

# Lee Township Procedures Manual

Draft: May 2010

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# 1. IMPORTANT DATES - FEES

## A. PLANNING COMMISSION MEETING DATES

Planning Commission meetings are the XXXXX of each month at 7pm at the Township Hall, 1485 W. Olson Rd., Midland, Michigan.

## B. TOWNSHIP BOARD MEETING DATES

Township Board meetings are the 2<sup>nd</sup> Monday of each month at 7pm at the Township Hall, 1485 W. Olson Rd, Midland, Michigan.

## C. ZONING BOARD OF APPEALS MEETING DATE

The Zoning Board of Appeals meets on demand.

## D. COMMENTS

Written comments for items on the agenda must be submitted by 5pm on the day of the meeting to the Township Clerk.

## E. SPECIAL ACCOMMODATIONS

People requiring special assistance to accommodate a disability should contact the Clerk at least 4 days prior to the meeting.

## F. FEE SCHEDULE

All fees do not include any required engineering, legal or planning fees in addition to publication fees.

- 1) Site Plan Review - \$300.00
- 2) Rezoning - \$350.00
- 3) Special Use Permit – \$350.00
- 4) Zoning Board of Appeals - \$350.00
- 5) Plat: Tentative, Preliminary or Final - \$600.00
- 6) Administrative review
  - (a) Ponds under one acre - \$150.00
  - (b) Fence - \$25.00
  - (c) Site changes meeting the administrative review guidelines - \$50.00
  - (d) Accessory building under 200 s.f.- \$25.00
- 7) Land Division - \$50.00
- 8) Special Planning Commission meeting - \$200.00
- 9) Special Board of Trustees meeting - \$300.00

## 2. HOW TO SUBMIT A SITE PLAN FOR REVIEW

Site plans for uses permitted in a specific district are eligible for review by the Planning Commission, provided they are complete and prepared according to the Township's regulations. If the use desired is not permitted in the location chosen, please refer to the directions for requesting a rezoning.

### Materials to submit

1. The Township will supply you with a [site plan review form](#).
2. Following is a list of items each site plan must include - if they are applicable to your project. This list is called the Site Plan Review Checklist. It is helpful to provide this to your engineer or architect. The Planning Commission uses this checklist to review the plan so it is wise to follow this list.
3. All site plans must be prepared and sealed by a licensed engineer, architect, landscape architect or surveyor.
4. Ten (10) copies of each plan must be submitted, including (10) copies of elevation perspectives of any buildings to be constructed.

### Time line for review

1. All plans must be delivered to the Township office by TIME, three (3) weeks prior to the date of the Planning Commission meeting, Planning Commission meetings are held DAY AND TIME.
2. The Township's planning consultant will contact you to discuss your site plan and suggest revisions prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans must be submitted by TIME two (2) weeks prior to the meeting. Plans that require a longer time to revise will be considered at the next month's meeting.
3. Incomplete site plans will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your plan. This can only be done if the plan is complete and prepared according to the Township's ordinances and rules.

### Fees

1. The Township charges a fee of \$AMOUNT for each site plan reviewed.
2. If a drainage review or other professional opinion is necessary to review and/or approve your site plan, an estimate of fees will be provided to you prior to any reviews being conducted.

### How the process works

- A. The Planning Commission will receive a copy of your site plan prior to the Planning Commission meeting.
- B. At the meeting you or your representative will be given an opportunity to present your plan, including any recommendations or conditions for approval.
- C. The Planning Commission will discuss the plan and vote to approve, approve with conditions, deny or table the plan to a specified date, which is generally the next meeting.
- D. If your plan is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at the next Planning Commission meeting. After one (1) month, your site plan will be removed from the active business of the Planning Commission for incomplete information. A new site plan and fee may be submitted at any time after that.

### A. APPLICATION FOR SITE PLAN REVIEW

*(Must Be Submitted At Least Three (3) Weeks Prior To Meeting)*

**Completed Application must include all fees, 10 full size copies and 1 reduced copy.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Owner (If different than applicant): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Legal Description (Provide the legal description of the property affected - if additional space is needed please attach on a separate sheet to this application):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Current Use(s): \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

All uses:	Number of Employees Maximum per Shift	
	Estimated Daily Traffic Generation	
	Expected Hours of Operation	
	Number of Parking Spaces	
Residential Uses	Type of Dwelling Units	
	Total Number of Units	
	Estimated Population	

<b>For Office Use Only</b>	Date Filed	
	Amount Paid	
	Case #	
	Hearing Date:	
	Current Zoning:	
	Parcel Id. No:	
	Checklist Submitted:	

## B. SITE PLAN REVIEW CHECKLIST

A detailed site plan must be prepared according to the guidelines in the Township Zoning Ordinance and include each item listed on the checklist where applicable. Site Plans will not be scheduled for a Planning Commission meeting until they are complete. All applicants are encouraged to contact the Township to schedule a preapplication meeting with staff to review the site plan prior to submitting it to the Planning Commission for review. Completed site plans must be submitted by TIME AND DAY three weeks prior to the next scheduled Planning Commission meeting.

### General Information

- Name and Address of the owner and project printed on plans
- Date (Revision dates)
- North Arrow
- Location map, (show at least 600' around perimeter of site)
- Scale (Minimum 1"=20', Maximum 1"=60')
- Zoning (Subject parcel and adjoining parcels)
- Lot dimensions
- Building dimensions
- Square footage of buildings
- Buildings Uses - Indicate layout if there is more than one building
- Building elevation drawings including all four sides of buildings

### Transportation

- Public roadways - Include curb, lanes, shoulder, width, through lanes, etc.
- Access Drives (width, traffic directions, curb, signs, etc.)  
Barrier free parking (size and number of spaces)
- Loading Docks
- Road right-of-way (Existing and proposed)
- Curbing
- Curb cut dimensions
- Return radii of driveways
- Adjacent and across the street curb cuts (Location and size)
- Provisions for joint access and parking

### Surrounding Land Use

- Phases of development and phase boundaries
- Neighboring structures on all adjacent lots and distance from joint property lines
- Neighboring land uses/proposed uses
- Wetlands (Calculations of all areas proposed and existing)
- Floodplains
- Location relative to the Noise Easement overlay district

**Site Detail**

- Utility, drains, water bodies or public easement of any kind
- Setback dimensions of front, side and rear yards for all buildings
- Parking lot layout (driveway widths, setbacks, green areas, lines, arrows, etc.)
- Number of parking spaces
- Parking space dimensions
- Circulation drive dimensions
- Sign locations
- Buffer yards - type and proposed detail of landscaping
- Fences (Size and location)
- Accessory structures
- Dumpster location and screening
- Bumper blocks or other vehicular restrictions
- Sidewalks (Size, type location)
- Existing trees (Type and size)
- Proposed water mains
- Proposed sanitary sewer
- Fire hydrants (Existing and proposed)
- Topography at 5 ft. intervals

**Additional information for a Final Site Plan**

- Landscaping
- Ground elevations, first floor finished elevations
- Easements
- Copy of Survey to verify property lines and existing structures
- Drainage ditches
- Storm Sewers
- Drainage
- Lot split/Combination from register of deeds
- Façade materials and Appearance Standards

**Additional requirements for condominium projects**

- Limited/ General Commons, etc.
- Density per Acre
- Units (Size and location)
- Master Deed

**Site Detail**

- Utility, drains, water bodies or public easement of any kind

- Setback dimensions of front, side and rear yards for all buildings
- Parking lot layout (driveway widths, setbacks, green areas, lines, arrows, etc.)
- Number of parking spaces
- Parking space dimensions
- Circulation drive dimensions
- Sign locations
- Buffer yards - type and proposed detail of landscaping
- Fences (Size and location)
- Accessory structures
- Dumpster location and screening
- Bumper blocks or other vehicular restrictions
- Sidewalks (Size, type location)
- Existing trees (Type and size)
- Proposed water mains
- Proposed sanitary sewer
- Fire hydrants (Existing and proposed)
- Topography at 5 ft. intervals

**Additional information for a Final Site Plan**

- Landscaping
- Ground elevations, first floor finished elevations
- Easements
- Copy of Survey to verify property lines and existing structures
- Drainage ditches
- Storm Sewers
- Drainage
- Lot split/Combination from register of deeds
- Façade materials and Appearance Standards

