

Imlay Township Development Approval Manual

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Table of Contents

Section 1.0	Introduction	1-1
Sec. 1.1	Common Questions	1-2
Sec. 1.2	Pre-Application Conference	1-3
	Pre-Application Conference Application	1-4
Section 2.0	Site Plan Review	2-1
	Application for Site Plan Review	2-3
	Checklist for Site Plan Preparation and Review	2-4
Section 3.0	Special Land Use	3-1
	Application for Special Land Use	3-3
Section 4.0	Rezoning	4-1
	Application for Rezoning	4-3
Section 5.0	Zoning Board of Appeals	5-1
	Application for Zoning Board of Appeals	5-3
	Supplemental Information-Variance Request Only	5-4
Section 6.0	Land Division	6-1
Sec. 6.1	Land Division (Split) Review	6-3
	Application for Land Division Review	6-5
Sec. 6.2	Subdivision Plat Review	6-7
	Application for Subdivision (Plat) Review	6-10
Sec. 6.3	Condominium Subdivision Review	6-11
	Application for Condominium Subdivision Review	6-13
Section 7.0	Sign Permit	7-1
	Application for Permanent or Temporary Signs	7-3
Section 8.0	More	8-1
Sec. 8.1	Class A Non-Conforming Designation Review	8-2
	Application for Class A Non-Conforming Designation	
	Zoning Board of Appeals	8-4
	Supplemental Information-Class A Non-Conforming	
	Requests Only	8-5
Sec. 8.2	Public & Private Road Review	8-6
	Application for Private Road Review	8-10
Sec. 8.3	Pond Review	8-11
	Application for Residential of Agricultural Pond	8-13



Table of Contents

Sec. 8.4	Public Hearings/Notice Procedures _____	8 -14
Sec. 8.5	Environmental Permits Checklist _____	8-20
	Hazardous Substances Reporting Form for Site Plan Review _____	8-23
	Zoning Ordinance Text Amendment Procedural Sequence _____	8-25
	Zoning Map Amendment (Rezoning) Procedural Sequence _____	8-26



1.0 Introduction

This manual is intended to provide an overview of Imlay Township's development and land use review and approval process in a format that is clear and connected with the [Imlay Township Zoning Ordinance](#), Subdivision Regulations and other local ordinances.

This document is not intended to include all of the requirements of these ordinances, nor is it a replacement for the Zoning Ordinance, Public and Private Road Ordinance, Subdivision Regulations, or other local ordinances.

It is important to note that the ordinances of the Township should be thoroughly researched before submitting an application for a development/land use approval.

The Zoning Ordinance and Procedures Manual may be purchased at the Township Hall, or viewed at www.imlaytownship.com.

Included in this manual are descriptions, flow charts, and application forms. A [fee schedule](#) for development/land use approval is available as a separate document at the Township Hall or at www.imlaytownship.com.

For More Information Regarding This Manual, Contact...

Imlay Township

682 North Fairgrounds Road
Imlay City, MI 48444-9404
Phone: 810-724-8835

9 a.m. - 1 p.m.
Hours: Monday, Wednesday, Friday

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



1.1 Common Questions

◆ How to Determine if a Specific Development/Land Use is Permitted?

- ⇒ Check the Township Zoning Map to determine the zoning of your property.
- ⇒ Review the appropriate zoning district requirements within the Zoning Ordinance to determine if the proposed development/land use is allowed as either a principal permitted use or special land use.

◆ What is the General Review Process for a Proposed Development/Land Use?

- ⇒ Determine which reviews are required...

- | | |
|--------------------------------|-----------------------------|
| 1 - Pre-application conference | 6 - Subdivision (plat) |
| 2 - Site plan | 6 - Condominium subdivision |
| 3 - Special land use | 7 - Sign permit |
| 4 - Rezoning | 8 - Public or private roads |
| 5 - Zoning board of appeals | 8 - Pond permit |
| 6 - Land division (split) | |

- ⇒ Determine which reviews may be requested...

- ◆ Rezoning (if proposed development/land use is not permitted within the zoning district designated for your property). Note: See pg. 4-1 through 4-4 of this manual and the Township's Master Plan.
- ◆ Zoning Board of Appeals review (if seeking a variance from, or interpretation of, zoning regulations, or appealing a decision of a Township official or body). Note: See pg. 5-1 through 5-4 of this manual.

- ⇒ Submit applications, plans and review fees within specified time frames

- ⇒ Proceed through review process as outlined in the flow charts in this manual

Do I Need to Attend Any Meetings?

While attendance at development/land use review meetings is not required, a knowledgeable representative should be available at all meetings to answer questions that may arise during the review process. The Planning Commission, ZBA or Township Board may defer action on an application when complete information is not available and no representative is present to answer questions.



1.2 Pre-Application Conference

Pre-application conferences are strongly recommended for all development review procedures. Because the development/land use review process can be confusing to those not familiar with the Township's regulations and long-range development goals, applicants are encouraged to take advantage of pre-application conferences with the Township staff, consultants and Planning Commission officials. Those that request pre-application conferences should find the development/land use review process less time-consuming and costly.

The pre-application conference provides applicants with an opportunity to informally discuss a proposed development or land use. During the pre-application conference, the applicant and Township will be able to determine if a proposal is permitted within a specified zoning district and what review procedures and fees are associated with the proposal.

When Do I Apply and What Do I Submit?

Submit the following to the Building Official at least 2 weeks prior to the requested pre-application meeting to permit time for scheduling.

- ☒ A completed [Pre-application Conference application](#), and any or all of the following items, which are not required but are useful for discussion purposes during the meeting:
 - ⇒ Sketch plans
 - ⇒ Proposed land uses and adjacent land uses
 - ⇒ Site information, particularly regarding natural features
 - ⇒ Proposed location of buildings
- ☒ Required fee as established by the Township Board



REQUEST FOR PRE-APPLICATION CONFERENCE

APPLICANT'S NAME _____
ADDRESS _____
CITY _____ ZIP CODE _____ PHONE _____

ADDRESS / LOCATION OF SITE WHICH IS SUBJECT OF REQUESTED PRE-APPLICATION CONFERENCE

DETAILED EXPLANATION OF PROPOSED ACTIVITY: _____

EXISTING ZONING OF SITE _____ EXISTING USE _____

SITE SKETCH ATTACHED? ☐ Yes ☐ No (Not required but very useful to allow planner to prepare for meeting.)

ESTIMATED START / COMPLETION DATE OF PROPOSED PROJECT _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

Name (Please Print)	Address	Interest	Signature
1. _____			
2. _____			
3. _____			

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant Date

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Planner Notified (Date) _____

Pre-Application Meeting (Date) _____

2.0 Site Plan Review

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More

What is a Site Plan and Why is Site Plan Review Required?

A site plan is a precise, scaled drawing, prepared by a professional, that illustrates the proposed development/land use in detail. Site plan review is necessary to insure the proposed development/land use meets ordinance standards.

What Types of Developments Require Site Plan Review?

- ☒ New construction, additions or structural alteration to buildings/structures within the MH, RM-1, B-1, B-2, NB-O, I-1, and I-2 Districts.
- ☒ All substantial changes in use as determined by the Planning Commission.
- ☒ All special land uses in any district.
- ☒ All condominium subdivision developments in any district.
- ☒ All multiple-family residential and manufactured housing park developments.
- ☒ The improvement, expansion, or extension of public or private utilities.
- ☒ All public buildings, structures and parks.

When Do I Apply and What Do I Submit?

Submit the following information to the Township office 21 days prior to the Planning Commission meeting (held the 2nd Tuesday of each month):

- ☐ 14 copies of the completed [Application for Site Plan Review](#) form
- ☐ 14 copies of the completed site plan checklist
- ☐ 14 copies of required site plan prepared in conformance with Section 6.1
- ☐ Required fee as established by the Township Board

What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference was held, and the application materials are complete and accurate, the typical minimum time frame is 45-90 days.

Does Site Plan Approval Allow Me to Begin Construction?

No. Site Plan Approval does not authorize construction. If your site plan is approved, construction plan review and building permits may be required prior to construction.

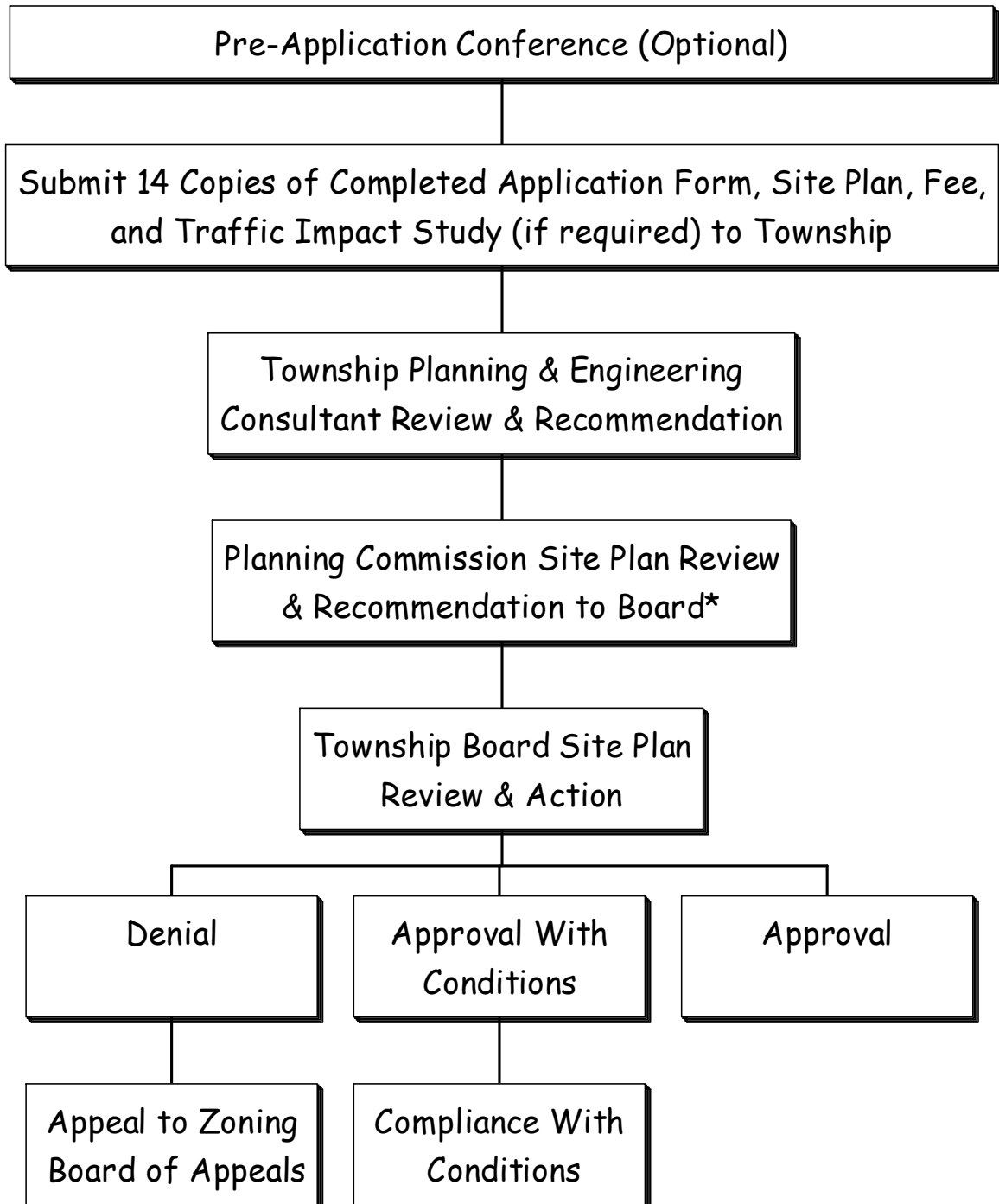
How Long Is An Approval Valid?

