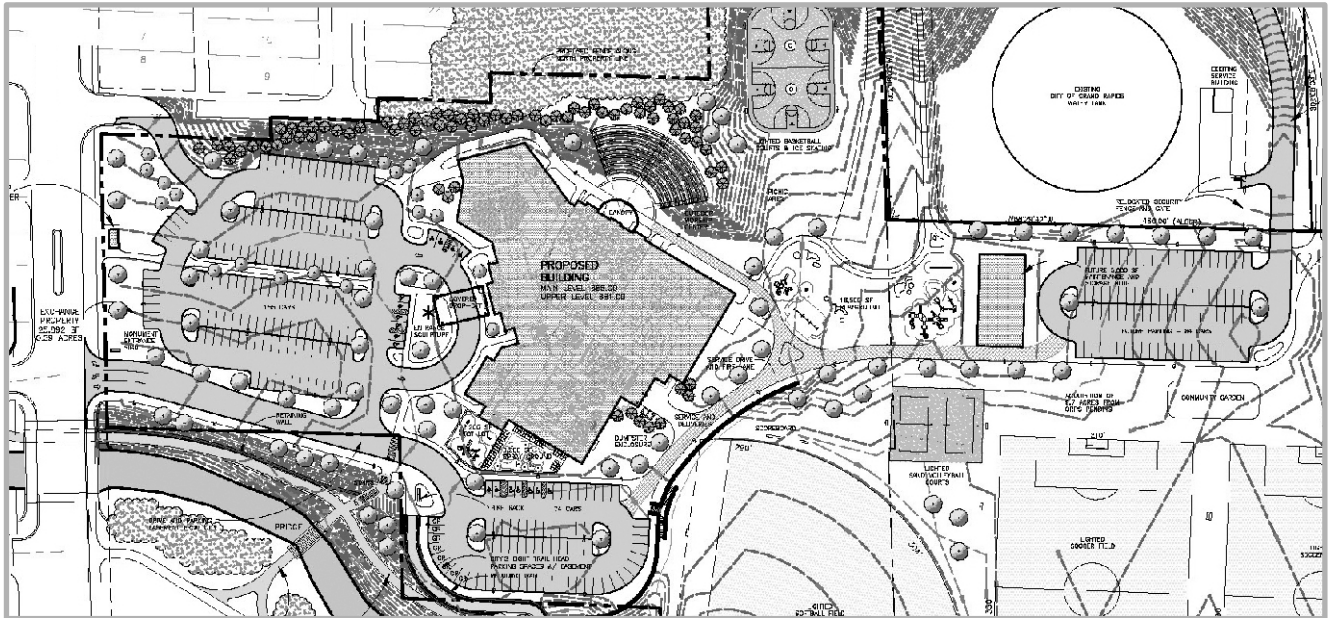




# PRD Amendment



Planned Redevelopment Districts (PRDs)\* are special zone districts approved by the Planning Commission and City Commission. If changes are needed, an amendment to the approved plan is required. Typical amendments include changes in use or intensity of use, building size, building materials, placement of structures on the site, landscaping, circulation patterns, or a change to an approved Planned Sign Program. An amendment is classified as a Minor Change, a Minor Deviation, or a Major Amendment.

A Minor Change may be reviewed and approved by the Planning Director. A Minor Deviation or an amendment to a Planned Sign Program will be reviewed by the Planning Commission using Site Plan Review procedures. A Major Amendment requires public notice of the proposed change, postcard notification of neighbors, and a public hearing before the Planning Commission. Conditions of approval may be required by the Planning Commission to mitigate potentially adverse effects of the proposal. Any change recommended by the Planning Commission must be forwarded to the City Commission for its approval. For additional information regarding amendments to approved PRDs, refer to pages 7 and 8 of this application.

\*Planned Unit Developments (PUDs) approved prior to November 2007 have been converted to PRDs or to an appropriate Zone District.