**Additional requirements for condominium projects**

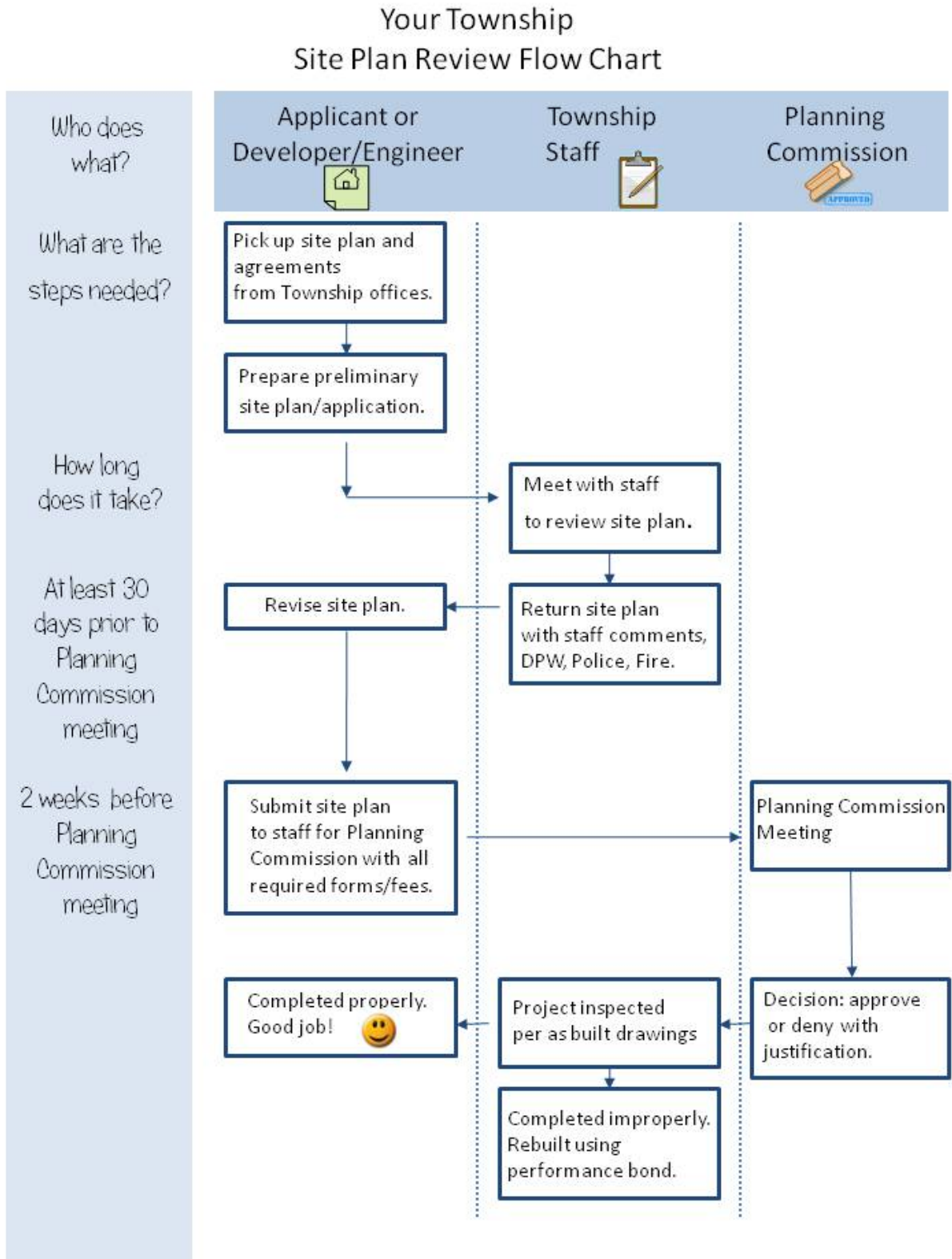
- Limited/ General Commons, etc.
- Density per Acre
- Units (Size and location)
- Master Deed

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

Conditions of Approval: \_\_\_\_\_

Approval Date: \_\_\_\_\_

### C. SITE PLAN REVIEW FLOW CHART



### 3. HOW TO SUBMIT A SPECIAL USE PERMIT REQUEST

A Special Use Permit is required for all uses listed as allowed by Special Use Permit in each zoning district. A permit may only be applied for to establish a use that is allowed by special use permit in a specified district. A Special Use permit is discretionary in nature. A Special Use must first meet the guidelines established for that use in the Zoning Ordinance. Additional requirements may be imposed by the Planning Commission during the review of the permit, depending on the specific circumstances surrounding the proposal. A special use permit requires a public hearing.

#### Material to submit

- The Township will supply you with a [special use permit](#) and [site plan review form](#). Please fill each form out completely.
- The following is a list of items each site plan must include - if they are applicable to your project. This list is called the [Site Plan Review Checklist](#). It is helpful to provide this to your engineer or architect. The Planning Commission uses this checklist to review the plan so it is wise to follow this list.
- All site plans must be prepared and sealed by a licensed engineer, architect, landscape architect or surveyor.
- Ten (10) copies of each plan must be submitted, including (10) ten copies of elevation perspectives of any buildings to be constructed.

#### Time line for review

- A special use permit requires a public hearing. The notification for this hearing must be printed in the paper and sent to all property owners within 300' of the subject property. Application for a special use permit must be submitted four (4) weeks prior to the Planning Commission meeting. Planning Commission meetings are held on DAY AND TIME.
- All site plans must be delivered to the Township office by TIME, 30 days prior to the date of the Planning Commission meeting. The Township's planning consultant will contact you to discuss your site plan and suggest revisions prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans must be submitted by TIME two (2) weeks prior to the meeting. Plans that require a longer period of time to revise will be considered at the next month's meeting.
- Incomplete site plans will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your plan. This can only be done if the plan is complete and prepared according to the Township's ordinances and rules.

#### Fees

- The Township charges a fee of \$AMOUNT for each special use permit. This includes the plan review fee, but no other professional fees for reviews requested by the Township or required by law. This fee pays for the cost of publishing the notice of public hearing and the professional review of your plan.
- If a drainage review or other professional opinion is necessary to review and/or approve your site plan, an estimate of fees will be provided to you prior to any reviews being conducted.

**How the process works**

- The Planning commission will receive a copy of your special use permit and site plan prior to the Planning Commission meeting.
- At the meeting you or your representative will be given an opportunity to present your plan. The Planning Consultant will comment on the plan, including any recommendations or conditions for approval.
- The Planning Commission will discuss the special use permit first to determine if the use is appropriate in the district. If the use is appropriate, the site plan will be considered. Approval of the special use permit is contingent upon approval of the site plan. The Planning Commission will then vote to approve, approve with conditions, deny or table the plan to a specified date, which is generally the next meeting.
- If your plan is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at the next Planning Commission meeting. After one (1) month, your site plan will be removed from the active business of the Planning commission for incomplete information. A new special use permit application, site plan and fee may be submitted at any time after that.

### A. APPLICATION FOR SPECIAL USE PERMIT

*(Must Be Submitted At Least thirty (30) Days Prior To Meeting)*

Completed Application must include all fees, a site plan application along with 10 full size copies and 1 reduced copy of site plan.

#### \$AMOUNT Fee

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Owner (If different than applicant): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Legal Description (Provide the legal description of the property affected - if additional space is needed please attach on a separate sheet to this application):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

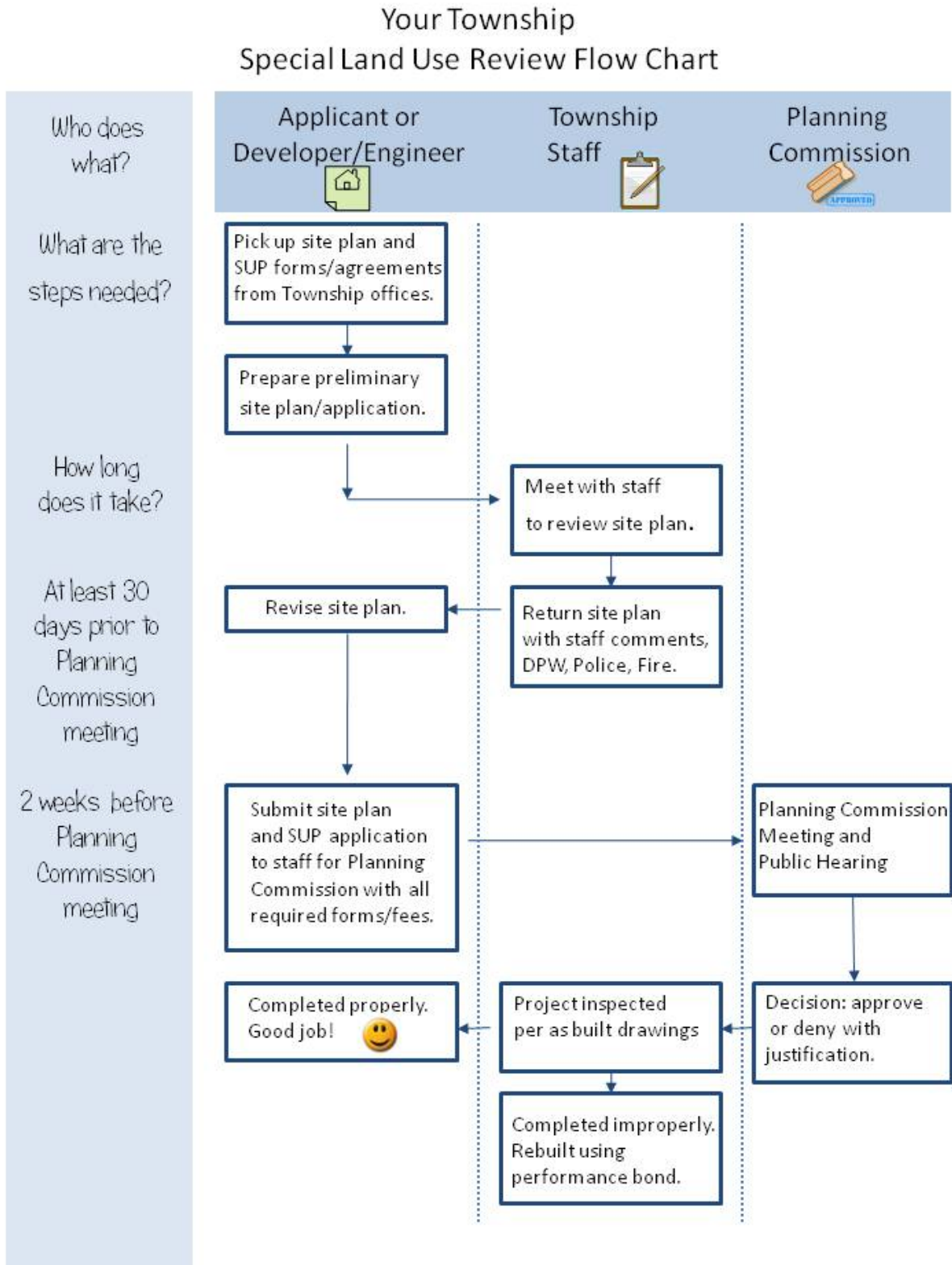
\_\_\_\_\_

\_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

<b><i>For Office Use Only:</i></b>	<b><i>Date Filed</i></b>		<b><i>Amount Paid:</i></b>	
	<b><i>Case #</i></b>		<b><i>Hearing Date:</i></b>	
	<b><i>Current Zoning:</i></b>		<b><i>Parcel ID No.:</i></b>	