Approvals are valid for one (1) year, unless an extension is granted by the Township.



2.0 Site Plan Review

What is the Site Plan Review Process?



* Recommendations will be forwarded to the Township Board when plans are complete or only minor revisions are necessary.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



APPLICATION FOR SITE PLAN REVIEW

PROJECT NAME _____

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____ FAX _____

SITE PLAN PREPARED BY _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____ FAX _____

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: _____

COMPLETE LEGAL DESCRIPTION ☐ Attached ☐ Included on site plan

ZONING OF PARCEL _____ PARCELS: EAST _____ WEST _____ NORTH _____ SOUTH _____

PROPOSED USE _____

DIMENSIONS OF PARCEL: Gross/Net Area _____ / _____ Width _____ Length _____ Frontage _____

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT _____

SITE PLAN & SITE PLAN CHECKLISTS ☐ Attached *Application will not be accepted without site plan & checklists*

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on/with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

_____ Signature of Applicant	_____ Date
---------------------------------	---------------

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Site Plan Submitted? (14 Copies) ☐ Yes *(DO NOT ACCEPT APPLICATION WITHOUT SITE PLANS)*

Planning Commission Recommendation: ☐ Approval ☐ Approval With Conditions ☐ Denial Date: _____

Township Board Action: ☐ Approval ☐ Approval With Conditions ☐ Denial Date: _____

Case # SP _____

2.0 Site Plan Review

CHECKLIST FOR SITE PLAN PREPARATION & REVIEW IMLAY TOWNSHIP

Site Plans - Required Contents (See Zoning Ordinance Section 6.1)

- ☐ Location map, drawn at a scale of 4" = 1 mile, showing site location, major roads, nearest intersection, and railroads.
- ☐ A scale not less than 1" = 50' if subject property is 5 acres or less, and 1" = 100' if over 5 acres.
- ☐ Date, north arrow, and scale.
- ☐ Location of all existing and proposed structures and uses.
- ☐ All aisles, drives and parking areas (including the number of spaces in each).
- ☐ Screening and/or protective walls.
- ☐ Principal and accessory buildings.
- ☐ Location of existing and proposed rights-of-way, widths of all abutting streets, alleys and easements.
- ☐ Types of facing materials to be used on structures.
- ☐ Architectural elevations (front, sides and rear views) of all sides of the building(s).
- ☐ A floor plan drawing showing the specific use areas of all existing and proposed buildings on site.
- ☐ Seal of registered architect, landscape architect, land surveyor, professional community planner, or civil engineer who prepared the plan. In cases of minor structural alterations, the Township Board may waive this requirement.
- ☐ Density calculations (for multiple family and mobile home park developments).
- ☐ Existing buildings or improvements on the site and on all property adjacent to the site within 100 feet.
- ☐ Designation of units by type of buildings.
- ☐ Interior sidewalks and pedestrian or bicycle paths within rights-of-way.
- ☐ Exterior lighting locations, type of fixtures, and method of shielding from adjoining properties.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



2.0 Site Plan Review

- ☐ Trash receptacle and mechanical equipment locations and method of screening (including rooftop equipment).
- ☐ Landscape Plan, prepared by a registered landscape architect, unless waived by the Planning Commission.
- ☐ Drive or street approaches, including acceleration, deceleration, and passing lanes.
- ☐ All utilities located on or serving the site.
- ☐ Loading and unloading areas.
- ☐ Total floor area.
- ☐ Designation of fire lanes.
- ☐ Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension, noise, vibration, and emission levels, and other data regarding all such equipment or machinery.
- ☐ Location and extent of development of recreation areas, where necessary.
- ☐ Indication of system proposed for water supply by a method approved by the Township and County Health Department.
- ☐ Indication of system proposed for sewer supply by a method approved by the Township.
- ☐ Indication of proposed storm drainage system, and a point of outlet, by a method approved by the Township and Drain Commissioner.
- ☐ Wherever there is reason to believe that any part of the site has a high water table or unstable subsoil conditions that would jeopardize the development, as proposed, the site plan submittal shall include a tabulated record and a keyed map of soil borings made by and certified by a registered civil engineer, or registered land surveyor.
- ☐ Any proposed water areas indicating depths, normal water levels, slopes, and type of bank retention; method of controlling insects, water growths, and vegetation.
- ☐ Existing and proposed contours at intervals of two (2) feet. These shall clearly indicate the proposed Grading and Drainage Plan and shall identify any areas of reclaimed or filled land.
- ☐ Address location on building and size of numbers (6-inch minimum height).
- ☐ All interior and exterior areas to be used for storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



2.0 Site Plan Review

- ☐ Location of all underground and aboveground storage tanks for such uses as fuel storage, waste oil holding tanks, collection of contaminated storm water, and all similar uses.
- ☐ Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes shall be specified on the plans.
- ☐ Hazardous Substances Reporting Form.
- ☐ Environmental Permits Checklist.
- ☐ A Traffic Impact Study, if required by Zoning Ordinance Section 6.4.
- ☐ See Section 6.3 for additional site plan requirements for condominium developments.

Information Required For All Signs

- ☐ Location of all signs on the site and/or buildings, including setback from all property lines.
- ☐ Height of the sign above the ground.
- ☐ Surface of the sign (material and dimensions).
- ☐ Area of sign surface.
- ☐ Method of illumination, if any.
- ☐ Proposed message/lettering as it will appear on the sign. Need not be in the style of the finished sign, but must be neatly printed in the size and of a weight approximating that of the final constructed sign.

Site Plan Review Requirements and Procedures

Section 6.1 of the Imlay Township Zoning Ordinance details the specific requirements and procedures for Site Plan Review. Site plan applications will be placed on the agenda of a meeting of the Planning Commission and a recommendation for acceptance, revision, or disapproval will be made to the Township Board. The plan will then be forwarded to the Board for final action at a meeting of the Township Board.

Applicants should note that numerous sections of the Zoning Ordinance regulate the design and use of property within the Township. *It is strongly recommended that applicants purchase a copy of the entire Clearzoning Zoning Ordinance prior to beginning design of a site or print a copy at www.imlaytownship.com.*



3.0 Special Land Use Review

What is a Special Land Use?

In contrast with Permitted Principal Uses, which are allowed by right, “Special Land Uses” may be permitted by the Township subject to compliance with general and special standards, and reasonable conditions. Special land uses are subject to the general requirements for all special land uses listed in Section 6.2, and the specific standards for the proposed use, can be found in Article 4. In addition, all special land uses require site plan review (see Section 2). A public hearing and review by the Planning Commission are required for all special land uses, with final approval by the Township Board. A public hearing may also be held by the Township Board, at the discretion of the Board or if requested by a property owner or occupant within 300 feet of the proposed special land use. Reasonable conditions may be attached to the approval of Special Land Uses.

When Do I Apply and What Do I Submit?

Submit the following information to the Township 21 days prior to the Planning Commission meeting (held the 2nd Tuesday of each month):

- ☐ 14 copies of the completed [Application for Special Land Use](#) form
- ☐ 14 copies of required site plan prepared in conformance with Section 6.1
- ☐ Required fee as established by the Township Board

What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference was held, and the application materials are complete and accurate, the typical minimum time frame is 60-90 days. At least two months are required for Planning Commission review, because the public hearing must be set at a previous Planning Commission meeting. If a public hearing is requested before the Township Board, the typical minimum time frame is 120 days.

Does Special Land Use Approval Allow Me to Begin My Proposed Land Use and/or Construction?

No. A site plan, which is required with all Special Land Use applications, must also be approved by the Planning Commission prior to construction or use of land. Permits to allow construction or use will be granted after this development review process is completed.

How Long is an Approval Valid?

The special land use must commence, or a building permit must be applied for, within 120 days (4 months) of approval. Extensions may be granted if requested by the applicant. Approved special land uses are also subject to annual renewal. Permits may be renewed by returning an inquiry form to the Township along with an annual review fee.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

