



CITY OF MADISON HEIGHTS

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

PLANNED UNIT DEVELOPMENT (PUD) APPLICATIONS

WHAT IS A PLANNED UNIT DEVELOPMENT (PUD)?

Refer to **Section 5.05 (Planned Unit Development)** for the full Zoning Ordinance standards pertaining to PUDs.

A Planned Unit Development (PUD) is a flexible zoning tool designed to offer an alternative to the somewhat rigid provisions of traditional zoning districts. A PUD district is a unique, stand-alone zoning district catering to a distinct project and is intended to encourage innovation in site planning and development, and encourage a mix of uses which may not be possible under base zoning districts. While approval of PUD constitutes a rezoning, improvements made under a PUD option are considered an optional means of development and are subject to terms agreeable to the City of Madison Heights.

Per the Zoning Ordinance, the primary objectives of PUDs are to:

- A. Provide flexibility in the regulation of land development.
- B. Encourage innovation in site planning and development, especially in housing.
- C. Encourage the mixing of commercial, educational, and recreational facilities conveniently located in relation to housing.
- D. Conserve natural features and encourage the provision of open space.
- E. Provide other recognizable benefits beyond those afforded by development which adheres to the minimum requires of the underling zoning classification.

PRE-APPLICATION CONFERENCE (MANDATORY)

Prior to submitting an application for a PUD Determination of Qualification, a potential applicant shall request a pre-application conference with the Planning and Zoning Administrator to obtain information and guidance regarding land development regulations, the City's Master Plan, and the PUD review process. An applicant may request further informal pre-application discussion and review through the Planning Commission.

PUD PROCESS

The PUD approval process is split into three (3) distinct steps:

STEP I: DETERMINATION OF QUALIFICATION (Technical Review Committee)

STEP II: PUD PLAN SUBMITTAL (Planning Commission and City Council)

STEP III: SITE PLAN SUBMITTAL (Planning Commission)

Planned Unit Development (PUD) Applications

These three steps are detailed below.

STEP I: DETERMINATION OF QUALIFICATION

The applicant shall submit a Request for a Determination of Qualification to the Community and Economic Development Department. (Refer to the **Determination of Qualification application**, attached). The application will be submitted to the Technical Review Committee (TRC), who will review the application and, utilizing criteria set forth in the Zoning Ordinance make a preliminary determination as to whether or not the proposed development qualifies for the PUD option.

The TRC's determination shall be deemed as a recommendation to the Planning Commission. Upon the TRC's review of the Determination of Qualification, an applicant shall become eligible to submit an application for a PUD Plan (Step II) for Planning Commission consideration. Alternatively, the applicant may revise the Determination of Qualification submittal to obtain a more favorable recommendation from TRC.

A determination made by the TRC shall not constitute formal approval nor denial of a PUD Plan, but rather a recommendation to the Planning Commission.

STEP II: PUD PLAN

Upon obtaining a determination of qualification from the Technical Review Committee, the applicant shall submit a PUD Plan application to the Community and Economic Development Department containing all information required per the Zoning Ordinance. (**Refer to the PUD Plan application, attached**).

Upon receipt of a completed PUD Plan application, the Planning and Zoning Administrator will schedule a public hearing at the next available Planning Commission meeting.

Planning Commission Review and Public Hearing: After the public hearing, the Planning Commission shall make a recommendation to City Council of approval, approval with conditions, or denial of the PUD, with findings based upon the submitted PUD Plan and accompanying materials. The Planning Commission shall base the recommendation on the PUD Plan's compliance with Qualifying Conditions (Section 5.05(2)) and PUD Project Design Standards (Section 5.05(6)).

City Council Review and Public Hearing: Upon receipt of the Planning Commission's recommendation, the City Council shall hold a first reading on the PUD Plan and schedule a public hearing. After the public hearing, the City Council shall make a decision on the PUD Plan application based on the Plan's compliance with Qualifying Conditions (Section 5.05(2)) and PUD Project Design Standards (Section 5.05(6)). Upon approval by the City Council, the property shall be rezoned to the PUD District and developed in accordance with the approved PUD Plan. Upon approval, the City Council shall authorize the City Attorney to execute the Final PUD Agreement, which shall incorporate any conditions of approval.

STEP III: SITE PLAN REVIEW

Following City Council approval of the PUD Plan and execution of the Final PUD Agreement, a Final Site Plan shall be submitted for Planning Commission review pursuant to Section 15.04 for each phase(s) of development.