### B. SPECIAL LAND USE REVIEW FLOW CHART



## 4. HOW TO SUBMIT A REZONING REQUEST

This is the process to request that the zoning classification for a parcel of property is changed or that the text of the zoning ordinance is changed. Only the property owner, the Planning Commission or the Township Board may initiate a change to the zoning classification of a parcel. Only the Township Board may approve a request to rezone property. A rezoning request requires a public hearing and notification of all property owners within 300' of the parcel.

### Materials to submit

- The Township will supply you with a [rezoning review form](#). Please fill the form out entirely.
- If you are requesting that the zoning classification is changed, a map of the location of the parcel with a legal description is required.

### Time line for review

- A rezoning request requires a public hearing. The hearing must be advertised at least three weeks in advance of the hearing date. Following Planning Commission action at the Township level, the Midland County Planning Commission will review and provide comment on the request. With this information in hand, the Township Board will make the final decision regarding the rezoning. A rezoning typically takes three (3) months to complete.
- All applications and maps must be delivered to the Township Office by TIME pm, four (4) weeks prior to the date of the Planning Commission meeting. Planning Commission meetings are held on DAY AND TIME.
- The Township's planning consultant will contact you to discuss your request prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans for parcels or text must be submitted by 4:30pm two (2) weeks prior to the meeting. Plans that require a longer period of time to revise will be considered at the next month's meeting.
- Incomplete text change requests or parcel information will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your request. This can only be done if the information is complete and prepared according to the Township's ordinances and rules.

### Fees

The Township charges a fee of \$AMOUNT for each rezoning request. This fee pays for the cost of professional review of your request and notification of a public hearing.

### How the process works

- The Planning Commission will receive a copy of your request prior to the Planning Commission meeting.
- At the meeting you or your representative will be given an opportunity to present your plan. Planning Consultant will comment on the request, including any recommendations or conditions for approval.
- The Planning Commission will discuss the request and vote to recommend to the Township Board to approve, approve with conditions, deny or set aside the plan to a specified date, which is generally the next meeting.
- If your request is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at another Planning Commission meeting. After one (1) month, your request will be removed from the active business of the Planning Commission for incomplete information.

**A. APPLICATION FOR REZONING OR TEXT CHANGE**

*(Must Be Submitted At Least Four (4) Weeks Prior To Meeting)*

Completed Application must include all fees, 10 full size copies and 1 reduced copy.

**\$AMOUNT Fee**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Owner (If different than applicant): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Legal Description (Provide the legal description of the property affected - if additional space is needed please attach on a separate sheet to this application):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

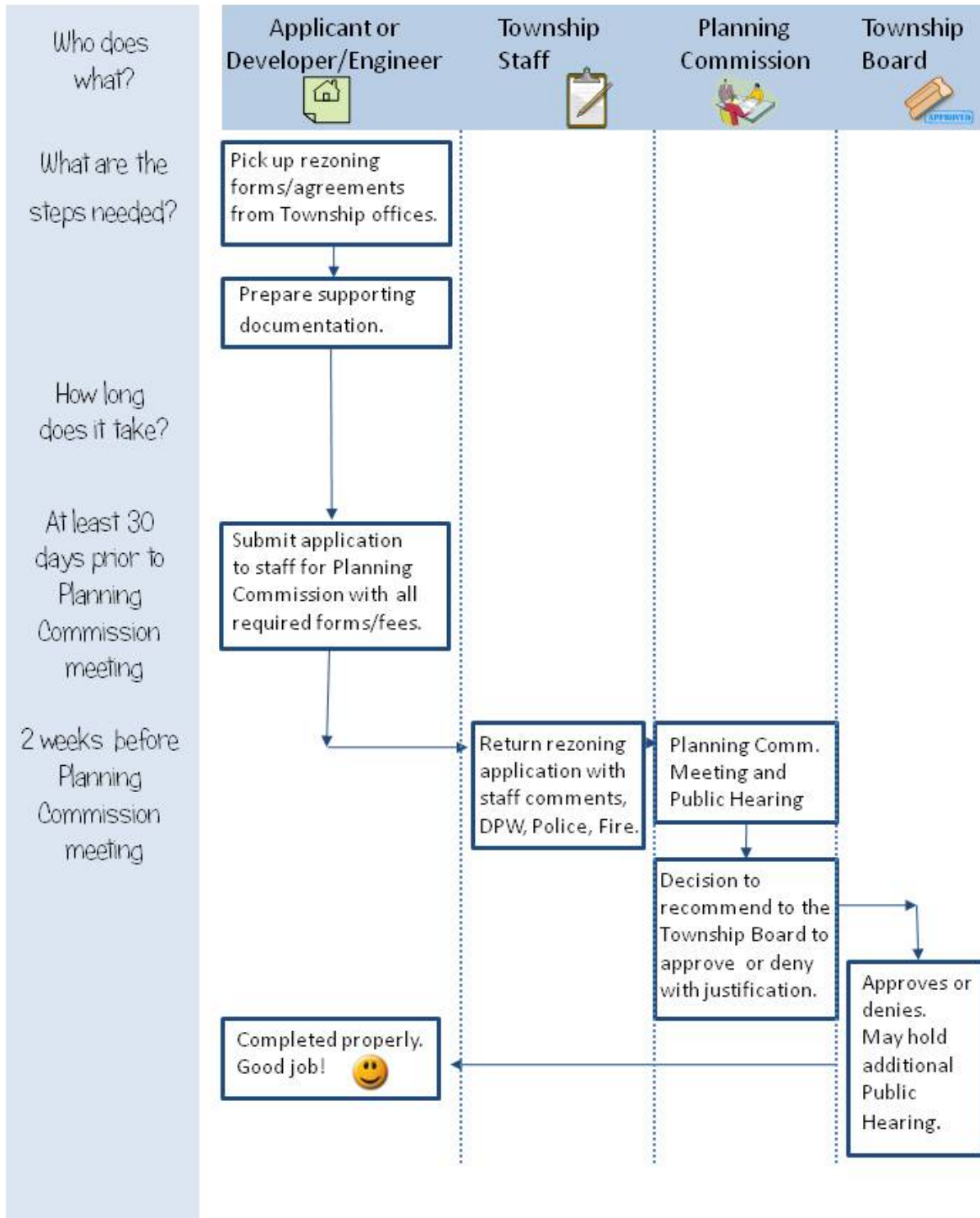
A survey or map of this property showing existing zoning boundaries, parcel boundaries and requested zoning boundaries is attached.

**For Office Use Only:**

Date Filed:	Amount Paid:
Hearing Date:	Current Zoning:
Parcel ID No.	Date Notices Sent:
Township Board Date & Decision:	

## B. REZONING FLOW CHART

Your Township  
Rezoning (Text & Map) Review Flow Chart



## 5. HOW TO SUBMIT A ZBA REQUEST

### (Zoning Board of Appeals)

This is the process to request a Variance Request, Ordinance or Map Interpretation of an Appeal from Administrative Decisions. The Zoning Board of Appeals Application must be filled out completely and returned no later than three (3) weeks prior to a scheduled Board of Appeals hearing. All mailings will be sent to the applicant.

#### Materials to submit

- The Township will supply you with a [Zoning Board of Appeals Application](#). Please fill the form out completely.

#### Time line for review

- Zoning Board of Appeals requires notification of all property owners within 300' of the property.
- Applicant will be notified as to when the Appeals meeting is scheduled.

#### Fees

- The Township charges a fee of \$AMOUNT for each Zoning Board of Appeals application. This fee pays for the cost of professional review of your request and notification to property owners.

**A. APPLICATION FOR ZONING BOARD OF APPEALS**

This application must be filled out completely and returned no less than three (3) weeks prior to a scheduled Board of Appeals hearing. All mailings will be sent to the applicant.