Application

## PRD Amendment

## A. PROPERTY AND PROJECT INFORMATION

Property Address \_\_\_\_\_

Parcel Number \_\_\_\_\_ Zone District \_\_\_\_\_

Lot Size Frontage: \_\_\_\_\_ ft Depth: \_\_\_\_\_ ft Area: \_\_\_\_\_ Acres/Sq Ft ☐ Rectangle ☐ Irregular**Legal Description** (to be provided digitally in Word or Text format)**Will the proposed request include any of the following activities?** (Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Change in use or character of development    | <input type="checkbox"/> Reduction in greenspace   |
| <input type="checkbox"/> Increase in residential density              | <input type="checkbox"/> Change(s) required by regulatory agency   |
| <input type="checkbox"/> Increase in building size (gross floor area) | <input type="checkbox"/> Special Land Use approval (if checked, include a completed Special Land Use application with the PRD Amendment) |
| <input type="checkbox"/> Change in building materials                 | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Increase in traffic or circulation           |  |
| <input type="checkbox"/> Change in landscape plan                     |  |

## B. APPLICANT INFORMATION

**1. Applicant**

Identify the person or organization requesting the PRD Amendment:

Name \_\_\_\_\_ Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**2. Applicant Interest**

The applicant must have a legal interest in the subject property:

- |   |  |
|---|--|
| <input type="checkbox"/> Property Owner             | <input type="checkbox"/> Purchaser by Option or Purchase Agreement |
| <input type="checkbox"/> Purchaser by Land Contract | <input type="checkbox"/> Lessee/Tenant                             |

**3. Property Owner** ☐ Check here if Applicant is also Property Owner

Identify the person or organization that owns the subject property:

Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**4. Agent**

Identify any person representing the property owner or applicant in this matter:

Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_



Application

## PRD Amendment

## C. REQUIRED APPLICATION ATTACHMENTS

☐ **Proposed Changes**

Written description of the proposed changes and the extent of change being proposed. Describe the proposed change in terms of linear feet or square feet and percent of change. The Planning Director will determine whether the proposed changes are classified as a Minor Change (Director Review process), a Minor Deviation (Site Plan Review process), or a Major Amendment (Zone Change process). (Use letterhead if possible.)

☐ **Site Plans, Building Elevations and Floor Plans**

Enclose the site plans, building elevations and floor plans required on the Site Plan Review Checklist.

☐ **Special Land Use Application**

If applicable, include a completed Special Land Use application with the PRD Amendment package.

## D. REQUEST AND AFFIDAVIT

**The applicant must read the following statement carefully and sign below:**

The undersigned requests that the City of Grand Rapids review this application and related required documents and site plans as provided in Article 12 of the Grand Rapids Zoning Ordinance. The applicant further affirms and acknowledges the following:

- ☐ That the applicant has a legal interest in the property described in this application.
- ☐ That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her or their knowledge.
- ☐ That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.
- ☐ That the applicant will comply with any and all conditions imposed in granting an approval of this application.
- ☐ If also the owner, the applicant grants the City of Grand Rapids staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

Applicant Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**If the applicant is not the property owner, the property owner must read and sign below:**

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and:

- ☐ Is/are aware of the contents of this application and related enclosures.
- ☐ Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the City of Grand Rapids.
- ☐ Grants the City of Grand Rapids staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

Property Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Date \_\_\_\_\_



## Review Standards

# PRD Amendment

In addition to the Site Plan Review Standards of Section 5.12.08.D., the Planning Commission shall consider whether the proposed PRD Amendment meets the following standards.

### Standard #1. *Master Plan*/Zoning Ordinance.

a. Describe how the uses, density of development, and design of the proposed PRD amendment are consistent with the Master Plan.

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b. Describe how the proposed PRD amendment is consistent with the purpose and intent of the Zoning Ordinance.

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c. Describe how the proposed PRD amendment meets the eligibility criteria of Section 5.7.06.B. of the Zoning Ordinance.

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d. Describe how the proposed PRD amendment will ensure efficient development on the property and will result in a logical and orderly development pattern in the neighborhood.

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### Standard #2. Neighborhood.

a. Describe how the proposed PRD amendment will be compatible, harmonious and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties, and the natural environment.

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Review Standards

# PRD Amendment

## Standard #2. Neighborhood (cont).

b. Describe how potentially adverse effects arising from the proposed PRD amendment on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the location of screening, fencing, landscaping, buffers or setbacks.

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c. Describe how the proposed PRD amendment will not be detrimental, hazardous, or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, smoke, odors, glare, visual clutter, and electrical or electromagnetic interference.