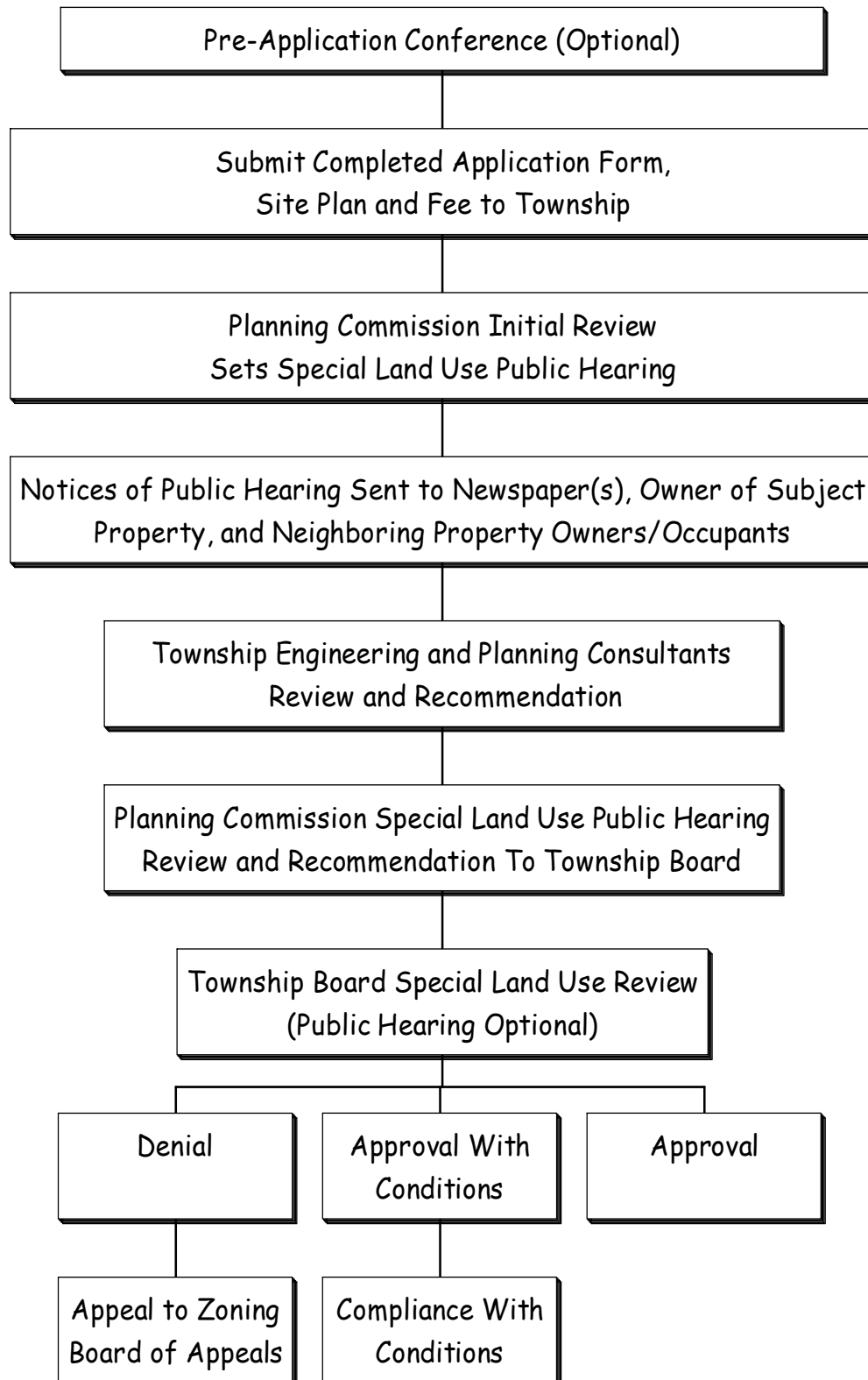
7 Sign Permit

8 More



3.0 Special Land Use Review

What Is The Special Land Use Process?



Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



APPLICATION FOR SPECIAL LAND USE

PROJECT NAME _____

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____ FAX _____

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: _____

COMPLETE LEGAL DESCRIPTION ☐ Attached ☐ Included on site plan

EXISTING ZONING _____ PROPOSED SPECIAL LAND USE UNDER SECTION: _____

PROPOSED USE _____

REQUIRED SITE PLAN ☐ Attached *Application will not be accepted without required site plan*

AREA OF SUBJECT PARCEL Gross/Net Area: _____ / _____

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

_____	_____
Signature of Applicant	Date

_____ *Office Use Only* _____

Date Received _____ By: _____ Fee Paid: _____

Required Site Plan Submitted? (14 Copies) ☐ Yes (DO NOT ACCEPT APPLICATION WITHOUT SITE PLANS)

Planning Commission Public Hearing (Date) _____

Newspaper Notice (Date) _____ Notice Mailed to Property Owner, Neighboring Owners/Occupants (Date) _____

Planning Commission Recommendation: ☐ Approval ☐ Approval With Conditions ☐ Denial Date: _____

Township Board Action: ☐ Approval ☐ Approval With Conditions ☐ Denial Date: _____

Case # SLU _____

Describe the proposed land use/development.

Describe how the proposed land use/development meets the general special land use requirements provided in Section 6.2.

Describe how the proposed land use/development meets the specific requirements for the proposed special land use provided in the Zoning Ordinance (Example: How does a proposed Automotive Service Station comply with the special land use standards in Section 4.33 of the Zoning Ordinance?)

Case # SLU_____

4.0 Rezoning Review

Changes to the zoning designation of a parcel of land can be initiated by the Township or requested by the property owner of a specific parcel.

All rezoning requests require a public hearing by the Planning Commission and final approval by the Township Board.

When Do I Apply and What Do I Submit?

Submit the following information to the Township 21 days prior to the Planning Commission meeting (held the 2nd Tuesday of each month):

- ☐ 14 copies of the completed [Application for Rezoning](#) form
- ☐ 14 copies of a scaled sketch plan illustrating the size and shape of the property, size and location of all existing and proposed buildings, streets, alleys, easements and other pertinent existing conditions, and the location and use of adjacent buildings within 150 feet of the subject site
- ☐ A traffic impact study, if required by Zoning Ordinance Section 6.4
- ☐ Offer of conditions if application is for conditional rezoning
- ☐ Required fee as established by the Township Board

What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference was held, and the application materials are complete and accurate, the typical minimum time frame is 90 - 120 days. At least two months are required for Planning Commission review, because the public hearing must be set at a previous Planning Commission meeting.

Does Rezoning Allow Me To Begin My Proposed Land Use and/or Construction?

No. Rezoning does not authorize construction or use of land. If your requested rezoning is approved, your specific development request will then be reviewed for conformance with applicable requirements. Permits to allow construction or use will be granted after this development review process is completed.

How Long is Approval of a Rezoning Valid?

Once approved, a rezoning is final and does not expire, even if the applicant who proposed the rezoning does not develop or otherwise use the land.

Because the zoning of property requires legislative approval by the Township Board, it is not a property right that runs with the land. New or changed circumstances in the Township may result in future change in the zoning of individual properties.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

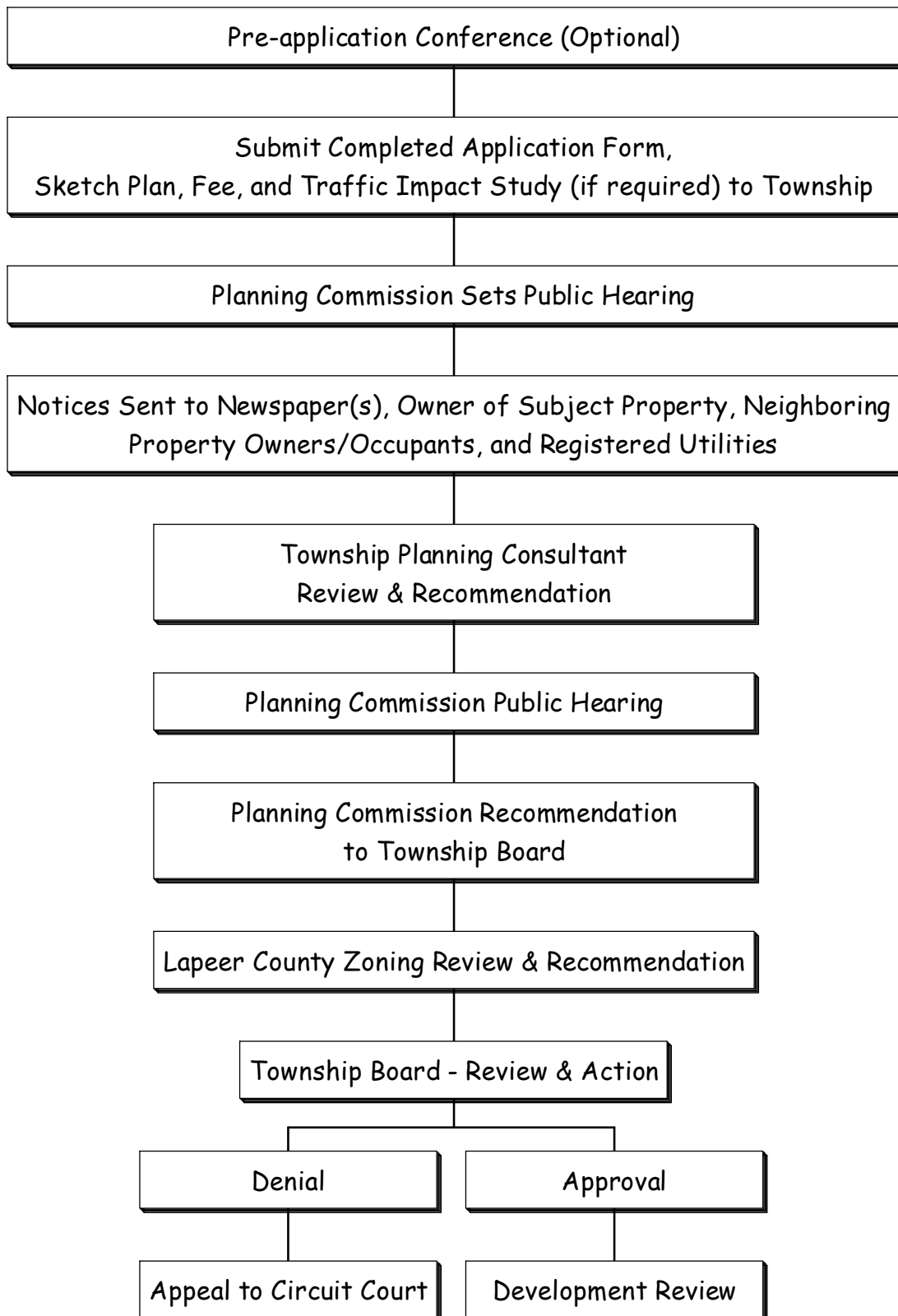
7 Sign Permit

8 More



4.0 Rezoning Review

What Is the Rezoning Review Process?



Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



APPLICATION FOR REZONING

PROJECT NAME _____

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____ FAX _____

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: _____

COMPLETE LEGAL DESCRIPTION (or on a separate sheet): _____

SCALED DRAWING OF SITE IN RELATION TO SURROUNDING PARCELS ATTACHED? Yes _____ No _____

AREA OF SUBJECT PARCEL Gross/Net Area: _____ / _____

PRESENT ZONING _____ ZONING REQUESTED _____

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

_____	_____
Signature of Applicant	Date

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Planning Commission Public Hearing (Date) _____

Newspaper Notice (Date) _____

Notice to Owner of Subject Property, Neighboring Owners/Occupants, and Registered Utilities (Date) _____

Planning Commission Recommendation: ☐ Approval ☐ Denial Date: _____

Sent To County (Date) _____ County Comments Received (Date) _____

Township Board Optional Public Hearing (Date) _____

Township Board Action: ☐ Approval ☐ Denial Date: _____

Case # RZ _____

[illegible]

Case # RZ_____

5.0 Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is a quasi-judicial body that has the authority to review the following requests:

- Appeals of a decision of an administrative official, appointed or elected body
- Interpretations of the Zoning Ordinance or Zoning District boundaries
- “Non-use” variances from the area, height and setback, off-street parking or other dimensional requirements of the Zoning Ordinance
- Temporary uses for periods not exceeding 12 months

All ZBA requests require a public hearing prior to action. All ZBA actions are final. Appeals of ZBA decisions can be made to the circuit court.