Applicant: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner (If Different than Applicant): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Subject Property:**

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

General Location: \_\_\_\_\_

Legal Description: (Attach if Necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Check One):

- Variance Request       Ordinance or Map Interpretation       Appeal from Administrative Decision

Description of Request (Attach Additional Sheets if Necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you are applying for a variance, please respond to the following questions by answering yes or no and providing an explanation:**

<input type="checkbox"/> Yes <input type="checkbox"/> No	Can this property be put to a use which conforms to the Zoning Ordinance without a variance?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the problem requiring a variance unique to this property?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the problem due to general conditions in the neighborhood?
<input type="checkbox"/> Yes <input type="checkbox"/> No	If the request is granted, will the essential character of the neighborhood be changed?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the situation causing the need for the variance self created?

**Provide a site drawing roughly** to scale, indicating lot lines, existing buildings and structures, easements and other relevant features **must accompany this application**. This drawing shall indicate all relevant lot, structure and spacing dimensions.

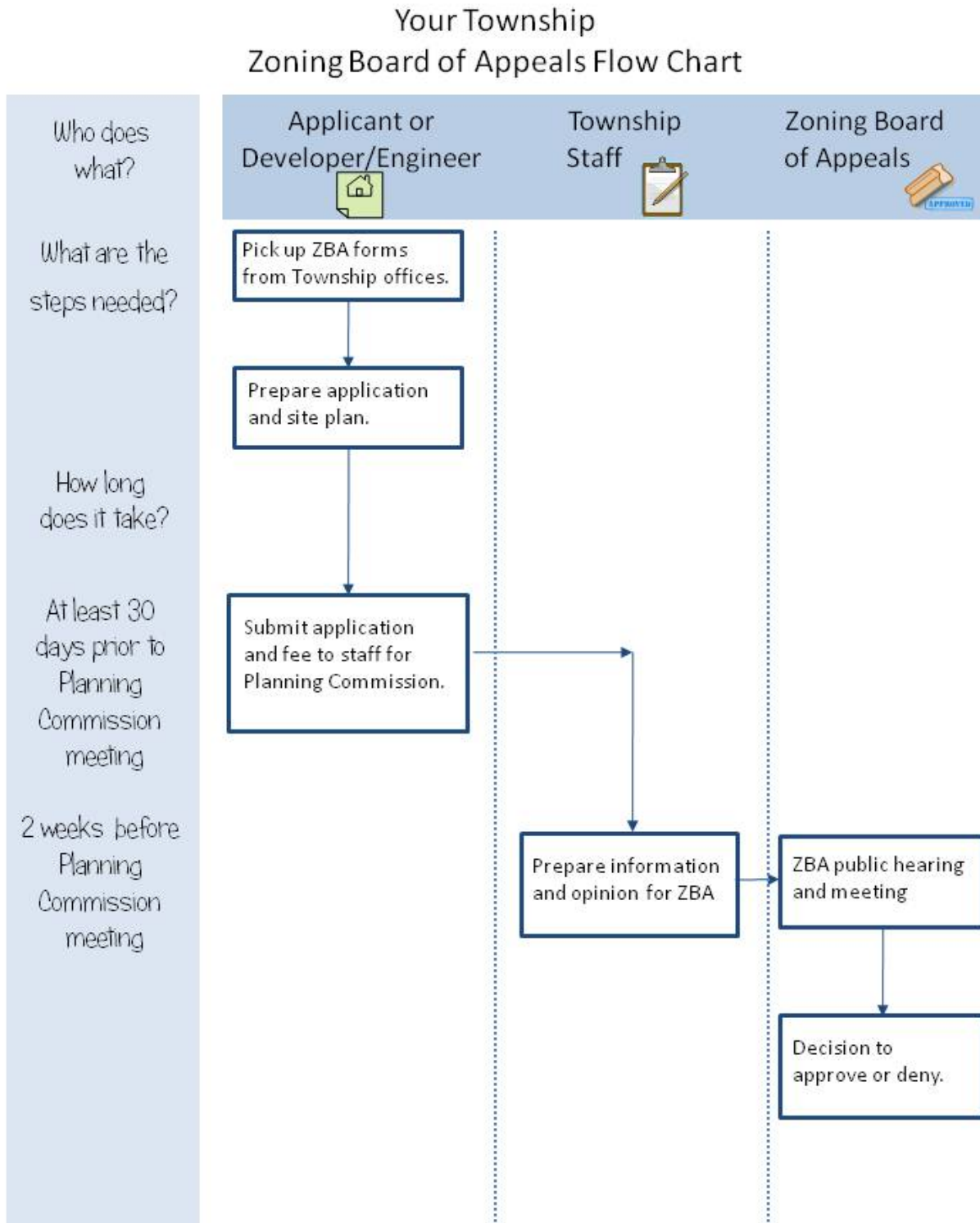
I hereby grant personnel involved with the review of this request permission for reasonable entry onto the above property for investigations specifically related to this request.

I further understand that if the requested appeal is granted, I am in no way relieved from all other applicable requirements of the Zoning Ordinance or other applicable regulations.

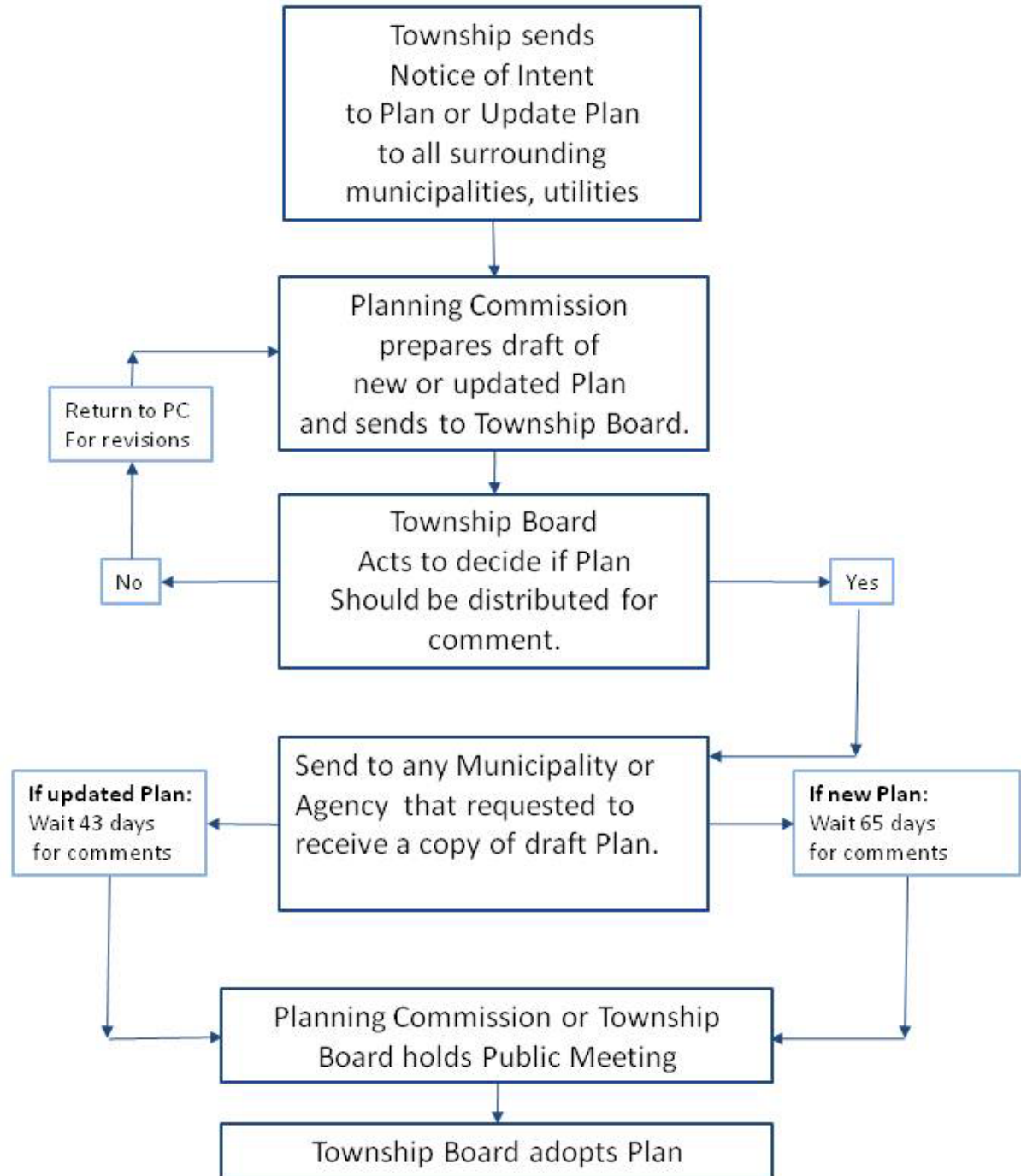
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

