PLANNED REZONING OVERLAY (PRO) CHECKLIST

City of Novi Community Development Department
Planning Division
45175 Ten Mile Road, Novi, MI 48375
248-347-0475
cityofnovi.org

Project Name	Date

Please submit seven full sets of 24" x 36" folded concept plans, using this checklist to assist you in your preparation.

ITEM	REQUIREMENT	Yes	No - N/A
1	A copy of this Planned Rezoning Overlay Checklist	☐	☐
2	A completed Application for Site Plan and Land Use Approval	☐	☐
3	Response Letter to all comments from the previous review	☐	☐
4	Rezoning Traffic Impact Study (TIS), if required	☐	☐
5	A Community Impact Statement, if required	☐	☐
6	Narrative describing the proposed rezoning request with zoning district and uses proposed, addressing PRO eligibility standards of Section 7.13.2, as listed below:		
6a	Identify project-specific conditions that constitute an overall benefit(s) of the development above and beyond city ordinance requirements	☐	☐
6b	Identify site-specific conditions proposed that are more strict or limiting than the regulations that apply under the new zoning district proposed and any other applicable sections of the Ordinance	☐	☐
6c	Identify deviations from the Zoning Ordinance and other applicable sections of the City's Code of Ordinances	☐	☐
7	A sign location plot plan and sign detail in accordance with the rezoning sign requirements described in Chapter 3, Section 1 of the Site Plan and Development Manual	☐	☐
8	Seven full sets of 24" x 36" folded PRO concept plans that include the following:		
8a	Engineering survey and legal description of the property to be rezoned	☐	☐
8b	The location of existing and proposed buildings	☐	☐
8c	Proposed uses within the buildings and on all affected property	☐	☐
8d	Proposed curb cuts, parking, streets, and drives	☐	☐
8e	Preliminary landscape plan	☐	☐
8f	Preliminary engineering and stormwater facilities	☐	☐
8g	Location of all lakes, streams, rivers, ponds, wetlands and drainage ways, and any existing woodlands on-site, and any proposed impacts to those features	☐	☐
9	The PRO Concept plan should also include as applicable:		
9a	Building floor plans and building elevations	☐	☐
9b	The total number of buildings and dwelling units by type (e.g., one-bedroom, two-bedroom, and the square footage of the same) if multiple family zoning or use is proposed	☐	☐
9c	A plan showing the required open space calculations	☐	☐
9d	Phasing plan, if proposed	☐	☐
9e	Location and size of proposed site signage	☐	☐
9f	Other items as determined by the city	☐	☐

ITEM	REQUIREMENT	Yes	No - N/A
10	One digital PDF copy of PRO concept plans	☐	☐
11	A check payable to the City of Novi for review fees (Fees are site specific and will be calculated at the time of submittal). An invoice will be sent to the applicant by City staff. Estimated fees may be requested in advance.	☐	☐

EXAMPLES OF PRO CONDITIONS (ZONING ORDINANCE Section 7.13.2):

(1) Establishment of development features such as the location, size, height, area, or mass of buildings, structures, or other improvements in a manner that cannot be required under the Ordinance or the City's Code of Ordinances, to be shown in the PRO Plan.

(2) Specification of the maximum density or intensity of development and/or use, as shown on the PRO Plan and expressed in terms fashioned for the particular development and/or use (for example, and in no respect by way of limitation, units per acre, maximum usable floor area, hours of operation, and the like).

(3) Provision for setbacks, landscaping, and other buffers in a manner that exceeds what the Ordinance of the Code of Ordinances can require.

(4) Exceptional site and building design, architecture, and other features beyond the minimum requirements of the Ordinance or the Code of Ordinances.

(5) Preservation of natural resources and/or features, such as woodlands and wetlands, in a manner that cannot be accomplished through the Ordinance or the Code of Ordinances and that exceeds what is otherwise required. If such areas are to be affected by the proposed development, provisions designed to minimize or mitigate such impact.

(6) Limitations on the land uses otherwise allowed under the proposed zoning district, including, but not limited to, specification of uses that are permitted and those that are not permitted.

(7) Provision of a public improvement or improvements that would not otherwise be required under the ordinance or Code of Ordinances to further the public health, safety, and welfare, protect existing or planned uses, or alleviate or lessen an existing or potential problem related to public facilities. These can include, but are not limited to, road and infrastructure improvements; relocation of overhead utilities; or other public facilities or improvements.

(8) Improvements or other measures to improve traffic congestion or vehicular movement with regard to existing conditions or conditions anticipated to result from the development.

(9) Improvements to site drainage (storm water) or drainage in the area of the development not otherwise required by the Code of Ordinances.

(10) Limitations on signage.

(11) Creation or preservation of public or private parkland or open space.

(12) Other representation, limitations, improvements, or provisions that may be approved by City Council.