When Do I Apply and What Do I Submit?

Within 30 days of the date of any order, refusal or determination which is being appealed, submit the following to the Building Official:

- ☐ 8 copies of the completed [Application for Zoning Board of Appeals](#) form
- ☐ 8 copies of the Site Plan (see below)
- ☐ Required Review Fee

What Type of Site Plan Is Required?

The site plan must be drawn to scale, based on a mortgage or land survey of the parcel(s), and must include property lines and dimensions, existing and proposed buildings, setbacks, driveways, and adjacent uses and structures. The proposed area(s) subject to any appeal or variance should be clearly highlighted.

What Is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, the typical minimum time frame is 30 days.

Does an Approval of a Variance or Appeal Allow Me to Begin Construction?

No. Approval of a variance or appeal by the ZBA does not authorize construction. If your request is approved, site plan review, construction plan review and building permits may be required prior to construction.

How Long Is An Approval Valid?

Variances granted by the Zoning Board of Appeals must be acted upon by the applicant within one (1) year to remain valid.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

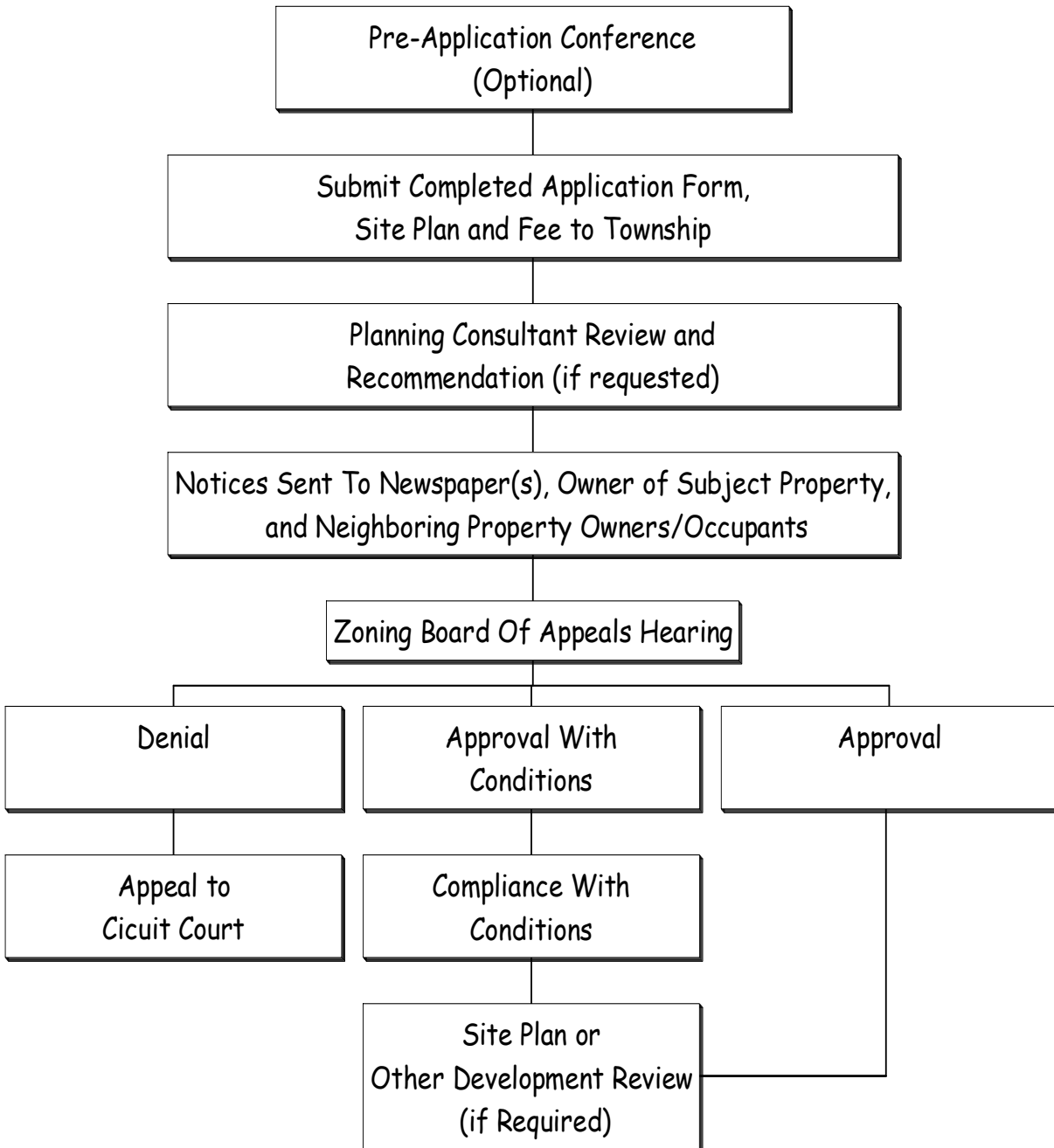
7 Sign Permit

8 More



5.0 Zoning Board of Appeals

What Is The Zoning Board of Appeals Review Process?



Introduction

2 Site Plan
Review

3 Special
Land Use

4 Rezoning

5 Zoning
Board of
Appeals

6 Land
Divisions

7 Sign
Permit

8 More



APPLICATION FOR ZONING BOARD OF APPEALS

PROJECT NAME _____

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: _____

COMPLETE LEGAL DESCRIPTION ☐ Attached ☐ Included on site plan

REQUIRED SITE PLAN ☐ Attached *Application will not be accepted without required plan*

EXISTING ZONING _____ EXISTING USE _____

TYPE OF REQUEST ☐ A variance from the Zoning Ordinance (*Complete Supplemental Information Sheet*)
☐ An interpretation of the ☐ Text or ☐ Map of the Zoning Ordinance
☐ Administrative Review of an Official Order or Decision
☐ Special Land Use Appeal
☐ Temporary Use
☐ Other: _____

PROPOSED USE OR ACTIVITY _____

THE APPLICANT REQUESTS THAT THE FOLLOWING BE GRANTED _____

THE REASON FOR THIS REQUEST IS _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant

Date

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Notices Sent to Newspaper, Owner of Subject Property, and Neighboring Property Owners/Occupants (Date) _____

ZBA Hearing (Date) _____ ☐ Approval ☐ Approval With Conditions ☐ Denial

Case # ZBA _____

SUPPLEMENTAL INFORMATION – VARIANCE REQUESTS ONLY

Case # ZBA _____

Please answer each of the following questions. The responses will be used by the ZBA in its review of this case. The case will be heard whether or not the questions are completely answered. It is to your advantage to answer each question as completely as possible. Refer to Section 7.19.4.D of the Zoning Ordinance for standards for approval of a variance request.

1. Why would strict compliance with the Zoning Ordinance prevent the owner from using the property for a permitted purpose, or be unnecessarily burdensome?

2. How will the requested variance ensure substantial justice (fairness) to both the applicant as well as other property owners?

3. Why would a lesser variance not give substantial relief to the applicant?

4. What is unique about the property? How is it different from other properties in the area or the same zoning district? Examples of unique circumstances or physical conditions of the property involved may include but are not limited to narrowness, shallowness, shape, water or topography. The applicant's personal or economic difficulty does not qualify as unique circumstances.

5. Explain why the requested variance is not due to the actions of the applicant, owner, or their predecessors.

Signed: _____

Date: _____

6.0 Land Divisions

Impact of the Land Division Act, As Amended

The subdivision review process is required for any subdivision of land that meets the criteria for platting, as specified in the Land Division Act, as amended (MCL 560.101 et seq.).

The Land Division Act provides a formula for determining how many splits are allowed per parent parcel or tract without going through the plat process. It should be noted that all parcels in the state of Michigan that were lawfully in existence on March 31, 1997 are parent parcels that are potentially eligible for future splits outside the plat process. For splits occurring after this date, the resulting parcels may be eligible for additional splits after ten years. The table on the following page shows the maximum number of splits allowed without going through the plat process.

The Land Division Act also provides a bonus formula for those parent parcels or tracts that are over 20 acres. If the applicant can apply one or both of the “good planning” techniques described below, they receive 2 additional splits. These “good planning” techniques are:

1. Construction of a new road(s) results in no new driveways with access onto an existing public road.
2. At least one resulting parcel is not less than 60% of the area of the parent parcel.

The table on the next page shows the maximum number of splits allowed before the subdivision platting process is triggered. If a project is at or below these thresholds, Applicants should proceed to the Township for lot split approval. If these thresholds are exceeded, a subdivision plat is required. (An equivalent development may also be possible under the Condominium Act. Refer to Condominium Subdivision Review in this manual).

LAND DIVISION ACT OVERVIEW

Basic Formula for Determining the Number of Allowable Splits

	Size of Parcel (ac)	Splits
	0-19.99	4
+10 ac	20 - 29.99	5
+10 ac	30 - 39.99	6
+10 ac	40 - 49.99	7
+10 ac	50 - 59.99	8
+10 ac	60 - 69.99	9
+10 ac	70 - 79.99	10
+10 ac	80 - 89.99	11
+10 ac	90 - 99.99	12
+10 ac	100 - 109.99	13
+10 ac	110 - 119.99	14
+40 ac	120 - 159.99	15
+40 ac	160	16
+40 ac	200	17
	Each additional 40 ac	1 additional division

Bonus Formula for Determining the Number of Allowable Splits

Size of Parcel (ac)	Splits
0-19.99	4
20 - 29.99	7
30 - 39.99	8
40 - 49.99	9
50 - 59.99	10
60 - 69.99	11
70 - 79.99	12
80 - 89.99	13
90 - 99.99	14
100 - 109.99	15
110 - 119.99	16
120 - 159.99	17
160	18
200	19
Each additional 40 ac	1 additional division

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



6.0 Land Divisions

In addition to the number of splits that are allowed, the Land Division Act also requires that all resulting parcels be accessible by either an existing or proposed driveway or easement.

Most new land divisions in Imlay Township also must satisfy the Zoning Ordinance requirement for access to a public road or an approved private road (See Sections 1618 and 1620).

Any parcel or tract which is “40 acres or the equivalent” or larger is known as an “exempt split.” These “exempt splits” are not counted as a division in either of the above formulas.