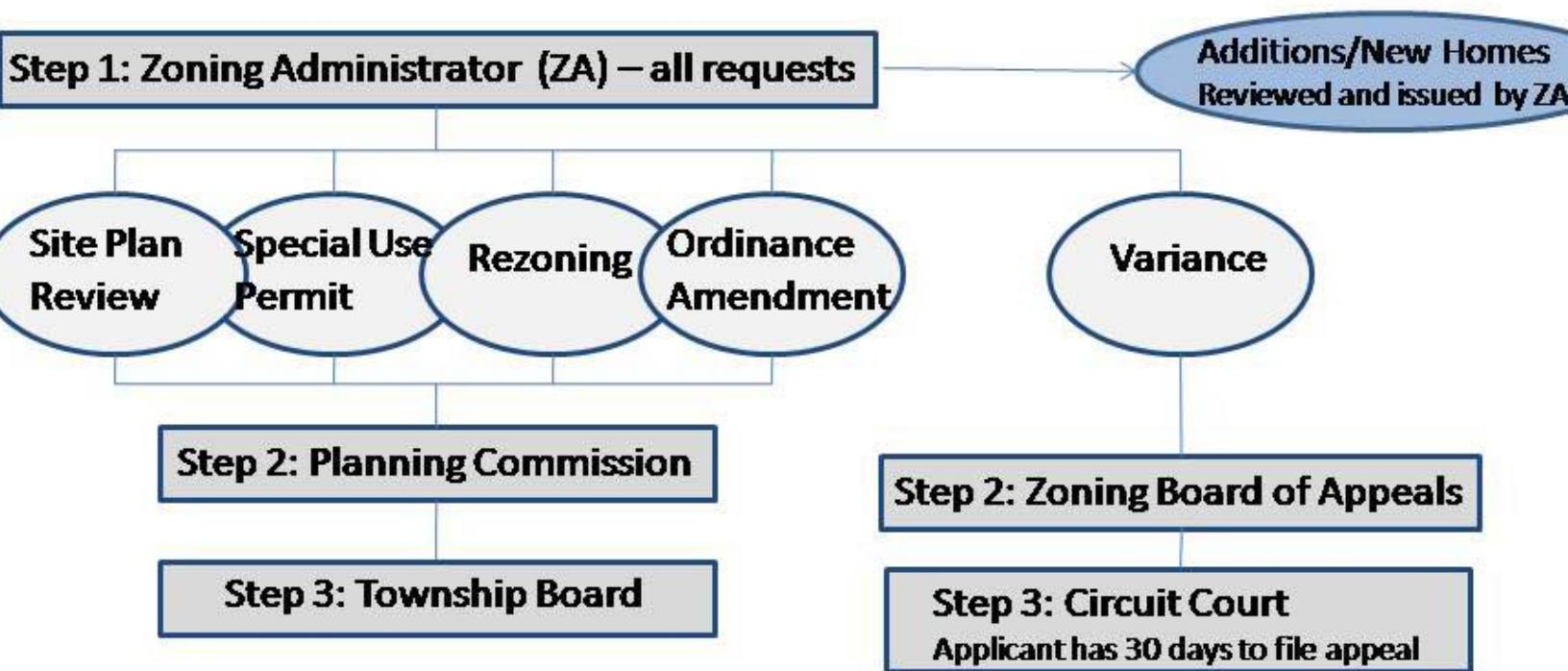
## B. FLOW CHART FOR ZONING BOARD OF APPEALS



# CHART



# ADMINISTRATIVE PROCESSES FLOW CHART



## 8. PUBLICATIONS

### A. REQUIREMENTS FOR ZONING DECISIONS

Type of Action	Parties who may initiate	Body Making Decision	Public Hearing	Publication Requirements	Mail Notice to owners and occupants within 300' & # of days before hearing	Body to which applicant may appeal a denial
<b>VARIANCE</b>	Property owner, agent or Administrator	ZBA	Yes	Once not less than 15 days	Once Not less than 15 days	Circuit Court only
<b>INTERPRETATION</b>	Property owner, agent or Administrator	ZBA	Yes	Once not less than 15 days	Once Not less than 15 days	Circuit Court only
<b>APPEAL OF ADMINISTRATIVE DECISION</b>	Any aggrieved party or State County or Twp. Officer board bureau or dept.	ZBA	Yes	Once not less than 15 days	Once Not less than 15 days	Circuit Court only
<b>SITE PLAN</b>	Property owner or agent	PC	No	Not required	Not required	PC after 1 year or Twp Board
<b>SPECIAL USE PERMIT (SUP)</b>	Property owner, agent or Administrator	PC	Yes	Once not less than 15 days	Once Not less than 15 days	PC after 1 year or Circuit Court
<b>PLANNED UNIT DEVELOPMENT (PUD)</b>	Property owner, agent or Administrator	PC	Yes	Once not less than 15 days	Once not less than 15 days	PC after 1 year or Circuit Court

Type of Action	Parties who may initiate	Body Making Decision	Public Hearing	Publication Requirements	Mail Notice to owners and occupants within 300' & # of days before hearing	Body to which applicant may appeal a denial
<p><b>REZONING (TEXT OR MAP CHANGE)</b></p>	<p>Property owner, agent or Administrator, Planning Commission or Township Board</p>	<p>PC recommends to Twp Board</p>	<p>Yes</p>	<p>Once not less than 15 days</p>	<p>Once not less than 15 days</p>	<p>Planning Commission after 1 year</p>
		<p>Township Board</p>	<p>If requested by any party</p>	<p>Once not less than 15 days</p>	<p>For map change: Individual property or 10 or fewer adjacent properties notify within 300 ft. for each property. If 11 or more adjacent properties notify within 300 feet of each property but no addresses of properties are required to be listed in notification.</p>	<p>Planning Commission after 1 year</p>
<p><b>MASTER PLAN OR MAP CHANGE</b></p>	<p>Public, Planning Commission or Township Board</p>	<p>Planning Commission Recommends to the Twp Board</p>	<p>Yes</p>	<p>See <a href="#">PA 33 of 2008</a></p>	<p>Not required.</p>	<p>Planning Commission</p>
<p><b>FEE WAIVER</b></p>	<p>Applicant</p>	<p>Township Board</p>	<p>No</p>	<p>Not Required</p>	<p>Not Required</p>	<p>Circuit Court</p>

**What to publish before the public hearing:**

1. Publish notice of the request in a newspaper of general circulation in the local unit of government.
2. Notice shall also be sent by mail or personal delivery to the owners of property for which approval is being considered. Notice shall also be sent to all persons to whom real property is assessed within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or occupant is located in the zoning jurisdiction.
3. The notice shall be given not less than 15 days before the date the application will be considered for approval. If the name of the occupant is not known, the term "occupant" may be used in making notification under this subsection. The notice shall do all of the following:
  - a. Describe the nature of the request.
  - b. Indicate the property that is the subject of the request. The notice shall include a listing of all existing street addresses within the property. Street addresses do not need to be created and listed if no such addresses currently exist within the property. If there are no street addresses, other means of identification may be used.
  - c. State when and where the request will be considered.
  - d. Indicate when and where written comments will be received concerning the request.

**Whom to notify:**

1. The legislative body of a local government may provide by ordinance for the manner in which the regulations and boundaries of districts or zones shall be determined and enforced or amended, supplemented, or changed. Amendments or supplements to the zoning ordinance shall be made in the same manner as provided under this act for the enactment of the original ordinance.
2. If an individual property or 10 or fewer adjacent properties are proposed for rezoning, the zoning commission shall give a notice of the proposed rezoning in the same manner as described above.
3. If 11 or more adjacent properties are proposed for rezoning, notice shall be given of the proposed rezoning in the same manner as described above, except that no individual addresses of properties are required to be listed.

**What to publish after adoption of an amendment:**

A zoning ordinance shall take effect upon the expiration of 7 days after publication as required by this section or at such later date after publication as may be specified by the legislative body.

1. Following adoption of a zoning ordinance and any subsequent amendments, the zoning ordinance or subsequent amendments a notice of ordinance adoption shall be published in a newspaper of general circulation in the local unit of government within 15 days after adoption.
2. A copy of the notice required under subsection (7) shall be mailed to the airport manager of MBS.
3. The notice required under this section shall include all of the following information:
  - a. In the case of a newly adopted zoning ordinance, the following statement: "A zoning ordinance regulating the development and use of land has been adopted by the legislative body of the [county, township, city, or village] of \_\_\_\_\_."
  - b. In the case of an amendment to an existing zoning ordinance, either a summary of the regulatory effect of the amendment, including the geographic area affected, or the text of the amendment.
  - c. The effective date of the ordinance or amendment.
  - d. The place where and time when a copy of the ordinance or amendment may be purchased or inspected.

## B. PUBLIC HEARING NOTICE FOR ZONING AMENDMENT OR MAP CHANGE

### Public Hearing Notice to review amendments to the \_\_\_\_\_ Township Zoning Ordinance

A public hearing will be held to gather comments from the public regarding adoption of proposed revisions to the Township Zoning Ordinance.

If adopted, the proposed revisions will:

- Establish wind energy siting regulations,
- Establish regulations for the location of wood fired outdoor heaters,
- Increase the minimum lot size in the R-1 district to one acre for lots without sewer and water, and
- Increase the maximum size of accessory structures permitted on lots in the R-1 district that are greater than one acre.

A copy of the proposed revisions and a map showing the proposed new zoning district can be viewed at the \_\_\_\_\_ Township offices.

The hearing will be held on April 20, 2009 at 7:00 PM in the \_\_\_\_\_ Township Board Room, located at \_\_\_\_\_, Michigan. Written comments will be received until 5:00 PM on Monday, April 20, 2009 and may be presented at the hearing.

\_\_\_\_\_ Township will provide necessary reasonable auxiliary aids and services to any individuals with disabilities who plan to attend this public meeting. Persons interested in such services need to contact the \_\_\_\_\_ Township Manager's Office at \_\_\_\_\_ at least four (4) working days prior to the meeting. In the case of a special meeting where advance notice for accommodations is not possible, every reasonable effort will be made to accommodate the disabled.

