

SUPERIOR CHARTER TOWNSHIP

Planned Community Development Plan Application

Article 5 Special District Regulations

Purpose. Use this application for a Planned Community preliminary or final development plan, or for a proposed change to an approved Planned Community plan.

Ordinance reference. Article 5 and applicable requirements of Article 8 of the Superior Charter Township Zoning Ordinance.

Current fee schedule. Fees below are from the Planning and Zoning Fee Schedule adopted May 2025. The fee schedule in effect on the filing date controls. Application fees are nonrefundable. Escrow funds pay actual consultant and administrative review costs; additional deposits may be required, and unused funds are returned after the project is complete.

Application Type

☐ Preliminary Development Plan

☐ Final Development Plan

☐ Plan amendment

☐ Minor revision or change determination

Existing Area Plans. Previously approved Area Plans remain subject to Section 5.01.C. A change that warrants an amendment must follow the standards and procedures of Article 5.

Fees

Application type	Application fee	Escrow deposit
Preliminary Development Plan Special District Development Review	\$1,500 + \$50 per acre	\$10,000
Final Development Plan Special District Development Review	\$1,500 + \$50 per acre	\$10,000
Amendment, revision, or change determination	Confirm with Township	Confirm with Township

Required pre-application meeting. Fee for a one-hour meeting: \$325 without the Township Engineer or \$600 with the Township Engineer.

Payment. Pay the application fee and escrow deposit to the Township Treasurer when filing. No review or action will occur until all required amounts have been accepted.

Review Process

1. Before filing a Preliminary Development Plan, attend the required pre-application meeting with the Zoning Administrator or designee and other Township reviewers. Present the concept information listed in Section 5.04.A.
2. After the pre-application meeting, arrange one or more informal meetings with adjoining neighborhoods or property representatives. Advise the Township in advance of the date and location and include a written summary with the application.
3. A concept plan may be presented to the Planning Commission for nonbinding feedback before formal filing.
4. File a complete Preliminary Development Plan and proposed Planned Community Development Agreement with the Zoning Administrator. After technical review and a completeness determination, the Planning Commission holds a public hearing and makes a recommendation. The Township Board then holds a public hearing and approves, conditionally approves, or denies the plan and rezoning.
5. For a Final Development Plan, the Planning Commission reviews the plan and makes a recommendation; the Township Board takes final action. Article 8 final site plan requirements also apply.
6. For a proposed change, first submit a written request explaining the change and good cause. The Planning Commission determines whether it is major or minor. Major changes follow the original Planned Community approval process; minor changes require Planning Commission approval.

Project Information

Development name:

Property address:

Parcel identification number(s):

Legal description *Attach separately*

Gross site area: *Acres*

Current zoning:

Proposed zoning: *PC Planned Community*

Existing use(s):

Proposed use(s):

Residential units:

Number and type:

Nonresidential floor area

Square feet:

Number of phases:

Phase covered by this filing:

Open space

Acres and percent:

Proposed building height

Range:

Brief development description

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Community benefits offered under Section 5.03

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Known deviations requested from otherwise applicable ordinance standards

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Applicant and Project Team

Applicant name and company:

Applicant address:

Applicant phone and email:

Applicant interest in property: *Owner, option holder, authorized agent, or other*

Property owner name:

Owner address:

Owner phone and email:

Developer name and contact:

Engineer name, firm, and contact :

Architect or planner name, firm,
and contact:

Preliminary Development Plan Submission Checklist

Plan and narrative required. Submit the information below in plan format together with a narrative explanation. The Zoning Administrator may waive information that does not affect ordinance compliance.

- ☐ Documentation and written summary of meeting(s) with adjoining neighborhoods or properties.
- ☐ Preliminary site plan meeting Article 8 and Section 8.07 requirements for a Special District Area Plan, including setbacks, lot dimensions, building size and height, massing, conceptual building design, parking, fencing, lighting, berms, and materials.
- ☐ Development concept and written response to the intent in Section 5.01 and each applicable approval standard in Section 5.03.
- ☐ Maximum project density and density by use and phase.
- ☐ Road, access, pedestrian, bicycle, and circulation system; public or private road status; multimodal accommodations.
- ☐ Existing and proposed utilities, sanitary sewer or septic, water, stormwater facilities, and relevant off-site utilities.
- ☐ Open space and common areas, including total area, phase allocation, intended uses, ownership, and maintenance.
- ☐ List and location of all proposed uses and land area devoted to each use, overall and by phase.
- ☐ Parking study and traffic impact study or analysis when required by the Zoning Administrator, designee, or Planning Commission.
- ☐ General landscaping plan, entrance and perimeter landscaping, streetscape or theme design, and irrigation if proposed.
- ☐ Natural features and resources, including floodplain, floodway, wetlands, watercourses, woodlands, topography, soils, and proposed preservation or mitigation.
- ☐ Phasing boundaries, sequence, improvements, and anticipated start and completion dates.
- ☐ Public service and facility demand and capacity, including sewer, water, roads, schools, drainage, solid waste, police, and fire, plus proposed remedies for insufficiencies.
- ☐ Historic resources and structures and proposed preservation plan.
- ☐ Site topography at two-foot contours, referenced to a USGS benchmark, including the site and land within 100 feet.
- ☐ Proposed amenities and public or community improvements.
- ☐ Existing zoning on the site and surrounding property.
- ☐ Complete schedule of deviations, with the safeguards or planning mechanisms proposed in place of each otherwise applicable requirement.
- ☐ Proposed Planned Community Development Agreement containing the items required by Section 5.04.F.

Final Development Plan Additions

- ☐ All final site plan information required by Article 8 and Section 8.07.
- ☐ Written demonstration of consistency with the approved Preliminary Development Plan and Planned Community Development Agreement.
- ☐ Identification of the phase or phases included and public improvements needed to support them.
- ☐ Proposed easements, open-space agreements, and other instruments needed to implement and maintain the plan.

Applicant Certification and Authorization

I certify that the information in this application and all accompanying materials is complete and accurate to the best of my knowledge. I authorize Township officials, employees, and consultants to enter the subject property at reasonable times for review and inspection related to this application. I understand that approval does not authorize work that requires other Township, county, state, or federal permits.

Applicant printed name:

Applicant signature and date:

If the applicant is not the fee simple owner, the owner must sign below or provide separate written authorization.

Owner printed name:

Owner signature and date:

Township Use Only

Application number

Township use

Date submitted

Township use

Date deemed complete

Township use

Meeting or hearing date

Township use

Application fee received

\$

Escrow received

\$

Treasurer acceptance

Name and date

Zoning Administrator review

Name and date