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d. Describe how the proposed PRD amendment provides connections among buildings, uses and amenities within the property, as well as connections to and from surrounding properties.

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## Standard #3. Environment.

a. Describe how the proposed PRD amendment will retain as many natural features of the landscape as practicable, particularly where the natural features assist in preserving the general character of the neighborhood.

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b. Describe how the physical, geological, hydrological and other environmental features of the property will be compatible with the full ranges of uses proposed in the PRD amendment.

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## Review Standards

# PRD Amendment

### Standard #4. Public Facilities.

a. Describe how adequate public or private infrastructure and services already exist or will be provided at no additional cost, and will safeguard the health, safety, morals, and general welfare of the public.

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b. Explain how the proposed PRD amendment will not be detrimental to the financial stability and economic welfare of the City.

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c. Describe how the proposed PRD amendment will comply with all other applicable City ordinances and policies and all applicable State laws.

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d. Describe how the proposed PRD amendment will provide urban open space, Grand River edge walkways, or other amenities that serve a public purpose.

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### Standard #5. Other.

Where applicable, the Planning Commission shall find that the Review Standards of Section 5.12.12. of the Zoning Ordinance for any proposed Special Land Use will also be satisfied.



# PRD Amendment

## 1. General Information

A proposed change to a Planned Redevelopment District (PRD) will be classified as a Major Amendment, Minor Deviation or Minor Change:

- ☐ A Minor Change follows the procedures for Director Review.
- ☐ A Minor Deviation follows the procedures for Site Plan Review.
- ☐ A Major Amendment follows the procedures for Zone Change.
- ☐ An Amendment to a Planned Sign Program follows the procedures for Site Plan Review.

The proposed change will be reviewed by the Planning Department and a determination made on what type of approval is required, based on the classification categories in Section 5.12.14.K. of Zoning Ordinance.

## 2. Pre-Application Consultation

A pre-application meeting with Planning staff is recommended prior to the submission of the application. Such a meeting helps ensure the proposed amendment is classified properly for a smooth application process.

## 3. Neighborhood Meeting

A neighborhood meeting is strongly recommended for a PRD Major Amendment application. The purpose of a neighborhood meeting is to inform nearby stakeholders of the proposed project, receive comments and address concerns about the proposal, and whenever possible resolve conflicts in advance of Planning Commission review. Failure to hold a neighborhood meeting may result in a tabling of the request. Recommended procedures are found in Section 5.12.04. of the Zoning Ordinance.

A neighborhood meeting may not be needed for a Minor Deviation, as recommended by the Planning Director.

## 4. Application

An application packet for a PRD Amendment is available from the Grand Rapids Planning

Department or at the Planning Department's website [www.grcity.us/planning](http://www.grcity.us/planning) under Forms and Applications. You may also call 616-456-4100.

A complete application must be received at least one (1) month prior to the Planning Commission meeting. See [www.grcity.us/planning](http://www.grcity.us/planning) for the schedule of Planning Commission meetings and application deadlines.

If the proposal also requires a Special Land Use approval, the SLU application must be submitted at the same time.

## 5. Staff Review

The application will be reviewed by Planning Department staff and a Planner may contact the applicant with questions or requests for additional information, or may advise the applicant on recommended changes or revisions to the application and submittals for the purpose of clarity.

## 6. Procedures for a Minor Change

An amendment classified as a Minor Change is reviewed by the Planning Director. It may be approved, approved with conditions, denied, or additional information requested.

The decision of the Planning Director is effective immediately. Written notification is provided to the applicant. If denied, the applicant may appeal to the Board of Zoning Appeals within 15 days of the denial decision.

## 7. Procedures for a Minor Deviation or an Amendment to a Planned Sign Program

Planning Commission Review. A Minor Deviation or an Amendment to a Planned Sign Program is forwarded to the Planning Commission for its review. A public hearing may be required in some cases.

Planning Commission Meeting. The Planning staff introduces and explains the request to the Planning Commission. If desired, the applicant may present information on his or her proposal. The Planning Commission may ask questions of the staff and/or applicant. The Planning Commission deliberates on the request in open session.