**This notice must be published once in a newspaper of general circulation not less than 15 days before the date of the public hearing.**

### **C. NOTICE OF ADOPTION OF NEW ZONING ORDINANCE TEXT**

At the DATE meeting of the Township Board of Trustees, two zoning ordinance amendments were approved. The amendments take effect seven days following this publication. A summary of the regulatory effect of the amendments is to:

- Amend Article 15.2 Z to regulate the height, placement and safety issues related to wind energy systems both for individual use and as part of a wind farm. Wind Energy Conversion Systems will be permitted by right in the Agricultural district if all structures associated with the system are 65 feet or less. Structures over 65 feet will be permitted by special use permit in the agricultural district only. Structures mounted on dwelling units shall be permitted in all districts provided they do not exceed the height or structural regulations for the district in which they are located.
- Amend Article 15.2 S to regulate the placement, fuels and safety issues related to outdoor wood fired heaters. Outdoor heaters will be permitted in the agricultural district by right and in the general and regional business districts by special use permit.

A copy of the revisions and entire zoning ordinance can be viewed or purchased at the Township offices located at ADDRESS between TIMES and DAYS. The ordinance is also available on the Township's website, [www.xxxxxxx](http://www.xxxxxxx).

**This notice must be published once in a newspaper of general circulation not less than 15 days after adoption by the Township Board.**

## D. PUBLIC HEARING NOTICE FOR MASTER PLAN AMENDMENT OR MAP CHANGE

A public hearing will be held to hear a request from the Township Planning Commission to revise the Future Land Use Plan map. Copies of the map are available for review at the Township Offices. .

The hearing will be held on September 15<sup>th</sup>, 2003, at 7:30 PM in the \_\_\_\_\_ Township Board Room, located at \_\_\_\_\_ Michigan. Written comments will be received until 4:30 PM on Monday, September 15, 2003 and may be presented at the hearing.

\_\_\_\_\_ Township will provide necessary reasonable auxiliary aids and services to any individuals with disabilities who plan to attend this public meeting. Persons interested in such services need to contact the \_\_\_\_\_ Township Supervisor's Office at \_\_\_\_\_ at least four (4) working days prior to the meeting. In the case of a special meeting where advance notice for accommodations is not possible, every reasonable effort will be made to accommodate the disabled.

**This notice must be published once in a newspaper of general circulation not less than 15 days prior to the public hearing on the Master Plan.**

## E. NOTICE OF INTENT TO PLAN

March 16, 2009

«AddressBlock»

Re: \_\_\_\_\_ Township Master Plan

Dear Sir/Madam:

On behalf of \_\_\_\_\_ Township, this letter comes to you to inform you that \_\_\_\_\_ is preparing a new Master Plan. In accordance with Planning Enabling Legislation PA 33 of 2008, this letter is to notify our neighboring local governments, utilities and any other related entities that have requested this notice, that \_\_\_\_\_ Township welcomes your cooperation and comments on the proposed plan. If you request a draft plan, the Township will send you an electronic copy of the proposed Master Plan as soon as the draft is completed.

Please contact me with any questions or concerns. Thanks very much.

Sincerely,



Cynthia E. Winland

Planner

## 9. MISCELLANEOUS FORMS

### A. APPLICATION FOR SIGN PERMIT

**To be completed by SIGN OWNER**

Project name: \_\_\_\_\_

Project explanation: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_ Parcel No: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Print Sign Owner Name: \_\_\_\_\_

Signature of Sign Owner: \_\_\_\_\_ date: \_\_\_\_\_

**To be completed by INSTALLER**

Name of Installer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Print Contact Person Name: \_\_\_\_\_

Signature of Contact Person for Installer: \_\_\_\_\_ date: \_\_\_\_\_

**To be completed by PARCEL OWNER**

Parcel Owner Name: \_\_\_\_\_

Parcel Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parcel Owner Phone: \_\_\_\_\_ email: \_\_\_\_\_

Print Parcel Owner Name: \_\_\_\_\_

Signature of Parcel Owner: \_\_\_\_\_ date: \_\_\_\_\_

The following items must be attached to this application when submitted or it will not be reviewed:

- A front profile drawing having a scale of ¼ inch to 1 foot or greater from grade to the top of the sign excluding text or pictures
- A plot of the site showing the location and dimensions of the sign in relation to property lines, road right-of-way, parking spaces, driveways, sidewalks and building, as well as the location of any existing pole or ground signs on the parcel including billboards. All existing sign sizes shall be indicated.
- A lighting diagram shall be provided indicating the type of lighting proposed for the sign.
- Along with the building plans a footing plan must be submitted showing the footing depth and size meeting the standards found in the Michigan Building Code which is incorporated herein by reference.
- The building plans must include structural plan showing structural members and fasteners meeting the standards found in the Michigan Building Code.
- A filled out building permit application must be filled out and attached.

The following must be completed by the applicant or parcel owner:

- The road or highway right-of-way must be clearly marked in front of the proposed sign for inspection reasons. The leading edge of a pole or ground signs must be no closer than 10 feet to any road right-of-way.
- The right-of-way must be marked during both footing inspection and during final inspection.

By signing this application, I acknowledge that I have read and understand all requirements of the Township Sign Ordinance that must be followed in order to secure a permit to install the requested sign(s). I agree to follow all provisions of the Township Sign Ordinance related to sign installation including sign placement, location on the parcel, setbacks from side property lines as well as the setback from any road or highway right-of-way. I agree to follow and understand fully all sunset provisions which require all pole, ground, and wall signage on the parcel to be brought into total compliance with the Township Sign Ordinance by DATE. I take full responsibility for providing true and accurate information and for marking the road or highway right-of-way. I attest to the fact that the plot plan provided to the Township Building Inspector shows the true road or highway right-of-way location and that the proposed sign will be installed as requested and will be set back a minimum of 10 feet from any road or highway right-of-way. I attest that I understand that I may replace the face or faces of the signs and this change does not bring them into compliance with the Township Sign Ordinance. I further attest that I was given a copy of the sign ordinance and have read and understood all provisions and requirements completely and agree to abide by the same.

**Required Signatures**

Signature of Sign Owner: \_\_\_\_\_ date: \_\_\_\_\_

Signature of Installer: \_\_\_\_\_ date: \_\_\_\_\_

Signature of Parcel Owner: \_\_\_\_\_ date: \_\_\_\_\_

**Sign Location Drawing**

Please draw a site plan in the space below showing the location of any ground or pole sign, the distance from the curb or edge of road, the distance from the County Road right-of-way and/or State Highway right-of-way, the distance from side property lines, and the distance from sidewalks, parking spaces and driveways.

**Scale of drawing: 1 square= 2 feet**

A large grid of graph paper for drawing a site plan. The grid consists of 30 columns and 30 rows of small squares, providing a space for the user to draw a site plan showing the location of any ground or pole sign, the distance from the curb or edge of road, the distance from the County Road right-of-way and/or State Highway right-of-way, the distance from side property lines, and the distance from sidewalks, parking spaces and driveways.

The items listed below are to determine if a ground or pole sign placement is in compliance with the code and sign ordinance. The drawing will be checked by the Building Inspector for compliance and it is necessary to show all of the items listed below to complete the review process. If any of the items are not included on your drawing it will be denied a permit for insufficient information.

**Must show on drawing:**

- ✓ Building
- ✓ Driveway with distance to sign.
- ✓ Parking lot and distance from sign
- ✓ Parking spaces
- ✓ Pole or ground sign
- ✓ The distance from the side property line to the sign (must be a minimum of 10 feet)
- ✓ The distance from between the sign and the right-of-way (must be minimum of 10 feet.)

**B. ZONING BOARD OF APPEALS FINAL DECISION AND FORM MINUTES**

Appeal Number: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Reason for Request: \_\_\_\_\_

Type of Appeal: Interpretation \_\_\_\_\_ Variance \_\_\_\_\_

ZBA Findings of Fact: \_\_\_\_\_

ZBA Determination: \_\_\_\_\_

Reasons for Determination: \_\_\_\_\_

Vote of Board Members and signature:

(Yes) (No) \_\_\_\_\_

(Yes) (No) \_\_\_\_\_

(Yes) (No) \_\_\_\_\_

(Yes) (No) \_\_\_\_\_

(Yes) (No) \_\_\_\_\_

I, \_\_\_\_\_, certify that on this date I witnessed the signatures set forth above and attest to the accuracy of this report.

Dated: \_\_\_\_\_ Secretary: \_\_\_\_\_

PLEASE NOTE THAT ANY APPEAL OF THIS DECISION MUST BE MADE TO A COURT OF PROPER JURISDICTION WITHIN 21 DAYS OF THE DATE OF THIS DECISION.

\_\_\_\_\_  
Chairperson

**C. PERFORMANCE BOND**

BOND NO. \_\_\_\_\_

The premium for this bond is: \$ \_\_\_\_\_ payable in advance and subject to adjustment at current annual rates.

KNOW ALL MEN BY THESE PRESENTS: That we \_\_\_\_\_

as Principal, and \_\_\_\_\_

a corporation organized under the laws of the State of Michigan and duly authorized under the laws of the State of Michigan to become sole surety on bonds and undertaking as Surety, are held and firmly bound unto

TOWNSHIP/COUNTY  
ADDRESS

as Obligee in the full and just sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), lawful money of the United States of America to be paid to the said Obligee, successors or assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors, successors, administrators and assigns, jointly and severally, firmly by these presents.