The above is a general description of the Land Division Act. Applicants are advised to consult the full Land Division Act, as amended (MCL 560.101 et seq.), prior to making any decisions.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



6.1 Land Division (Split) Review

All divisions of a parent parcel or tract that are under the maximum allowable without being processed through the platting (subdivision) process require administrative review and approval in conformance with the Imlay Township Land Division Ordinance and the State Land Division Act.

When Do I Apply & What Do I Submit?

For Preliminary Review, submit the following to the Assessor:

- ☐ 1 copy of the completed [Application for Land Division Review](#) form
- ☐ 1 copy of proof of ownership, in the form of a Warranty Deed, Quit Claim Deed, Land Contract, or other legal document of conveyance
- ☐ 1 survey plan in conformance with Section 5 the Land Division Ordinance
- ☐ A signed written statement, stating whether the right to make further divisions exempt from the platting process requirements of PA 591 - The Land Division Act, has been transferred or otherwise conveyed.
- ☐ A signed written statement, stating that: "The deeds for all resulting parcels that are the subject of this application shall contain the following statement: *'This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right To Farm Act'*".
- ☐ A signed written statement, stating that: "The deeds for all resulting parcels that are the subject of this application shall contain the following statement: *'It shall be the responsibility of the owner of this property to maintain grass at a height of twelve (12) inches or less.'*"
- ☐ Required review fees as established by resolution of the Township Board.

For Final Review, submit the following to the Assessor:

- ☐ 1 copy of the completed [Application for Land Division Review](#) form and proof of ownership
- ☐ 1 survey plan in conformance with Section 5 the Land Division Ordinance
- ☐ The full legal description of the lot, parent parcel or tract and of all parcels which would result from the proposed division of the lot, parent parcel, or tract, in digital format (e.g., on disk).
- ☐ Required review fees as established by resolution of the Township Board
- ☐ Letter from County Treasurer verifying taxes and any special assessments are paid
- ☐ Letters of approval from the Lapeer County Road Commission and private utilities

What is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, the typical minimum time frame is four weeks. The maximum time frame is 45 days.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



6.1 Land Division (Split) Review

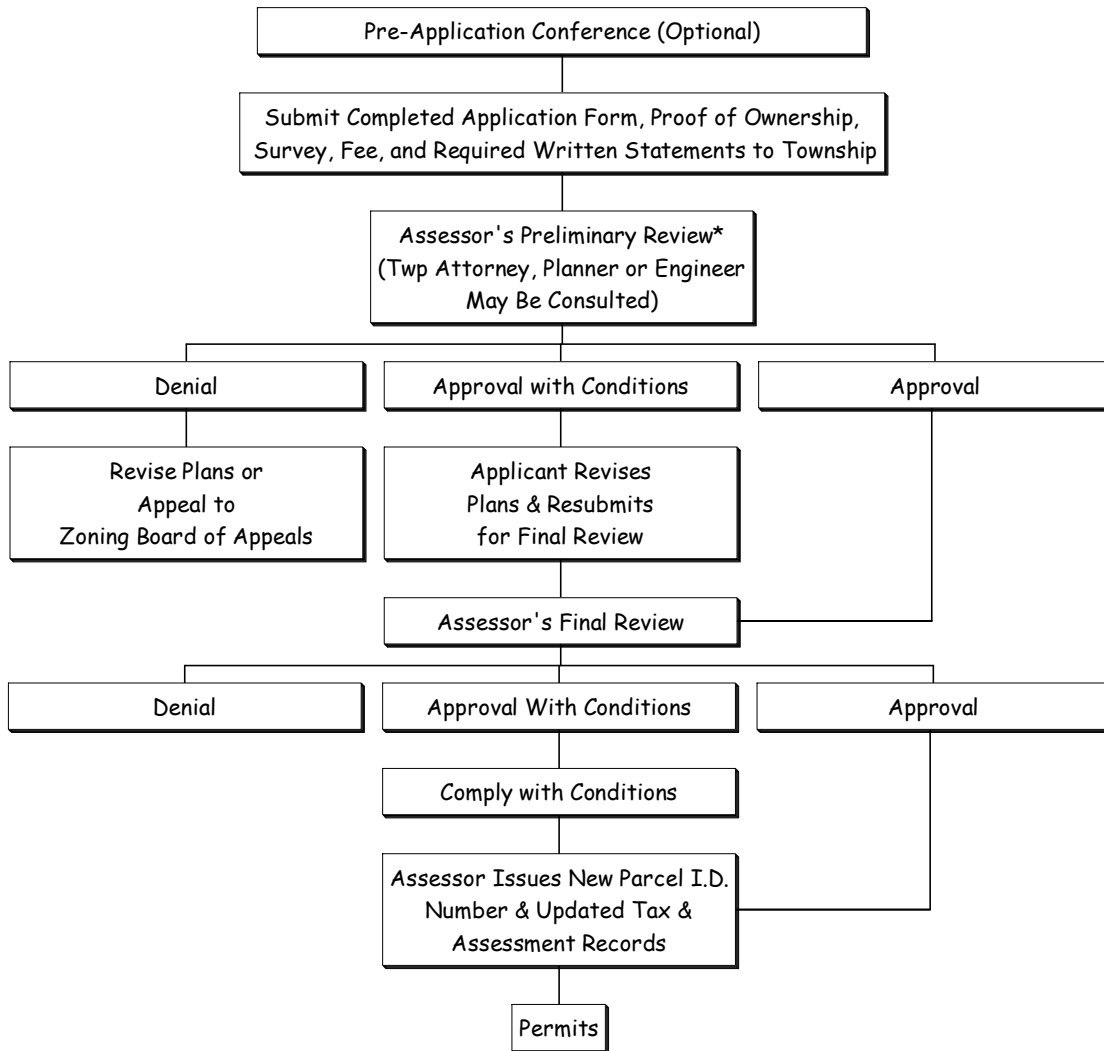
Does An Approval of a Land Division Allow Me To Begin Construction?

No. Approval of a Land Division does not authorize construction. If your request is approved, construction plan review and building permits may be required prior to construction.

How Long Is An Approval Valid?

Approval of a Land Division does not expire.

What is the Land Division (Split) Review Procedure?



- Where a public or private road is proposed as a part of any division application, review and approval of the road(s) shall be in accordance with the Imlay Township Public and Private Road Ordinance and shall occur prior to final approval of the proposed division(s).



APPLICATION FOR LAND DIVISION REVIEW

1. Location of Parent Parcel to be Split:

Location of Parent Parcel to be split: Address: _____ Road Name: _____

Parent Parcel ID #: 44-011- _____

Present Zoning: _____

Area of Parent Parcel: _____ Acres

2. Property Owner Information

Applicant _____

Address _____

Phone _____

FAX _____

Are You The Sole Legal Owner Of Property? ☐ YES ☐ NO

Proof of Ownership ☐ Attached

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

Name (Please Print)

Address

Interest

Signature

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Proposed Divisions to Include:

A. Number of Divisions Proposed: _____

B. Proposed Use _____

C. Each proposed parcel, if 40 acres or less, has a depth to width ratio not greater than 4 to 1.

D. Each parcel has a minimum width of 165 feet.

E. Each parcel has a minimum area of 1.5 acres.

F. The division of each parcel provides access as follows: (check one)

a) ____ Each new division has frontage on an existing public road. Road name: _____

b) ____ Each new division has frontage on a new public road. Proposed road name: _____

c) ____ Each new division has frontage on a new private road. Proposed road name: _____

For Preliminary Review: Survey Plan ☐ Attached

For Final Review: Survey Plan ☐ Attached

Legal Description of Parent Parcel ☐ Attached ☐ Included On Survey Plan

Legal Description of Each Proposed New Parcel ☐ Attached ☐ Included On Survey Plan

Legal Description of Any Proposed New Road, Easement or Shared Driveway ☐ Attached ☐ Included On Survey Plan

Legal Description of Each Proposed New Parcel, Road, Easement, or Shared Driveway ☐ Provided on Disk

4. **Future Divisions** being transferred from the parent parcel to another parcel. Indicate number transferred _____ (See Section 109.2 of Land Division Act. Make sure your deed included both statements as required in Sec. 109 (3&4))

5. **Development Site Limits** (check each that represents a condition existing on the parent parcel)

_____ Waterfront property (river, lake, pond, etc.) _____ Includes wetlands
_____ Is within a floodplain _____ Includes a beach
_____ Is on muck soils or soils known to have severe limitations for on-site sewage system

6. **Attachments** (the following **MUST** be included). See also, "When Do I Apply & What Do I Submit?" under Land Division (Split) Review Procedure of Procedures Manual.

A. A scale drawing (or survey) for the proposed divisions of the parent parcel showing:

- 1) Current boundaries (as of March 31, 1997)
- 2) All previous division(s) made after March 31, 1997 (indicate when made or none)
- 3) Proposed division(s)
- 4) Full legal description of the lot, parent parcel, or tract, and of all parcels which would result from the proposed division of the lot, parent parcel, or tract
- 5) The gross and net (exclusive of public and private road rights of way) size of each resulting parcel (in square feet and acres)
- 6) All dimensions of existing and proposed property lines and easements
- 7) All adjoining property within 100' of the lot, parent parcel, or parent tract
- 8) Location of all existing buildings, wetlands, lakes, streams, ponds, drives, public and private roads, easements, wells, and septic fields
- 9) The proposed location and type of access to each resulting parcel
- 10) Setbacks from property lines to all proposed buildings, drives, easements, wells, and septic systems

B. Indication of approval, or permit from the Lapeer County Road Commission, that the proposed vehicular access to an existing road or street meets applicable location standards.

C. A copy of any reserved division rights (see Sec. 109 of the Land Division Act) in the parent parcel.

D. A fee of \$50.00 for each parcel.

7. **Improvements.** Describe any existing improvements (buildings, well, septic, etc, which are on the parent parcel or indicate none): _____

8. **Affidavit** and permission from municipal, county, and state officials to enter the property for inspections:

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I give permission to officials of the Township, County and State to enter the property where this parcel division is proposed for purposes of inspection. I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance and the State Land Division Act and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights. Finally, even if this division is approved, I understand local ordinances and state acts change from time to time and if changed the division made here must comply with the new requirements unless deeds representing the approved divisions are recorded with the Register of Deeds or the division is building upon before the changes to laws are made.

Signature of Applicant

Date

Office Use Only

Date Received _____

By: _____

Fee Paid: _____

Assessor's Preliminary Review: Date: _____

☐ Approval

☐ Approval With Conditions

☐ Denial

Assessor's Final Review: Date: _____

☐ Approval

☐ Approval With Conditions

☐ Denial

CASE NO. LD _____

6.2 Subdivision Plat Review

All divisions of a parent parcel or tract that exceed the maximum allowable acreage divisions must be processed through the platting (subdivision) review and approval process in conformance with the Imlay Township Subdivision Regulations and state Land Division Act (also known as the Subdivision Control Act).