# PRD Amendment

Planning Commission Decision. The Planning Commission may approve, approve with conditions, deny, or table the application. If approved, the effective date is 16 days following approval. City Commission review and approval is not required.

Written Notice. The applicant will be provided with a letter and resolution that documents the decision of the Planning Commission.

No Appeal. If denied by the Planning Commission, the applicant may not appeal the decision.

## 8. Procedures for a Major Amendment

Notice of Public Hearing. A Major Amendment is forwarded to the Planning Commission for a public hearing. A notice of the public hearing is published in the Grand Rapids Press 15 days prior to the Planning Commission meeting. Property owners and residents within a 300 ft radius of the subject property are notified by post card. Interested persons may submit a letter or speak at the public hearing.

Planning Commission Public Hearing. A public hearing item is assigned an approximate start time. The Planning staff introduces and explains the request to the Planning Commission. The applicant is then asked to present information on his or her proposal. The Planning Commission may ask questions of the staff and/or applicant. The Planning Commission then allows public comment on the application, and a chance for the applicant to respond to any concerns or questions. The public comment period is then closed and the Planning Commission deliberates on the request in open session.

Planning Commission Recommendation. The Planning Commission may recommend approval, approval with conditions, or denial, or may table the application. The Planning Commission recommendation is then forwarded to the City Commission.

City Commission Decision. The City Commission will consider the recommendation of the Planning Commission through the following process.

- ☐ The proposed PRD Amendment is presented to the Community Development Committee of the City Commission. The Commission sets a date for the adoption of the ordinance. If desired, the City Commission will set a public hearing before voting on the proposed ordinance.
- ☐ If the decision is to hold a public hearing, the hearing date is approximately one month later, following the same procedures for notice of public hearing and postcard mailing required for a Major Amendment.
- ☐ The decision to adopt the ordinance is typically made at the next regularly scheduled City Commission meeting.
- ☐ The effective date of City Commission approval is 30 days after the decision.

Written Notice. The applicant will be provided with a letter and resolution that documents the decision of the City Commission.

No Appeal. If denied by the City Commission, the applicant may not appeal the decision. The applicant may submit an application for a use variance to the Board of Zoning Appeals or pursue action in Circuit Court as alternatives avenues for project consideration.





## Site Plan Review Checklist

## PRD Amendment

**General Plan Requirements**

- ☐ Project Info: Project address and name, scale, north arrow, location map, date(s) of submission/revisions, sheet number, name, address, phone number, and email of the designer(s) who prepared each plan
- ☐ Scale:
  - For less than 3 acres, 1" = 50'
  - For more than 3 acres, 1" = 100'
- ☐ Site Plans, Elevations, etc:
  - (1) Full size (24" x 36") set of plans
  - (2) Copies of plans on 11" by 17" paper
  - (1) Digital copy of plans on a CD/DVD, with an individual PDF file of each drawing, plan or other document.

**Site Data**

- ☐ Existing zoning of property and all abutting properties
- ☐ Property dimensions and gross acreage or square footage (including width, length, and frontage)
- ☐ Net acreage or square footage, minus rights-of-way and submerged land
- ☐ Existing and proposed topography of the property and within 100' of the property at 2-ft intervals
- ☐ Existing lot lines, lot dimensions, building lines, structures, parking areas, and other improvements on the property and within 100' of the property
- ☐ Proposed lot lines, lot dimensions, building lines, structures, parking areas, and other improvements on the property and within 100' of the property
- ☐ Existing and proposed easements, including type

**Access, Circulation and Parking Plans**

- ☐ Dimensions, curve radii and centerlines of existing and proposed access points, streets, rights-of-way, or access easements
- ☐ Existing driveways and street intersections within 250 feet of the property
- ☐ Dimensions of acceleration, deceleration and passing lanes
- ☐ Cross section details of proposed streets, driveways, parking lots, sidewalks and non-motorized paths, with materials and thickness
- ☐ Traffic regulatory signs and pavement markings
- ☐ Designation of fire lanes
- ☐ Existing and proposed parking and loading areas, including location and size
- ☐ Calculations for the required number of parking and loading spaces
- ☐ Dimensions of parking spaces, landscape islands, circulation aisles, and loading zones
- ☐ Existing and proposed sidewalks or pathways within the site and in the right-of-way