The Condition of the above Obligation is such that the Principal has been awarded a permit to engage in the business of collecting, transporting, disposing, processing, or using refuse, or a combination of these functions, in COUNTY, and the above Principal has agreed and is obligated to perform such business in conformity with the provisions of such permit, the Ordinance Code of COUNTY and the rules and regulations of the COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES and to pay monthly for accrued waste disposal fees incurred by principal at the landfills operated by COUNTY.

Now, therefore, if the above Principal shall well and faithfully perform each and all of the requirements and conditions of such permit, ordinances, and regulations and truly pay his monthly obligations to COUNTY for use of said use, then this obligation is void, otherwise to remain in full force and effect.

This bond may be canceled by giving thirty (30) days written notice to the Obligee, the Surety, however, will remain liable for any subsequent default in payment of fees incurred during the period up to the expiration of thirty (30) days notice.

No right of action shall accrue under this bond to or for the use of any person other than the Obligee named herein.

Sealed with our seals and dates this \_\_\_\_ day of \_\_\_\_\_, 2010.

Performance Bond: As a condition of the granting of a permit hereunder the Township may require the permittee, within thirty (30) days subsequent to being issued such a permit, to post a performance bond

with the Township written by an approved corporate surety in the amount of fifty thousand dollars (\$50,000.00) and in a form satisfactory to the Township guaranteeing the permittee's continued operation of the cable antenna television system within the Township and the permittee shall well and truly observe, fulfill and perform each term and condition of the bond; all damages which may be directly occasioned by the failure of the permittee to perform under this Ordinance up to the principal amount of the bond shall be recoverable from the principals and sureties of said bond by the Township.

**Forfeiture Of Bond:** If the permittee should commit a breach of this Ordinance and no remedy of such breach occurs within sixty (60) days after having been given notice thereof from the Township to do so then the Township, at its discretion, may declare a portion of the bond equivalent to the amount of damages sustained by the Township which are directly attributable to such breach, forfeited and the permittee shall thereupon be required:

1. To remedy the breach with reasonable dispatch; and
2. Within sixty (60) days of such forfeiture replace the forfeited portion of the bond.

Notwithstanding the foregoing nothing contained in this paragraph shall serve to absolve the permittee of any of its obligations under this Ordinance or the rules and regulations of the Federal Communications Commission.

**Payment Of Bond Premiums; Termination Of Bond:** The permittee shall pay all premiums chargeable for the bond and shall keep the same in full force and effect at all times throughout the term of this Ordinance and during the removal of all poles, wires, cables, underground conduits, manholes and other conductors, converters, equipment and fixtures subsequent to the termination of this Ordinance. The bond shall contain a provision that it shall not be terminated or otherwise allowed to expire prior to sixty (60) days after written notice to that effect is given to the Clerk of the Township.

**Michigan Insurance Companies:** All insurance policies and bonds as are required of the permittee hereunder shall be written by a company or companies authorized and qualified to do business in the State of Michigan.

**D. FENCE PERMIT**

**Incomplete applications will not be accepted.**

Permit number: \_\_\_\_\_

The application for a Residential Fence Permit must be submitted to the \_\_\_\_\_ Zoning Office, along with the appropriate application fee and a complete application.

Description of Work to be done: \_\_\_\_\_

\_\_\_\_\_

**Name of property owner:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Signature of owner: \_\_\_\_\_

**Name of Contractor:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Signature of Contractor: \_\_\_\_\_

<b>Zoning Classification of Property:</b>		
<b>Property Tax ID:</b>		<b>Construction Cost:</b>
<b>Section:</b>	<b>Township:</b>	<b>Range:</b>
<b>Subdivision:</b>	<b>Lot:</b>	
<b>Setback-front:</b>	<b>Setback-rear:</b>	<b>Setback-side:</b>

<input type="checkbox"/> Application – 2 copies	<input type="checkbox"/> Site plan to scale with accessory affidavit or survey showing location of proposed fence (2 copies)	<input type="checkbox"/> Copy of release of easement (if applicable)
---	--	--

**Notes - Residential Fence Permit**

Chain link and wood fence - 6 feet in height and less (height measured from natural grade)

Masonry fences are considered walls and require a building permit

Chain link fences, picket fences and fences of open construction located between the front property line and the front of the principal residence are limited to 4 feet high.

Wood stockade fences and solid or opaque fences or any material located between the front property line and the front of the principal residence are limited to 3 feet high.

### E. MUTUAL ACCESS AGREEMENT

\_\_\_\_\_ Township  
**Mutual Access Easement Agreement**

By and Between: \_\_\_\_\_ Township &  
\_\_\_\_\_, parcel # \_\_\_\_\_ (Parcel A) and  
\_\_\_\_\_, parcel # \_\_\_\_\_ (Parcel B),  
\_\_\_\_\_, parcel # \_\_\_\_\_ (Parcel C),  
\_\_\_\_\_, parcel # \_\_\_\_\_ (Parcel D).

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010 by and between  
\_\_\_\_\_ Township and \_\_\_\_\_.

WHEREAS, (insert land owner) is the current owner and interest holder of the property legally described as (insert legal description), henceforth referred to as "Parcel A"; and (insert land owner) is the current holder and interest holder of the property legally described as (insert legal description), henceforth referred to as "Parcel B", and (insert land owner) is the current holder and interest holder of the property legally described as (insert legal description), henceforth referred to as "Parcel C", and (insert land owner) is the current holder and interest holder of the property legally described as (insert legal description), henceforth referred to as "Parcel D",

WHEREAS, The \_\_\_\_\_ Zoning Ordinance mandates, where possible, the establishment of shared driveways, parking lot connections and other cross access arrangements for properties in the Commercial and Industrial zoning districts of the Township,

WHEREAS, It has been stipulated by the \_\_\_\_\_ Township Planning Commission and the Michigan Department of Transportation, in approving the preliminary site plan for \_\_\_\_\_ that it is necessary to establish a shared driveway between Parcel A and Parcel B and access to Parcels C and D from this shared driveway, in order to facilitate efficient traffic operations and improve public safety in this location, now

THEREFORE, In consideration of the foregoing and the terms and conditions contained herein, the above named parties agree as follows:

1. Access Easement
  - a. An easement shall be created which shall allow the above named parties and the general public vehicular and pedestrian access across Parcel A, Parcel B, Parcel C and Parcel D. This easement is illustrated on the attached Exhibit A, and legally described as follows:  
(insert legal description)
  - b. No physical barrier including, but not limited to, curbs, structures, buildings, signs, parking spaces, and product displays shall be placed across the easement in such a manner as to block access across and/or between Parcel A, Parcel B, Parcel C and/or Parcel D.
  - c. Details pertaining to the placement of the access drive within the easement shall be illustrated on the final site plans for any future developments on Parcel A, Parcel B, Parcel C

and/or Parcel D, or any portions thereof. Said plans shall be submitted to the \_\_\_\_\_ Planning Commission for review and approval.

d. Properties located adjacent to the easement shall be permitted to connect their parking areas, aisleways, driveways, etc. to the access drive within the easement. The easement and corresponding access drive shall be open for use by the general public.

e. The easement shall be permanently recorded with the \_\_\_\_\_ County Register of Deeds.

2. The owners of Parcel A, Parcel B, Parcel C and Parcel D hereby covenant and agree that this agreement shall be binding and shall inure to the benefit of the parties hereto, their successors, assigns, tenants, and subtenants, and that the covenants herein contained shall be deemed to be covenants running with the land.

3. \_\_\_\_\_ shall be responsible for the payment of any and all costs and expenses incurred and arising out of any use of the easement for any of the purposes described and set forth in this agreement including, but not limited to, any cost and expenses incurred in the construction, maintenance and repair of the pavement within that portion of the easement area located on Parcel \_\_\_\_\_.

\_\_\_\_\_ shall be responsible for the payment of any and all costs and expenses incurred and arising out of any use of the easement for any of the purposes described and set forth in this agreement including, but not limited to, any cost and expenses incurred in the construction, maintenance and repair of the pavement within that portion of the easement area located on Parcel \_\_\_\_\_.

4. \_\_\_\_\_ and \_\_\_\_\_ shall be responsible for the payment of any and all costs and expenses incurred and arising out of the initial construction of the access drive within that portion of the easement area located on Parcel \_\_\_\_\_. \_\_\_\_\_ and \_\_\_\_\_ shall each pay one-half ( ) of the costs and expenses of construction of said access drive. \_\_\_\_\_ shall construct said access drive within the easement (*describe location*) concurrent with the construction of the \_\_\_\_\_. \_\_\_\_\_ shall reimburse \_\_\_\_\_ for its portion of the costs of construction upon completion of said access drive on Parcel \_\_\_\_\_. \*(modify as appropriate).

5. Each party shall separately operate the easement area located on their respective parcels and shall maintain the same in good condition and repair at their own cost and expense so long as such easement area shall exist.

IN WITNESS WHEREOF, \_\_\_\_\_ and \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_, respectively, of \_\_\_\_\_ (owner A) have hereunto set their hands on the date affixed hereto.