COMPLETE APPLICATIONS REQUIRED

The Determination of Qualification application and the PUD Plan application will not be processed by staff until it has been verified that all required information has been provided with the applications. Incomplete applications may be returned. Please carefully review the applications included within this packet to see those items that must be included to be considered a complete submittal.

QUALIFYING CONDITIONS AND PROJECT DESIGN STANDARDS

Proposed PUDs shall satisfy the Qualifying Conditions (Section 5.05(2)) and Project Design Standards (Section 5.05(6)) contained within the Zoning Ordinance.

The applicant shall be required to respond to the Qualifying Conditions as part of Step I, the **Determination of Qualification** application. The applicant will be required to respond to both the Qualifying Conditions and Project Design Standards as part of Step II, the **PUD Plan** application.

PUD Plan applications are subject to review and action by both the Planning Commission and City Council. Each body will review the request to determine if it complies with the Qualifying Conditions and Project Design Standards contained within the Zoning Ordinance. Refer to the Determination of Qualification and PUD Plan applications, attached, for the full list of review standards and criteria.

NOTICE OF PUBLIC HEARING AND PLANNING COMMISSION MEETING

Two public hearings are required for all PUD Plan applications: One at Planning Commission and one at City Council. Staff will prepare the public hearing notices for publication in a local newspaper and mailers for surrounding property owners, in accordance with the Zoning Ordinance and the Michigan Zoning Enabling Act.

The Planning Commission will hold a public hearing at a regularly-scheduled meeting, unless a Special Meeting is scheduled. After the Public Hearing, the Planning Commission may make a recommendation to City Council or postpone action for additional information. An additional public hearing and final action from City Council is required for all PUD Plan applications.

The Planning Commission Meeting Schedule and Submittal Calendar is attached to this application packet.

PUD AGREEMENT

As part of PUD Plan approval, or as a separate resolution, City Council shall authorize the City Attorney to execute a final PUD Agreement between the City and the applicant which sets the conditions upon which such approval is based. Section 5.05(15) of the Zoning Ordinance lists the elements required to be included within the PUD Agreement.

APPEALS

An appeal of a PUD decision shall be taken to Circuit Court. No decision or condition related to a PUD application may be appealed to the Zoning Board of Appeals

PUD REVIEW PROCESS OVERVIEW

REFER TO SECTION 5.05 OF THE ZONING ORDINANCE FOR FULL PROCESS, STANDARDS, AND REQUIREMENTS FOR PUD REVIEW

1. Pre-Application Conference (mandatory).
2. **Step I: Determination of Qualification:** Applicant initiates the PUD process by submitting the Determination of Qualification (Step I) application, fees, and documents (paper and PDF copies) to the Community and Economic Development Department. Refer to the Determination of Qualification (Step I) application.
 - a. **Department Review:** The Community and Economic Development Department processes the Determination of Qualification application and schedules the item for a Technical Review Committee meeting.
 - b. **Technical Review Committee:** The Determination of Qualification request will be placed on a Technical Review Committee agenda, with comments and a recommendation forwarded to the Planning Commission as part of PUD Plan review.
3. **Step II: PUD Plan:** MAY ONLY BE SUBMITTED AFTER COMPLETION OF STEP I. Applicant submits the PUD Plan (Step II) application, fees, and documents (paper and PDF copies) to the Community and Economic Development Department. Refer to the PUD Plan (Step II) application.
 - a. **Department Review:** The Community and Economic Development Department processes the PUD Plan application and schedules a public hearing for the next available Planning Commission meeting.
 - b. **Planning Commission Review and Public Hearing:** After the public hearing, the Planning Commission makes a recommendation to City Council.
 - c. **City Council Review and Public Hearing:** City Council holds a first reading on the PUD Plan and schedules a public hearing. After the public hearing, City Council takes action on the PUD Plan.
4. **PUD Development Agreement:** Applicant enters into a final PUD Agreement with the City, executed by the City Attorney.
5. **Notice of Adoption:** If approved, a notice of PUD adoption is published in the local newspaper and City zoning maps are updated accordingly.
6. **Step III: Site Plan Review:** Following City Council approval of the PUD Plan and execution of the Final PUD Agreement, a Final Site Plan shall be submitted for Planning Commission review pursuant to Section 15.04 for each phase(s) of development.