When Do I Apply & What Do I Submit?

Submit the following to the Building Official 21 days prior to the Planning Commission meeting (held the 2nd Tuesday of each month):

For Tentative Preliminary Plat Review, submit the following to the Building Official:

- ☐ 14 copies completed [Application for Subdivision \(Plat\) Review](#) form.
- ☐ 14 copies of Tentative Preliminary Plat prepared in conformance with Section 301 of the Imlay Township Subdivision Regulations and the Land Division Act.
- ☐ Required review fees as established by resolution of the Township Board.

For Final Preliminary Plat Review, submit the following to the Building Official:

- ☐ 14 copies of the Final Preliminary Plat reflecting required changes, and prepared in accordance with Section 302 of the Imlay Township Subdivision Regulations and the Land Division Act.
- ☐ Copies of transmittals to all authorities required to review the Preliminary Plat.
- ☐ Evidence of approval of the preliminary plat by the required review authorities.
- ☐ Required review fees as established by resolution of the Township Board.

For Engineering Plan Review, submit the following to the Building Official:

- ☐ Engineering plans for grading and drainage, underground utilities, and road construction.
- ☐ Required review fees and performance guarantees as established by the Township.

For Final Plat Review, submit the following to the Building Official:

- ☐ 1 mylar and 12 paper copies of the Final Plat prepared in accordance with Section 303 of the Imlay Township Subdivision Regulations and the Land Division Act.
- ☐ 2 copies of the proposed Subdivision Deed Restrictions or Protective Covenants, or a statement in writing that none are proposed.
- ☐ Abstract of title or policy of title insurance for subject site.
- ☐ Proof that property taxes and special assessments have been paid on the subject site.

What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference is held, and the application materials are complete and accurate, the typical minimum time frame is 8 - 10 months.

When Can Construction Begin?

Once the final preliminary plat and engineering plans are approved, the construction of improvements such as site grading, underground utilities, roads, and the like may **begin**,

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



6.2 Subdivision Plat Review

subject to receipt of required permits. House construction, with the exception of model homes, cannot begin until the final plat is approved and recorded with the County Register of Deeds.

How Long Is An Approval Valid?

Tentative Preliminary Plat approval is valid for 1 year. Final Preliminary Plat approval is valid for 2 years. Final Plat approval does not expire.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

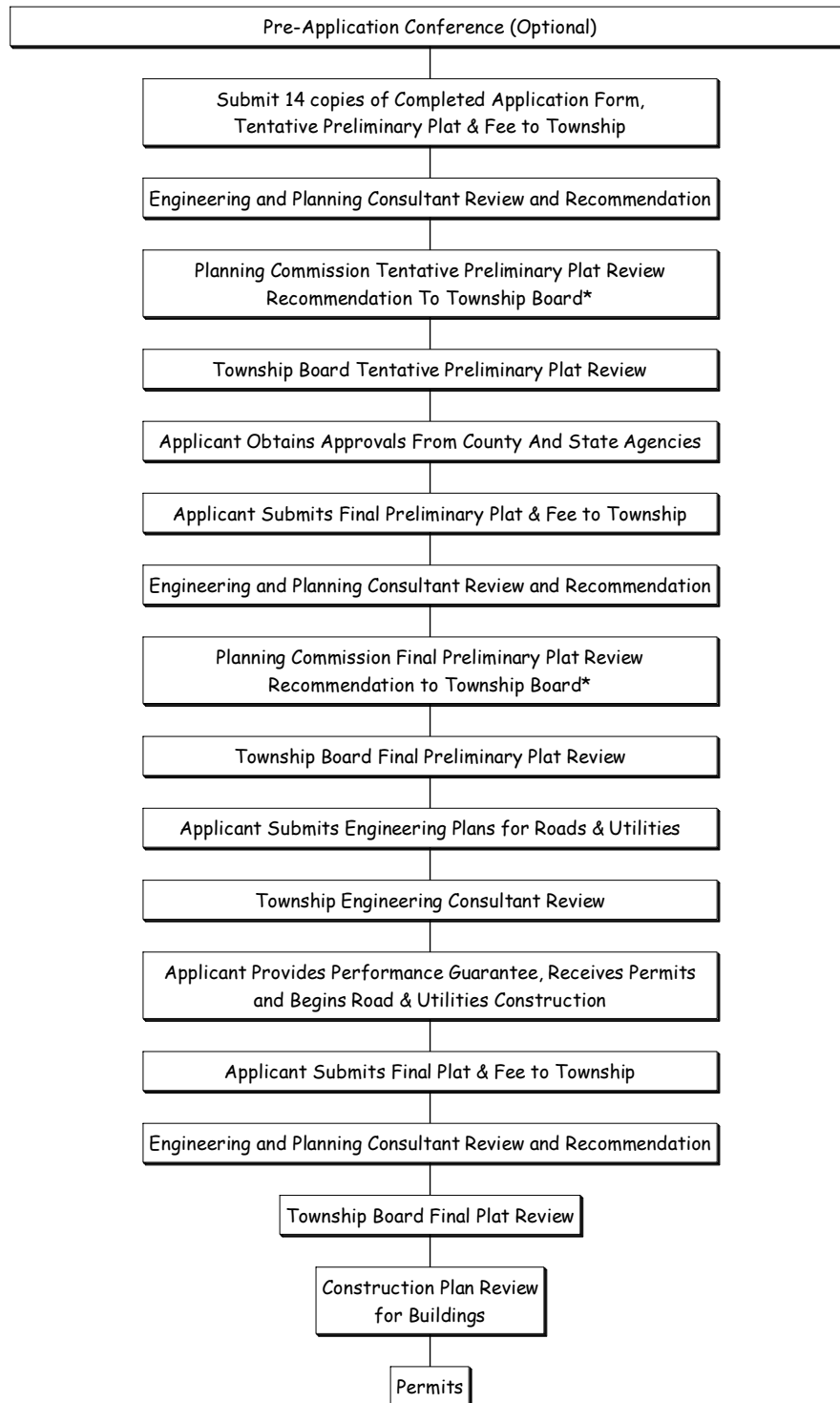
7 Sign Permit

8 More



6.2 Subdivision Plat Review

What is the Subdivision Review Process?



* Recommendations will be forwarded to the Township Board only when minor revisions are necessary.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



**APPLICATION FOR
SUBDIVISION (PLAT) REVIEW**

	<u>Applicant</u>	<u>Design Engineer</u>	<u>Others</u>
Name (print)	_____	_____	_____
Address	_____	_____	_____
	_____	_____	_____
Phone	_____	_____	_____
FAX	_____	_____	_____

Name Of Proposed Subdivision (Plat) _____

Project Location: _____

Complete Legal Description ☐ Attached ☐ Included On Plat

Present Zoning _____ Present Use _____

Estimated Completion Date Of Proposed Project _____

Number of Lots Proposed: _____ Area of Subject Property: _____ Acres

For Final Preliminary Plat: Evidence of County and State Approvals ☐ Attached ☐ Included On Plat

For Final Plat: Certificates of County and State Approvals ☐ Attached ☐ Included On Plat

Are You the Sole Legal Owner of Property? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

_____	_____
Signature of Applicant	Date

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Tentative Preliminary Plat Approval

Planning Commission Recommendation (Date): _____ ☐ Approval ☐ Approval with Conditions ☐ Denial

Township Board Action (Date): _____ ☐ Approval ☐ Approval with Conditions ☐ Denial

Final Preliminary Plat Approval

Planning Commission Recommendation (Date): _____ ☐ Approval ☐ Approval with Conditions ☐ Denial

Township Board Action (Date): _____ ☐ Approval ☐ Approval with Conditions ☐ Denial

Subdivision Engineering Plans Approval (Date) _____

Final Plat Approval (Date) _____

CASE NO. SUB _____

6.3 Condominium Subdivision Review

Condominium Subdivisions are regulated by the state Condominium Act and Section 6.3 of the Township Zoning Ordinance. In addition, the design and layout of Condominium Subdivisions shall be in conformance with Articles 3 and 4 of the Township's Subdivision Regulations (except for the platting requirements).

All Condominium Subdivisions require site plan review and approval. The approval process also requires the review of Condominium documents, such as a Master Deed and By-Laws for the Association of Co-owners.

When Do I Apply and What Do I Submit?

Submit the following to the Township 14 days prior to the Planning Commission meeting (held the 2nd Tuesday of each month) for initial staff/consultant review:

- ☐ 14 copies of the completed [Application for Condominium Subdivision Plan Review](#) form
- ☐ 14 copies of site plan in conformance with Section 6.1 and Section 6.3
- ☐ Master Deed and By-Laws (may be submitted as a separate step following the subdivision plan review)
- ☐ Legal Description of subject property
- ☐ Required fee as established by the Township Board.

What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference is held, and the application materials are complete and accurate, the typical minimum time frame is 5 - 6 months.

Does An Approved Condominium Subdivision Plan Allow Me To Begin Construction?

No. Condominium Subdivision Plan Approval does not authorize construction. If your site plan is approved, construction plan review, completion of all streets and utilities, recording of Master Deed, and building permits will be required prior to construction.

How Long is a Condominium Subdivision Approval Valid?

