost, missing, unreturned, or damaged signs will require forfeiture of the sign deposit.
5. **Public Review.** The Step 1 PUD application will be placed on a Planning Commission meeting agenda only after the drawings have been deemed complete by City staff.
 - Submit 30 copies of your drawings to the Community Development Department.
 - Provide a PDF or jpg of the site plan, colored landscape plan, and colored elevation at this time.
 - The applicant, or representative, must be present at all scheduled meetings for action to be taken.
 - At the designated meeting, the Planning Commission will recommend acceptance, disapproval, or revision of the PUD application to the City Council.
 - The City Council is the final approval authority in the City of Auburn Hills. The Council will make its determination of approval, denial, or required modifications of the PUD.

PUD Step 2 Review

Follow site plan or plat requirements listed in Section 1830 and site plan checklist

6. Repeat Steps 1-5 and Provide Development Agreement.
 - **Concurrent Applications.** All relevant documentation shall be submitted (e.g., Tree Removal Permit, Wetland Permit, Land Division and/or Land Exchange) along with the required drawings with this submittal. Failure to submit all appropriate documents may cause an unnecessary delay in processing of the project.
 - **Outside Agency Permits - Wetland, Soil Erosion and Sediment Control, Road R.O.W., etc.** Begin the process of applying for applicable County and State permits. Past experience has shown that the City will most likely review your plans quicker than these agencies. Failure to obtain outside permits will cause unnecessary delay.
6. Submit **Detailed Engineering Drawings** and **Building Construction Plans** in accordance with Site Plan Review
7. **Pre-Construction Meeting.** Prior to construction, it shall be the applicant's responsibility to schedule a pre-construction meeting with City. Contact the civil engineer at OHM who conducted the City's engineering review to schedule the meeting.