Witnessed by: \_\_\_\_\_ (owner A)

_____	_____	_____
Date	Title	Date
_____	_____	_____
Date	Title	Date

STATE OF  
COUNTY OF

On this \_\_\_\_\_ day of \_\_\_\_\_, 2001 before me personally appeared \_\_\_\_\_ and \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_, respectively, of \_\_\_\_\_ (owner A) to me known as the persons who executed the foregoing instrument and acknowledge the same to be their own free act and deed.

Notary Public, \_\_\_\_\_ County,  
Acting In \_\_\_\_\_ County,  
My Commission Expires:

IN WITNESS WHEREOF, \_\_\_\_\_ and \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_, respectively, of \_\_\_\_\_ (owner B) have hereunto set their hands on the date affixed hereto.

Witnessed by: \_\_\_\_\_ (owner B)

_____	_____	_____
Date	Title	Date
_____	_____	_____
Date	Title	Date

STATE OF  
COUNTY OF

On this \_\_\_\_\_ day of \_\_\_\_\_, 2001 before me personally appeared \_\_\_\_\_ and \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_, respectively, of \_\_\_\_\_ (owner B) to me known as the persons who executed the foregoing instrument and acknowledge the same to be their own free act and deed.

Notary Public, \_\_\_\_\_ County,  
Acting In \_\_\_\_\_ County,  
My Commission Expires:

IN WITNESS WHEREOF, \_\_\_\_\_ and \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_, respectively, of \_\_\_\_\_ (owner C) have hereunto set their hands on the date affixed hereto.

Witnessed by: \_\_\_\_\_ (owner C)

_____	_____	_____
Date	Title	Date
_____	_____	_____
Date	Title	Date

STATE OF  
COUNTY OF

On this \_\_\_\_\_ day of \_\_\_\_\_, 2001 before me personally appeared \_\_\_\_\_ and \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_, respectively, of \_\_\_\_\_ (owner C) to me known as the persons who executed the foregoing instrument and acknowledge the same to be their own free act and deed.

Notary Public, \_\_\_\_\_ County,  
Acting In \_\_\_\_\_ County,  
My Commission Expires:

IN WITNESS WHEREOF, \_\_\_\_\_ and \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_, respectively, of \_\_\_\_\_ (owner D) have hereunto set their hands on the date affixed hereto.

Witnessed by: \_\_\_\_\_ (owner D)

_____	_____	_____
Date	Title	Date
_____	_____	_____
Date	Title	Date

STATE OF  
COUNTY OF

On this \_\_\_\_\_ day of \_\_\_\_\_, 2001 before me personally appeared \_\_\_\_\_ and \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_, respectively, of \_\_\_\_\_ (owner D) to me known as the persons who executed the foregoing instrument and acknowledge the same to be their own free act and deed.

Notary Public, \_\_\_\_\_ County,  
Acting In \_\_\_\_\_ County,  
My Commission Expires:

### F. ZONING COMPLIANCE PERMIT

To be filled out in entirety by applicant -  
**LEE TOWNSHIP ZONING COMPLIANCE PERMIT**  
Worksheet  
Midland County, Michigan

Application No. \_\_\_\_\_

Applicant name: \_\_\_\_\_

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

Phone \_\_\_\_\_

Owner of property involved

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

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

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

Is applicant acting as Agent of property owner:  Yes  No

Address of property involved: \_\_\_\_\_

Legal description of property involved or tax I.D number \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

State what is to be built, remodeled, altered, etc. (include dimensions for each structure i.e. garage, house, deck, porch, pole barn; include number of floors and basement) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Value of project: \$ \_\_\_\_\_

Present zoning district: \_\_\_\_\_ Type of Building and land use: \_\_\_\_\_

(Commercial, Residential ...)

Description of lot: lot depth: \_\_\_\_\_ lot width: \_\_\_\_\_

Lot area (acres/sq. ft.) \_\_\_\_\_

Is a lake, river or stream within 500 ft. of property:  Yes  No

**Access:** Property is served by  Private road\*  Public road\*

\*Access has to be improved to current standards as given in Ordinance

**ZONING DISTRICT SETBACK AND AREA REQUIREMENTS MUST BE FILLED IN**

**Minimum Required Actual**

Lot area \_\_\_\_\_ Side yards from property line \_\_\_\_\_

Backyard from property line \_\_\_\_\_ Road right of way if waterfront \_\_\_\_\_

Front yard: From road right of way/From edge of water \_\_\_\_\_

Septic tanks from water 100 ft. \_\_\_\_\_ Drain fields or dry well from water 100 ft. \_\_\_\_\_

Lot Coverage (impervious material/structure/paving) (Maximum 35%coverage ) \_\_\_\_\_

Building height-stories \_\_\_\_\_ or feet \_\_\_\_\_

Distance between buildings \_\_\_\_\_ feet.(Either attached or at least 10 feet)

Is off-street parking proposed?  Yes  No

Estimated construction start date: \_\_\_\_\_

**MOBILE HOMES:**

Mobile homes located outside of a licensed Mobile Home Park are required to have cement, cement block, brick or treated wood foundations (2"x4" top and bottom, 16" centers, 5/8" front) around entire

perimeter of mobile home. Homes must have a minimum width of 24' for entire width of home. Homes must have 1200 sq ft of living area.

**Mobile Home:** Make \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Outside dimensions: \_\_\_\_\_ x \_\_\_\_\_

The undersigned hereby agrees to comply with all ordinances and regulations of XXXX

Township, XXXX County, Michigan and of any other agencies or governmental units which may be involved. Applicant signature hereon grants permission for township zoning official inspections as required to assure compliance with permit granted.

I/we do hereby swear that the above information is true and correct to the best of my/our knowledge.

Date: \_\_\_\_\_ Applicants: \_\_\_\_\_

Approval or denial is for a term of 12 months: \_\_\_\_\_

Date: \_\_\_\_\_ Zoning Administrator: \_\_\_\_\_

**When completed,** the dwelling will have the following overall:

Ground floor area \_\_\_\_\_ Chimney \_\_\_\_\_ Patio, sq. ft. \_\_\_\_\_

Number full baths \_\_\_\_\_ Inside or outside Enc. Porches \_\_\_\_\_ X \_\_\_\_\_

Number part baths \_\_\_\_\_ Hearths \_\_\_\_\_ Open Porches \_\_\_\_\_ X \_\_\_\_\_

Bedrooms \_\_\_\_\_ Wood burner \_\_\_\_\_ Decks, sq. ft. \_\_\_\_\_

Fin. Basement area \_\_\_\_\_ Air Cond. \_\_\_\_\_ Outbuildings \_\_\_\_\_ X \_\_\_\_\_

Heat Pump \_\_\_\_\_ Drive, cement \_\_\_\_\_

Asphalt \_\_\_\_\_

Approval is contingent upon receipt of the following permits/approvals if applicable:

Building Permit; Soil & Erosion Permit; Health Dept.; DNR

**Worksheet and copy of plans-to be attached to permit**

## G. OCCUPANCY PERMIT

This permit application is for the occupancy of existing premises at the listed location for the purpose of conducting or operating a business for which a permit is required by local ordinance. This permit application shall be filed with the Fire Prevention Division prior to occupancy. A \$100.00 application fee is to be paid upon submittal of this application. Make check or money order payable to the XXXX . The approved permit is not transferable and shall expire upon a change in occupancy.

Application Date: \_\_\_\_\_ Intended Occupancy Date: \_\_\_\_\_

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

Address of where business will occur: \_\_\_\_\_

Applicant Name / Contact Person: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Occupancy and/or Business: \_\_\_\_\_

Area of space to be occupied (square feet): \_\_\_\_\_

Description of inventory materials and/or processes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby acknowledge that I have read this permit application and that the information given is correct. I understand that I may be required to provide further information upon request. I further understand that if approved, the permit is non-transferable, and the permit application fee of \$100.00 is non-refundable and therefore will not be returned if the permit is denied.

Applicant signature: \_\_\_\_\_

(To be completed by Fire Department)

Inspection Date: \_\_\_\_\_

Fire Protection:  Yes  No

Inspector: \_\_\_\_\_

HMIS Required:  Yes  No

Premise #: \_\_\_\_\_

Permit Approved:  Yes  No

Use Group: \_\_\_\_\_

Floor Area: \_\_\_\_\_

Stipulations: \_\_\_\_\_

\_\_\_\_\_

## 10. APPENDIX - LINKS

Michigan Zoning Enabling Act. P.A. 110 of 2006 as amended

<http://www.legislature.mi.gov/documents/2005-2006/publicact/htm/2006-PA-0110.htm>

Michigan Planning Enabling Act, P.A. 33 of 2008 as amended

<http://www.legislature.mi.gov/documents/2007-2008/publicact/htm/2008-PA-0033.htm>

Michigan Land Division Act 288 of 1967

[http://www.legislature.mi.gov/\(S\(yjacdl55xm0k3i45zmq4ii55\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-288-of-1967](http://www.legislature.mi.gov/(S(yjacdl55xm0k3i45zmq4ii55))/mileg.aspx?page=GetObject&objectname=mcl-Act-288-of-1967)

Michigan DNRE Permitting Site

[http://www.michigan.gov/deq/0,1607,7-135-3307\\_29692\\_24403---,00.html](http://www.michigan.gov/deq/0,1607,7-135-3307_29692_24403---,00.html)