Approval is valid for one (1) year, unless an extension is requested by the applicant and granted by the Township.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

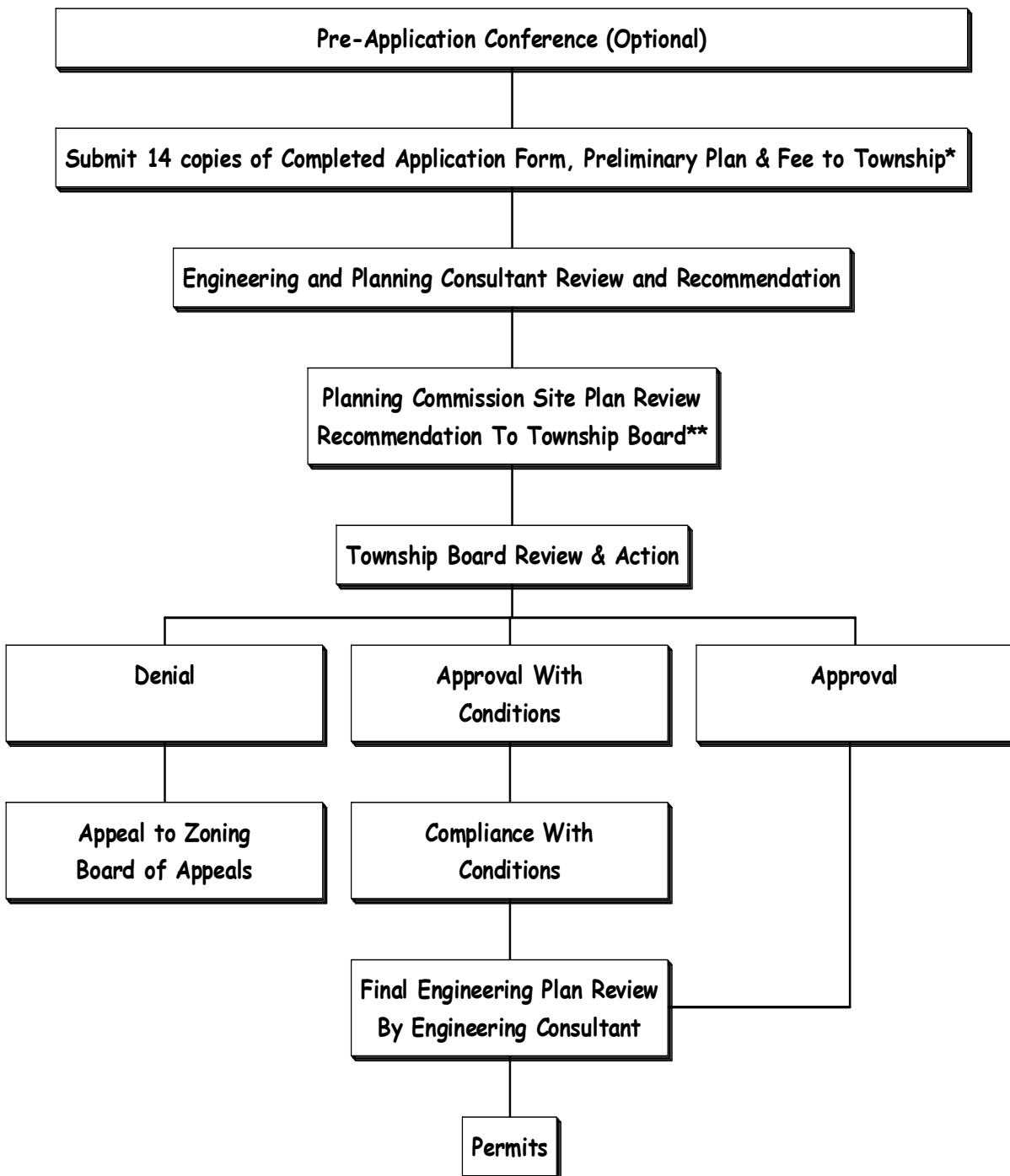
7 Sign Permit

8 More



6.3 Condominium Subdivision Review

What is the Condominium Subdivision Review Process?



* Master Deed and By-Laws may be submitted as a separate step following plan review.

** Recommendations will be forwarded to the Township Board only when minor revisions are necessary.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



**APPLICATION FOR CONDOMINIUM
SUBDIVISION PLAN REVIEW**

PROJECT NAME _____

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____ FAX _____

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: _____

COMPLETE LEGAL DESCRIPTION ☐ Attached ☐ Included on site plan

EXISTING ZONING _____ PROPOSED USE _____

SITE PLAN ☐ Attached *Application will not be accepted without site plan*

AREA OF SUBJECT PARCEL Gross/Net Area: _____ / _____ NUMBER OF UNITS/LOTS _____

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

_____	_____
Signature of Applicant	Date

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Site Plan Submitted? (14 Copies) ☐ Yes (DO NOT ACCEPT APPLICATION WITHOUT SITE PLANS)

Planning Commission Recommendation (Date) _____ ☐ Approval ☐ Approval w/ Conditions ☐ Denial

Township Board Action (Date) _____ ☐ Approval ☐ Approval w/ Conditions ☐ Denial

Case # CS _____

7.0 Sign Permit Review

All permanent and temporary signs must comply with the provisions of Section 5.8 of the Zoning Ordinance, and require a permit prior to installation.

When Do I Apply and What Do I Submit?

Submit the following information to the Township.

- ☐ 4 copies of the [Application for Permanent or Temporary Sign](#) form and attachments
- ☐ Required Fee as established by the Township Board
- ☐ 4 copies of scaled drawings which provide the following:
 - The location of the subject property and current zoning classification
 - A scale drawing of each sign, in the colors of the finished sign, indicating the size, shape, message, lettering style, and materials of the finished sign (all required copies must also be in color)
 - Building elevation sketches showing the position and size of each sign on the building and the location and size of any existing sign(s) on the same structure.
 - For freestanding signs, a site plan sketch showing the sign height, location of the sign on the site, and verifying compliance with all setback requirements
 - For freestanding signs, the site plan sketch shall illustrate any proposed landscaping around the sign, the size of the landscaped area, details regarding proposed plant material (quantity, species, size and method of maintenance)
 - If the sign will be illuminated, plans shall include all details regarding the location, type of fixture, color of the illumination, and method of shielding the lighting equipment to prevent glare.

What is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, the typical minimum time frame is 2 weeks.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

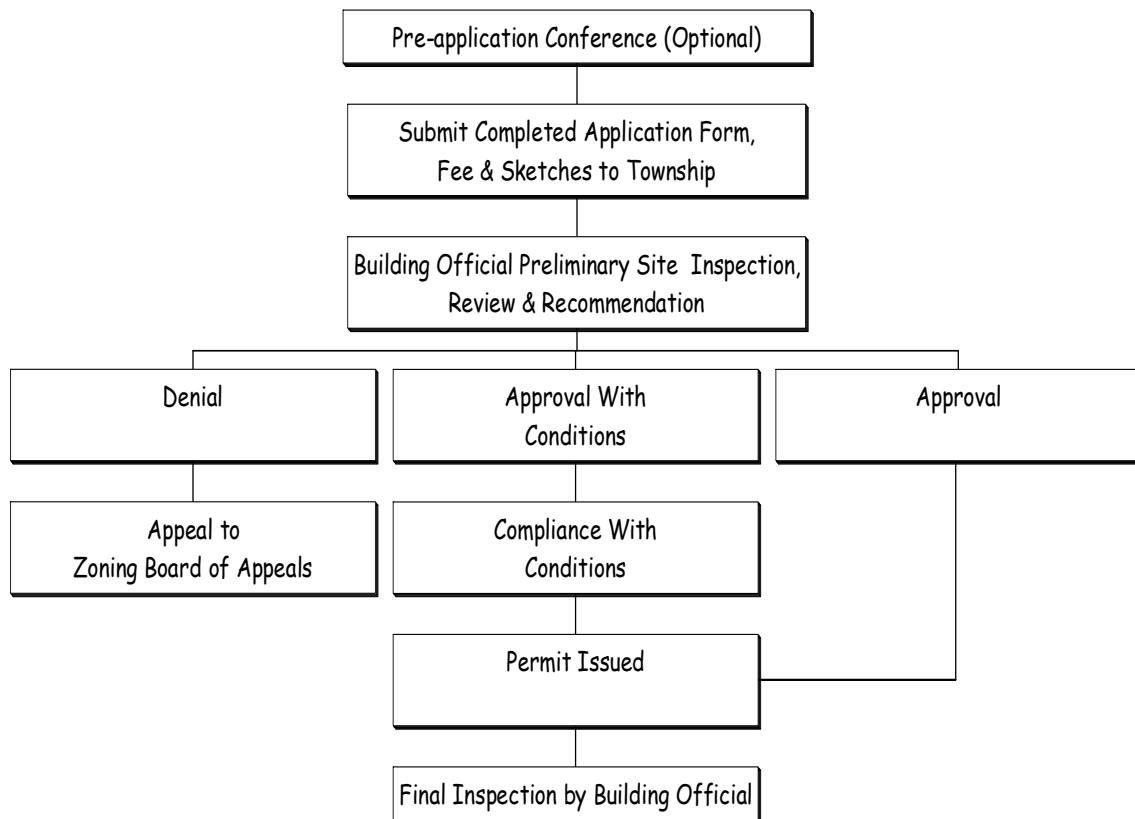
7 Sign Permit

8 More



7.0 Sign Permit Review

What Is the Sign Permit Review Process?



Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



APPLICATION FOR PERMANENT OR TEMPORARY SIGNS

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____

NAME OF BUSINESS OR ACTIVITY REQUIRING SIGN _____

BUSINESS ADDRESS, IF ISSUED _____

EXISTING ZONING _____ EXISTING USE _____

DESCRIPTION OF SIGN _____

REQUIRED PLANS ATTACHED ☐ Site Sketch ☐ Building Elevations
☐ Scale Drawing Of Each Sign

PROPOSED DATES FOR PLACEMENT OF TEMPORARY SIGN: **FROM** _____ **TO** _____

BUSINESS/PERSON RESPONSIBLE FOR SIGN MAINTENANCE _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

Name (Please Print)	Address	Interest	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant

Date

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Permanent Sign Permit Issuance Date: _____

Temporary Signs Permit Issuance Date: _____ Temp. Sign Permit Expires On: _____

Case # SIGN _____

8.0 More

Table of Contents

Sec. 8.1	Class A Non-Conforming Designation Review _____	8-2
	Application for Class A Non-Conforming Designation	
	Zoning Board of Appeals _____	8-4
	Supplemental Information-Class A Non-Conforming	
	Requests Only _____	8-5
Sec. 8.2	Public & Private Road Review _____	8-6
	Application for Private Road Review _____	8-10
Sec. 8.3	Pond Review _____	8-11
	Application for Residential of Agricultural Pond _____	8-13
Sec. 8.4	Public Hearings/Notice Procedures _____	8 -14
Sec. 8.5	Environmental Permits Checklist _____	8-20
	Hazardous Substances Reporting Form for Site Plan	
	Review _____	8-23
	Zoning Ordinance Text Amendment Procedural	
	Sequence _____	8-25
	Zoning Map Amendment (Rezoning) Procedural	
	Sequence _____	8-26

Introduction

2 Site Plan
Review

3 Special
Land Use

4 Rezoning

5 Zoning
Board of
Appeals

6 Land
Divisions

7 Sign
Permit

8 More



8.1 Class A Non-Conforming Designation Review

- A legal nonconforming use, building or structure is one that lawfully existed prior to the adoption or subsequent amendment of the Zoning Ordinance, that no longer is permitted within the zoning district in which it is located. The intent of the Zoning Ordinance is to permit such legal nonconformities to continue until they are removed but not to encourage their survival. Consistent with the above stated intent, nonconformities may generally not be enlarged, expanded, moved, or otherwise altered. However, nonconformities which receive Class A Nonconforming Designation from the Zoning Board of Appeals (see Section 7.18 number 9) may be enlarged or altered upon site plan review and approval. The ZBA grants a Class A Nonconforming Designation upon finding: 1) the continuance of the nonconforming use, building or structure will not be contrary to public health, safety or welfare, 2) the nonconforming use, building or structure will not likely depress the value of nearby properties or negatively impact adjacent properties more so than would a permitted principal use or structure, 3) the nonconforming use, building or structure was lawful at the time of its inception, and 4) strict application of the Zoning Ordinance serves no useful purpose in relation to the nonconforming use, building or structure.

