

**City of Farmington Hills, Planning Office**  
**31555 W. Eleven Mile Road**  
**Farmington Hills, MI 48336-1165**  
[www.fhgov.com](http://www.fhgov.com), (248) 871-2540 Fax: (248) 871-2451

**Application for Planned Unit Development (PUD)**  
**(CHAPTER 34, SECTION 34-3.20 5B)**

PUD # \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIVED/CHECKED BY: \_\_\_\_\_

**INSTRUCTIONS TO APPLICANT:** I (We) the undersigned do hereby make application to the Planning Department of the City of Farmington Hills to develop the property herein described as and in support of this application the facts below are shown. *Petitions must be filed with the Planning Office by 3:30 p.m. on the 18<sup>th</sup> day of the month* to be heard at the Regular Hearing of the following month. If the 18<sup>th</sup> falls on a weekend or holiday, plans must be submitted by 12:00 noon on the following business day.

**APPLICATION / APPROVAL REQUIREMENTS, (CHAPTER 34, SECTION 34-3.20 5B)**

- Proof of Ownership of Property Concerned Consisting of: Title Insurance; Purchase Agreement; Must have the names of the principal owners involved in any Corporation, Partnership, etc.
- Eight (8) copies of PUD Plan, all plans must be folded 8 ½ X 11" letter-size, with architects' seal up.
- INCLUDING submission of all materials referred to in Chapter 34-3.20 5B
- One (1) electronic copy of the above plan sent by e-mail to: [egardiner@fhgov.com](mailto:egardiner@fhgov.com)
- One (1) development sign location plot plan to be approved by the Planning Office
- Fifteen (15) 11" x 17" reduced copies of PUD Plan.
- Written statement explaining full intent of PUD.
- Tree Survey (Section 34-5.18, p. 5-34) Two (2) copies, superimposed on site, Three (3) copies Tree Survey.

**Required Tree Survey Fee:** # of Trees: 6" or Larger: \_\_\_\_\_ Fee: \$ \_\_\_\_\_  
(Contact Planning Office for tree review fees)

**Required PUD Fee:**  
Base \$1060 + Engineering \$135 + \$35.00 per acre, number of acres: \_\_\_\_\_, Total: \_\_\_\_\_  
(Contact the Planning Office for fees for; second revisions, site plan, plats, and site condo)  
Total Fee's due: \_\_\_\_\_

**SITE CHARACTERISTICS**

Name of PUD: \_\_\_\_\_ Zoning District/s: \_\_\_\_\_

Location of Parcel/s: \_\_\_\_\_

Acreage: \_\_\_\_\_ Parcel #: 23- \_\_\_\_\_

Proposed Use of PUD: \_\_\_\_\_

**THE PROPERTY IS OWNED BY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

\* Signature of Owner: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicants interest in property (if other than the owner).  
\_\_\_\_\_

\* Signature of Applicant: \_\_\_\_\_

Planning Commission recommendation to City Council: \_\_\_\_\_ Date: \_\_\_\_\_

City Council: Hearing date: \_\_\_\_\_ Action: \_\_\_\_\_

CITY OF FARMINGTON HILLS

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

**CLUSTER OPTION AND P.U.D. PLAN  
REQUIRED SIGN STANDARDS**

It shall be the applicant's responsibility to meet the following notification requirements in the City of Farmington Hills. Failure to conform with this may result in delays in the review process. For further information, contact the Planning Staff at 248-871-2540.

The applicant is required to submit a sign location plot plan at the time of submission for Cluster Option or P.U.D. plan application. The sign location plot plan must be reviewed and approved for compliance with these regulations by the Planning Office at the time of application.

**SIGN SPECIFICATIONS**

Signs must meet the following specifications:

- black letters on a white background
- size of sign - minimum 4 ft. (vertical) by 6 ft. (horizontal)
- sign face shall be an exterior plywood, aluminum, or similar material
- wording shall be as follows:

**DEVELOPMENT PROPOSED  
FOR MORE INFORMATION CALL  
FARMINGTON HILLS PLANNING  
248-871-2540**

- (min. 8-inch high letters)**
- (min. 3-inch high letters)**
- (min. 4-inch high letters)**
- (min. 5-inch high letters)**

- installed a minimum of 42 inches above the ground
- the sign support system must be structurally sound and able to withstand lateral wind of 14 pounds per square foot.

**SIGN LOCATION**

Signs shall be placed on the property proposed for development and in full public view along street or road frontages. The proposed sign must be located along the property line of the right-of-way at the midpoint of the property width.

A corner lot, or a lot situated on more than one road, will require a sign for each road frontage, meeting the above location requirements. In no instance shall a sign be located within 25 ft. of the intersection. The sign location must be approved by the Planning Office at the time of application. In unique cases due to the configuration of the property, or natural features the Planning Office may approve an alternate sign location.

## **INSTALLATION OF SIGNS**

Development Proposed signs shall be installed by the applicant, a minimum of fifteen (15) days prior to the Planning Commission Public Hearing. The request will not be heard at that scheduled Public Hearing if it is not installed prior to that time. City staff will inspect the sign(s) for appropriate wording, location, visibility and timing. The sign must remain until seven (7) days after final action has been taken by the City Council or the Proponent withdraws the application.

If the sign is removed prior to Cluster Site Plan approval, the sign must be re-installed in the appropriate location fifteen (15) days prior to the Planning Commission Public Hearing on the request for Cluster Site Plan approval, and must be removed seven (7) days after the final determination on the Cluster Site Plan application.

**Failure to remove the sign within this period may result in the removal of the sign by the City and/or prosecution at the owner's expense.**

## **PERMITS**

The application will serve as the necessary sign permit required by the City. No additional permits will be required for this sign installation.