CITY OF MADISON HEIGHTS
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
PLANNED UNIT DEVELOPMENT (PUD)
STEP I: DETERMINATION OF QUALIFICATION APPLICATION

I. APPLICANT INFORMATION

Applicant _____

Applicant Address _____

City _____ State _____ ZIP _____

Interest in Property (owner, tenant, option, etc.) _____

Contact Person _____

Telephone Number _____ Email Address _____

II. PROPERTY INFORMATION

Property Address(es) _____

Tax ID(s) _____ Zoning District _____

[PROVIDE SURVEYS AND LEGAL DESCRIPTIONS OF ALL PROPERTIES IN SEPARATE DOCUMENT]

Owner Name (if different than applicant) _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

III. CONSULTANT INFORMATION (IF APPLICABLE)

Name _____ Company _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

IV. PROJECT DESCRIPTION AND SCOPE OF WORK

Project Name: _____

Brief description of proposed PUD (provide separate narrative, if needed):

Date of Required Pre-Application Meeting: _____

Required Attachments (paper and pdf copies required):

- ☐ **Plot Plan/Survey** specifying the boundaries of the site, with legal descriptions of all properties subject to the request.
- ☐ **Qualifying Conditions Response Form** (Exhibit A).
- ☐ **A schematic/conceptual land use plan** containing enough detail to explain the location of land uses, streets providing access to the site, pedestrian and vehicular circulation, dwelling unit density and types, and buildings or floor area contemplated, as applicable.
- ☐ **A plan for the protection of natural, cultural, and historic features and preservation of open space, green space, or public access.**
- ☐ **Proposed project phasing.**

V. APPLICANT CERTIFICATION

I (we) the undersigned do hereby apply to the City of Madison Heights for review and approval of the above-described Determination of Qualification application. Applicant(s) and the property owner(s) do hereby consent to city staff to assess the property for purposes of evaluating the site for requested action(s).

Printed Name _____ Signature _____ Date _____

VI. PROPERTY OWNER CERTIFICATION

IF YOU ARE NOT THE PROPERTY OWNER, YOU MUST HAVE THE PROPERTY OWNER PROVIDE A NOTARIZED SIGNATURE, BELOW, OR PROVIDE A NOTARIZED LETTER OF AUTHORIZATION OR NOTARIZED POWER OF ATTORNEY AUTHORIZING YOU TO ACT ON THEIR BEHALF.

Printed Name _____ Signature _____ Date _____

Notary for Property Owner:

Subscribed and sworn before me, this ____ day of _____, 20__.

A Notary Public in and for _____ County, Michigan.

Notary Name (Print): _____

Notary Signature: _____

My Commission Expires: _____

Notary Stamp

STAFF USE ONLY

[DO NOT ACCEPT INCOMPLETE APPLICATIONS]

FILING FEE (\$): _____

PUD NO.: # _____

DATE APPLICATION RECEIVED: _____

RECEIVED BY: _____

EXHIBIT A: QUALIFYING CONDITIONS RESPONSE FORM

Refer to Section 5.05.2 and Section 5.05.3 of the Zoning Ordinance for full standards, processes, and requirements for the Determination of Qualification.

On a separate, typed document, describe how the proposed PUD satisfies the following qualifying conditions. (Section 5.05.2: A PUD shall not be accepted for consideration unless all of the following requirements are met):

- A. Land use patterns established by the PUD development shall be compatible with existing and planned uses on and adjacent to the site.
- B. The use of the PUD option shall not be for the sole purpose of avoiding applicable zoning requirements. Any permission given for any activity or building or use not normally permitted shall result in an improvement to the public health, safety, and welfare in the area affected.
- C. The PUD shall not be utilized in situations where the same land use objectives can be accomplished by application of conventional zoning provisions or standards. Problems or constraints presented by applicable zoning provisions shall be identified.
- D. The application must demonstrate that the PUD site or area is a site where an innovative, unified, and planned approach to developing the site would result in a significantly higher quality of development, the mitigation of potentially negative impacts of development, or more efficient development than conventional zoning would allow.
- E. The PUD shall be capable of being planned and developed as one integral, comprehensive site in accordance with the approved PUD Plan.
- F. The PUD shall be under single ownership or control such that there is a single person or entity having responsibility for ensuring completion of the project in conformity with this Ordinance.
- G. The proposed PUD must demonstrate at least three (3) of the following conditions:
 - 1) The PUD contains two (2) or more distinct, but compatible land use types, such as, but not limited to, mixed-use developments with residential and non-residential uses, or a mixture of commercial, recreational, and a variety of housing types.
 - 2) The PUD site has distinct physical characteristics which makes compliance with the strict requirements of the Zoning Ordinance impractical; this includes property with poorly-dimensioned parcels or property with difficult site conditions.
 - 3) The proposed design of the PUD includes innovative development concepts that substantially forward the purpose and intent of the PUD section of the Zoning Ordinance, further the goals and objectives of the Master Plan, and permit an improved layout of land uses, roadways, or other site features that could not otherwise be achieved under conventional zoning.
 - 4) The proposed PUD involves adaptive re-use or redevelopment of a building or site, or redevelopment of a brownfield or greyfield site, in ways which would be difficult to achieve under traditional zoning.