**Landscape and Screening Plans**

- ☐ Locations, sizes, and types of existing trees 6 inches in diameter, measured at 3½ ft off the ground, including what is to be removed and what is to be preserved

**Landscape and Screening Plans (cont.)**

- ☐ General location of all other existing plant materials, identification of the plant material, including what is to be removed and what is to be preserved
- ☐ Existing and proposed lawns and landscaped areas
- ☐ Location and type of all proposed shrubs, trees, and other live plant material
- ☐ Planting list for proposed landscape materials with caliper size or height of material, quantity, botanical and common names, and method of installation
- ☐ Details on screening
- ☐ Location, size, height, and construction materials for all fences, walls and berms

**Building and Structure Plans**

- ☐ Location, height, and exterior dimensions of all proposed structures on the property
- ☐ Building floor plans and total floor area, including number and height of stories
- ☐ Building elevations for all sides, at an appropriate scale
- ☐ Description of all exterior building materials and colors (samples may be requested)
- ☐ Calculations of transparency requirements

**Drainage and Utility Plans**

- ☐ Location of existing drainage courses, floodplains, streams, wetlands, and other water bodies
- ☐ Existing and proposed water mains, water service, storm water loads and fire hydrants
- ☐ Stormwater retention/detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls, and calculations
- ☐ Site grading, drainage patterns, and other stormwater management measures
- ☐ Underground storm sewers and drains, including location and size
- ☐ Existing and proposed, above and below ground gas, electric, and telephone lines
- ☐ Transformers and utility boxes, including locations and dimensions

**Other Site Features**

- ☐ Location, height, and dimensions of storage facilities
- ☐ Waste receptacles and transformer pads and enclosures/screening
- ☐ Extent of any outdoor sales or display area
- ☐ Existing and proposed building and site lighting
- ☐ Photometric plan with: 1) foot candle readings at 10' intervals or less, 2) table showing minimum and maximum lighting levels, and maximum to minimum illumination ratios, and 3) location and mounting heights of fixtures [If the project is located in the East Beltline Overlay District, see Section 5.8.04.F.]
- ☐ Size, height, and method of shielding for all lighting on the building and the site
- ☐ Location, size, height, and lighting of all proposed signs on the building and the site



## Application Checklist

## PRD Amendment

The following items are required for a complete PRD Amendment application. Please note that Site Plan Review is part of a PRD Amendment review. Incomplete applications will be returned.

**Signed Application Form**

Complete pages 2 - 3 of the PRD Amendment application form.

The application must be signed by the applicant and the property owner (if different).

**Response to PRD Amendment Review Standards**

Complete pages 4 - 6 of the PRD Amendment application form. Use additional paper if needed.

**Proposed Changes**

Written description of the proposed changes and the extent of change being proposed. Describe the proposed change in terms of linear feet or square feet and percent of change. The Planning Director will determine whether the proposed changes are classified as a Minor Change (Director Review process), a Minor Deviation (Site Plan Review process), or a Major Amendment (Zone Change process). (Use letterhead if possible.)

**Site Plans, Building Elevations and Floor Plans**

Enclose site plans, building elevations and floor plans required on the Site Plan Review Checklist.

**Special Land Use (SLU), if applicable**

If a Special Land Use approval is also needed, include a completed SLU application. If a Special Land Use request involves the sale or consumption of beer, wine or other alcoholic beverages, the SLU Supplemental application is also needed. See the Special Land Use application.

**Neighborhood Outreach**

Include a summary of activities conducted, any correspondence distributed, meeting sign-in sheets, meeting notes, letters of support, etc. Failure to conduct outreach activities may result in tabling of the application.

<b>Fee (FY2026):</b>	Minor Change (Director Review)	\$1,220
	Minor Deviation (Planning Commission approval)	\$2,570
	Major Amendment (City Commission approval)	\$3,620

Payment options: Check (payable to City of Grand Rapids)

Credit card in person or by phone by calling (616) 456-4100

**Plan Submittal**

One (1) digital copy submitted in PDF format (CD, flash drive, cloud storage, or email to [planning@grcity.us](mailto:planning@grcity.us))

**Additional Information**

In the course of reviewing the application, the Planning Department staff may request additional information from the applicant.