PUD: Step I – Determination of Qualification Application

- 5) The proposed PUD heavily incorporates pedestrian and/or transit-oriented design.
- 6) The proposed PUD involves significant use of sustainable building and site design features such as, but not limited to: water use reduction, water-efficient landscaping, innovative wastewater technologies, low-impact stormwater management, optimized energy performance, on-site renewable energy, passive solar heating, reused/recycled/renewable materials, or other elements identified as sustainable by established groups such as the U.S. Green Building Council (LEED) or ANSI National Green Building Standards.

The following additional information/documentation shall be provided in both hard copy and PDF format:

- ☐ **Plot Plan/Survey** specifying the boundaries of the site, with legal descriptions of all properties subject to the request.
- ☐ **A schematic/conceptual land use plan** containing enough detail to explain the location of land uses, streets providing access to the site, pedestrian and vehicular circulation, dwelling unit density and types, and buildings or floor area contemplated, as applicable.
- ☐ **A plan for the protection of natural, cultural, and historic features and preservation of open space, green space, or public access.**
- ☐ **Proposed project phasing.**
- ☐ **All applicable fees as established by City Council.**



CITY OF MADISON HEIGHTS
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
PLANNED UNIT DEVELOPMENT (PUD)
STEP II: PUD PLAN APPLICATION

I. APPLICANT INFORMATION

Applicant _____

Applicant Address _____

City _____ State _____ ZIP _____

Interest in Property (owner, tenant, option, etc.) _____

Contact Person _____

Telephone Number _____ Email Address _____

II. PROPERTY INFORMATION

Property Address(es) _____

Tax ID(s) _____ Zoning District _____

[PROVIDE SURVEYS AND LEGAL DESCRIPTIONS OF ALL PROPERTIES IN SEPARATE DOCUMENT]

Owner Name (if different than applicant) _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

III. CONSULTANT INFORMATION (IF APPLICABLE)

Name _____ Company _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

IV. PROJECT DESCRIPTION AND SCOPE OF WORK

Project Name: _____

Applying For: ☐ Original PUD Plan Approval ☐ Minor/Major Amendment to Approved PUD Plan

Date of Determination of Qualification (TRC) Meeting: _____

Required Attachments (paper and pdf copies required):

- ☐ **Project narrative** explaining the project in detail.
- ☐ **PUD Site Plan** (refer to PUD Site Plan checklist, attached – Exhibit D).
- ☐ **Plot Plan/Survey** specifying the boundaries of the site, with legal descriptions of all properties subject to the request.
- ☐ **Qualifying Conditions Response Form** (Exhibit A; may be re-utilized from Determination of Qualification application).
- ☐ **Project Design Standards Response Form** (Exhibit B).
- ☐ **Community Impact Statement** (Exhibit C).
- ☐ **Zoning Comparison Table**.
- ☐ **Draft PUD Agreement**.

V. APPLICANT CERTIFICATION

I (we) the undersigned do hereby apply to the City of Madison Heights for review and approval of the above-described PUD Plan application. Applicant(s) and the property owner(s) do hereby consent to city staff to assess the property for purposes of evaluating the site for requested action(s).

Printed Name _____ Signature _____ Date _____

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Printed Name _____ Signature _____ Date _____

Notary for Property Owner:

Subscribed and sworn before me, this ____ day of _____, 20__.

Notary Stamp

A Notary Public in and for _____ County, Michigan.

Notary Name (Print): _____

Notary Signature: _____

My Commission Expires: _____

STAFF USE ONLY

[DO NOT ACCEPT INCOMPLETE APPLICATIONS]

FILING FEE (\$): _____

PUD NO.: # _____

DATE APPLICATION RECEIVED: _____

RECEIVED BY: _____

EXHIBIT B: PROJECT DESIGN STANDARDS RESPONSE FORM

Refer to Section 5.05.3 and Section 5.05.4 of the Zoning Ordinance for full standards, processes, and requirements for the PUD Plan

On a separate, typed document, describe how the proposed PUD satisfies the following design standards. (Section 5.05.6: PUDs shall satisfy the following design standards):

- A. The uses proposed shall be consistent with the City's Master Plan.
- B. Impact on Surrounding Uses: The uses proposed will have a beneficial effect, in terms of public health, safety, welfare, or convenience, on present and future potential surrounding land uses. The uses proposed will not adversely affect the public utility and transportation systems, surrounding properties, or the environment.
- C. Parking: The number and dimensions of off-street parking spaces shall be sufficient to meet the minimum required by the Zoning Ordinance. The PUD may take advantage of shared parking, parking waivers as permitted by Article 10 of the Zoning Ordinance. The Planning Commission or City council may further adjust the required number of parking spaces if other factors exist that would support an additional waiver. All streets and parking areas within the PUD shall meet the minimum construction and other requirements of City ordinances, unless modified by the City Council.
- D. Landscaping: Existing landscaping shall be preserved and/or improved or additional landscaping provided to ensure that proposed uses will be adequately buffered, where buffering is appropriate from and between surrounding public and private property. The quality and/or quantity of landscaping materials shall exceed the minimums otherwise required by the Zoning Ordinance.
- E. Existing Features: The PUD Plan shall demonstrate that the plan will preserve significant natural, historical, and architectural features, if any, and the integrity of the land to the best of the applicant's ability.
- F. Circulation: Safe, convenient, uncongested, and well-defined vehicular, non-motorized, and pedestrian circulation within and into the site shall be provided in accordance with the following:
 - 1) Drives, streets, and other elements within the property shall be designed to promote safe and efficient traffic operations within the site and at its access points.
 - 2) Circulation patterns should complement and reflect the rectilinear street grid layout of the city.
 - 3) Sidewalks or multi-purpose paths shall be provided along, and connect to, public streets and private streets within the development to provide safe and efficient non-motorized circulation.
 - 4) The Plan shall promote walking, biking, and other forms of non-motorized transportation in a highly-visible manner.

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EXHIBIT C: COMMUNITY IMPACT STATEMENT FORM

Refer to Section 5.05.3 and Section 5.05.4 of the Zoning Ordinance for full standards, processes, and requirements for the PUD Plan

On a separate, typed document, provide a Community Impact Statement containing the following.

Section 5.05.4.G – Community Impact Statement. The application for PUD review shall include a community impact statement. The statement shall be derived from a study of the city based on information from the following community elements:

- 1) Planning and zoning issues, including conformance with the Master Plan, Zoning Ordinance, and other applicable City codes and policies.
- 2) Land development issues, including topographic, soil conditions, and site safety concerns.
- 3) Private utilities consumption, including electrical needs and natural gas utilization.
- 4) Noise level conditions.
- 5) Air quality conditions.
- 6) Environmental design and historic values including visual quality and historic resources.
- 7) Community facilities and services, including refuse collection, sanitary and storm sewer, and water supply.
- 8) Public safety needs, including police, fire, and emergency medical services.
- 9) Open space landscaping and recreation, including cultural elements.
- 10) Traffic impacts.

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EXHIBIT D: PUD SITE PLAN CHECKLIST

A PUD Plan shall be provided showing the layout of the uses and structures in the PUD and their locations. The Plan shall include all information required for Major Site Plans in Section 15.04 of the Zoning Ordinance.

- ☐ Title block with name of proposed development, and the name, address and phone number of the property owner, developer and architect/engineer. All sheets of the plan shall bear a stamped, countersigned seal of the registered professional who prepared the plan.
- ☐ Location map showing the proposed site location, zoning classifications and major roads.
- ☐ The site plan shall be drawn to scale not less than one-inch equals 50 feet.
- ☐ Date, north arrow, and scale.
- ☐ Property identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
- ☐ Location of all existing and proposed structures, uses, number of stories, gross building area, required and proposed setback lines, and distances between structures on the subject property.
- ☐ Demolition Plan
- ☐ The percentage of land area devoted to building, paved, and open space.
- ☐ All existing and proposed structures, roadways, drives, landscaping, trees, parking areas, and pedestrian paths within 50 feet of the subject property lines.
- ☐ Number of parking spaces and location of loading areas, ADA parking spaces, and access routes on the subject property. The total number of parking and loading/unloading spaces to be provided and the method by which the required parking was calculated shall be noted. The dimensions of proposed parking spaces and maneuvering lanes shall also be provided.
- ☐ Location and height of all walls, fences, and landscaping.
- ☐ Location and widths of all abutting streets, existing and proposed rights-of-way, easements, and pavement.
- ☐ Type of existing and proposed surfacing of all drives, parking areas, loading areas, roads, and other paved areas.
- ☐ Elevations (front, sides, and rear views) of all sides of the building(s), including types of facing materials to be used on structures.
- ☐ A floor plan showing the specific use areas of all existing and proposed buildings on site.

PUD: Step II – PUD Plan Application

- ☐ Density calculations (for multi-family or mixed-use residential projects).
- ☐ Principal and accessory buildings and any exterior outdoor storage areas.
- ☐ Designation of units by type of buildings.
- ☐ Sidewalks and pedestrian or bicycle paths.
- ☐ Bicycle rack location(s) and details.
- ☐ Exterior lighting locations, type of fixtures, and methods of shielding.
- ☐ Exterior lighting photometric plan.
- ☐ Trash receptacle and transformer locations and method of screening, including details
- ☐ Drive or street approaches, including acceleration, deceleration, and passing lanes, where appropriate or required.
- ☐ All utilities located on or serving the site, including sizes of water and sewer lines, wells, proposed hydrants, and proposed fire suppression line into the building. Sanitary leads and sanitary sewers shall also be shown.
- ☐ Designation of fire lane(s).
- ☐ Location(s) of signs (note: separate sign permit required).
- ☐ Preliminary storm system layout and flow arrows demonstrating that storm flow connections and disposal methods are feasible.
- ☐ Typical existing and proposed cross-sections for streets, roads, alleys, parking lots, etc., as applicable, including rights-of-way.
- ☐ Existing and proposed ground contours at intervals of two feet, or spot elevations sufficient to review the proposed grading and drainage plan, as determined by the City's consulting engineer.
- ☐ Location of all tree stands and measures to be taken to protect existing on-site trees not proposed for removal as part of the development.
- ☐ Landscape plan showing species, spacing, and size of each tree and plant material and ground cover.
- ☐ The applicant for site plan review shall complete and submit the "Hazardous Substances Reporting Form" and the "EGLE Environmental Permits Checklist"

PUD: Step II – PUD Plan Application

- ☐ The following additional information:
 - Public or private wells on site.
 - Septic systems and other wastewater treatment systems, including the location of all sub-components of the system.
 - Interior and exterior areas to be used for the storage, use, loading, recycling, production or disposal of any hazardous substances and polluting materials.
 - Existing and proposed underground and aboveground storage tanks and material stored therein.
 - Exterior and interior drains, dry wells, catch basins, retention/detention areas, sumps, and other facilities designed or intended to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes shall be specified.
 - Wetlands, watercourses, and drains.
 - Soil characteristics of the parcel, at least to the detail provided by the U.S. Soil Conservation Service – Soil Survey.
 - Areas on site which are known or suspected to be contaminated, along with a report on the nature of the contamination and the status of clean-up efforts, if applicable.
- ☐ A receipt of submission to all applicable reviewing jurisdictions, such as county, state, or federal agencies.

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**MADISON HEIGHTS PLANNING COMMISSION
2026 MEETING SCHEDULE**

Third Tuesday of each month at 5:30 p.m. (unless otherwise noted or canceled)

Council Chambers – 300 W. 13 Mile Road (unless otherwise noted)
Madison Heights, MI 48071

MEETING DATE	APPLICATION DEADLINE (By close of business)	NOTICES PUBLISHED
January 20 th	December 8 th , 2025	December 17 th , 2025
February 17 th	January 16 th , 2026	January 28 th , 2026
March 17 th	February 13 th	February 25 th
April 21 st	March 16 th	March 25 th
May 19 th	April 13 th	April 22 nd
June 16 th	May 11 th	May 20 th
July 21 st	June 22 nd	July 1 st
August 18 th	July 20 th	July 29 th
September 15 th	August 17 th	August 26 th
October 20 th	September 14 th	September 23 rd
November 17 th	October 12 th	October 21 st
DECEMBER – NO MEETING

Adopted: November 18th, 2025