When Do I Apply & What Do I Submit?

- Submit the following to the Township 21 days prior to the Zoning Board of Appeals meeting (held the 2nd Tuesday of each month):
 - ☐ 8 copies of the completed [Application for Class A Nonconforming Designation](#) form
 - ☐ 8 copies of the Site Plan (see below)
 - ☐ Required Review Fee

What Type of Site Plan Is Required?

The site plan must be drawn to scale, based on a mortgage or land survey of the parcel(s), and must include property lines and dimensions, existing and proposed buildings, setbacks, driveways, and adjacent uses and structures. The proposed area(s) subject to any appeal or variance should be clearly highlighted.

What is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, the typical minimum time frame is 30 days.

How Long Is A Class A Nonconforming Designation Valid?

Class A Nonconforming designation does not expire. However, such designation may be revoked if the ZBA finds there is a change in conditions or circumstances such that the use, building, or structure no longer qualifies for Class A. Class A designation automatically expires if the use is terminated and/or the building is removed.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

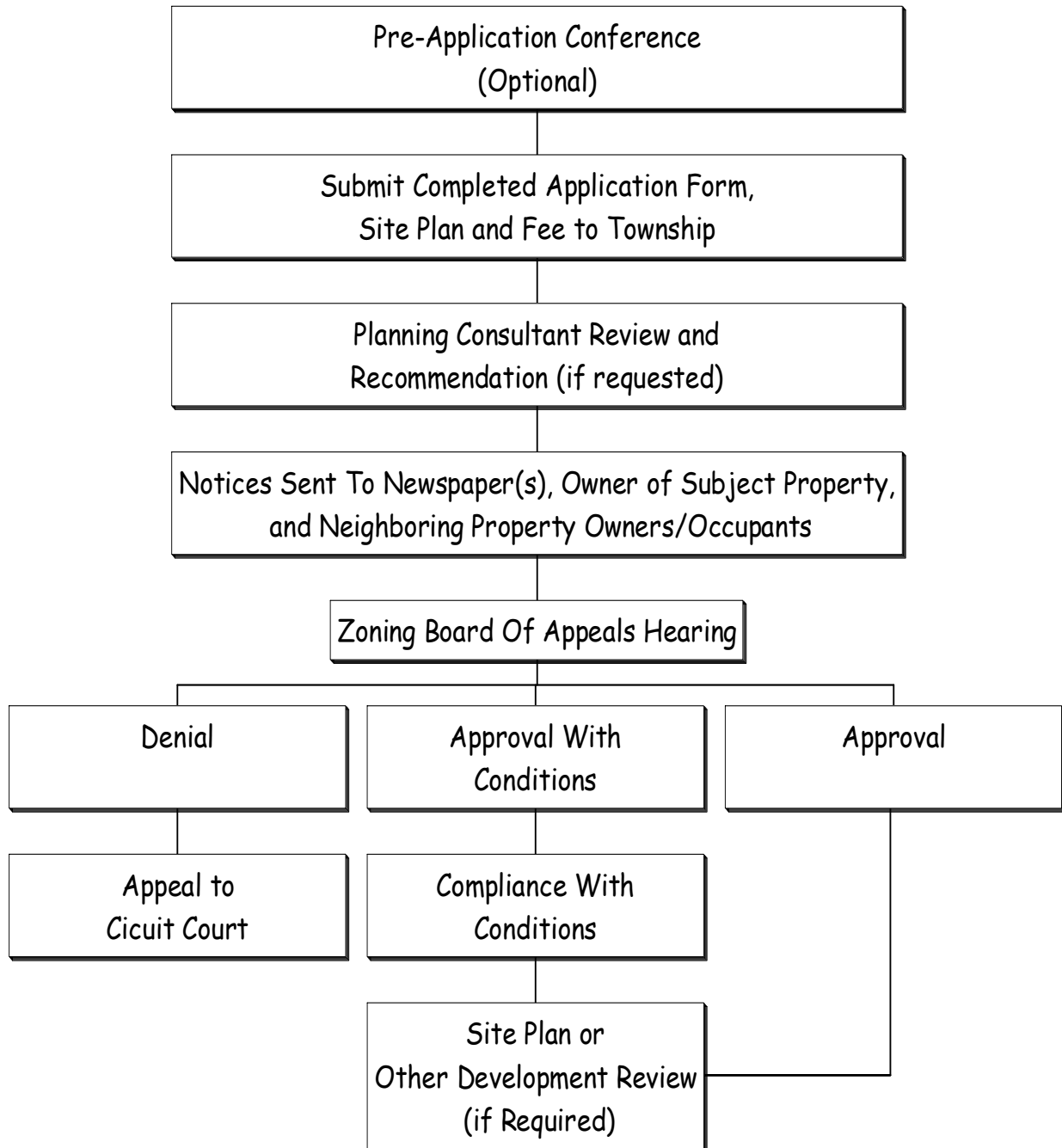
7 Sign Permit

8 More



8.1 Class A Non-Conforming Designation Review

What Is The Class A Nonconforming Designation Review Process?



Introduction

2 Site Plan
Review

3 Special
Land Use

4 Rezoning

5 Zoning
Board of
Appeals

6 Land
Divisions

7 Sign
Permit

8 More



APPLICATION FOR CLASS A NONCONFORMING DESIGNATION ZONING BOARD OF APPEALS

PROJECT NAME _____

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: _____

COMPLETE LEGAL DESCRIPTION ☐ Attached ☐ Included on site plan

REQUIRED SITE PLAN ☐ Attached *Application will not be accepted without required plan*

EXISTING ZONING _____ EXISTING USE _____

PROPOSED USE or ACTIVITY _____

THE APPLICANT REQUESTS THAT THE FOLLOWING BE GRANTED _____

THE REASON FOR THIS REQUEST IS _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. *All persons having legal interest in the property must sign this application.*

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

_____	_____
Signature of Applicant	Date

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Notices Sent to Newspaper, Owner of Subject Property, and Neighboring Property Owners/Occupants (Date) _____

ZBA Hearing (Date) _____ ☐ Approval ☐ Approval With Conditions ☐ Denial

Case # ZBA _____

SUPPLEMENTAL INFORMATION – CLASS A NONCONFORMING REQUESTS ONLY
Zoning Board of Appeals Case No. ZBA

Please answer each of the following questions. The responses will be used by the ZBA in its review of this case. The case will be heard whether or not the questions are completely answered. It is to your advantage to answer each question as completely as possible.

1. How will continuance of the nonconforming use, building or structure not be contrary to public health, safety or welfare?

2. Will the nonconforming use, building or structure depress the value of nearby properties or negatively impact adjacent properties more so than would a permitted principal use or structure?

3. Was the nonconforming use, building or structure lawful at the time of its inception?

4. How does strict application of the provisions of the Zoning Ordinance serve no useful purpose in relation to the nonconforming use, building or structure?

Signed: _____

Date: _____

Print Name: _____

8.2 Public & Private Road Review

- Public and private roads may be permitted within the Township provided they are properly constructed and maintained. To ensure proper construction and maintenance of such roads, the Township has adopted a Public and Private Road Ordinance which specifies standards and procedures for reviewing and approving new roads.

When Do I Apply & What Do I Submit?

Submit the following to the Township 14 days prior to the Planning Commission meeting (held the 2nd Tuesday of each month):

- ☐ 14 copies of the completed [Application for Private Road Review](#) form
- ☐ 14 copies of site plan and engineering plans in conformance with Sections 6, 7, and 8 of the Public and Private Road Ordinance
- ☐ 14 copies of Private Road Maintenance Agreement.
- ☐ Legal Description of subject property, private road easement, all resulting parcels, and storm drain / utility easements. Legal description must be included on the survey and provided in digital format (e.g., on disk).
- ☐ Required fee as established by the Township Board.

What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference is held and the application materials are complete and accurate, the typical minimum time frame is 45-90 days.

Does An Approved Private Road Site Plan Allow Me To Begin Construction?

No. Approval does not authorize construction. If your Private Road Site Plan is approved, construction plan review and permits are required. At the time of application for a permit, you must file a cash deposit or certified check in an amount equal to 15% of the total cost of the required improvements, as determined by the Township Engineer, or \$25,000, whichever is greater. At least 1 week prior to construction, you must hold a pre-job meeting with the Township Engineer.

Is There a Deadline by Which Construction Must Be Started and Completed?

Construction must begin within 12 months and be completed within 18 months of approval, or the approval automatically expires. The Township Board may grant a six-month extension if the applicant demonstrates sufficient progress toward completion or legitimate cause for the delay.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



8.2 Public & Private Road Review

What Needs To Be Included In The Private Road Maintenance Agreement?

The following lists the basic required content of Private Road Maintenance Agreements:

- ❑ **Legal Description** - Legal description of parent parcel, resultant parcels, private road easement, utility easements.
- ❑ **Private Road Association** - Creation of Private Road Association, Membership, Voting Rights, Election of Officers.
- ❑ **Annual Meeting** - Annual meeting required. Purpose - Elect officers, approve maintenance program and budget for next year.
- ❑ **Assessment** - Annual assessment required, proportional to share of budget, based on number of parcels owned.
- ❑ **Assessment Collection** - How assessments will be collected, treasurer responsible, due dates, where funds will be deposited.
- ❑ **Failure To Pay Assessment** - Recourse(s) available to Association if landowner fails to pay, liens, suits, collection costs.
- ❑ **Special Assessment District** - Each owner's written approval for the establishment of a Special Assessment District, for maintenance of the private road by the Township, upon failure of the owners to maintain the private road.
- ❑ **Road and Utility Easement** - Easement for road and utilities, access assured to owners, public, utilities and the Township.
- ❑ **Estimate Of Expenses** - Estimates required yearly for maintenance of road, Association responsible for securing estimates for grading, drainage, snow removal and base / surface repair.
- ❑ **Extraordinary Repairs** - Unanticipated repairs, method of assessment collection, Association empowered to take immediate steps to repair.
- ❑ **Notice to Township** - Association required to notify Township yearly with Association contact, agenda and minutes for annual meeting, proposed and approved maintenance budgets.
- ❑ **Maintenance and Repair Work** - Association Chair responsible to schedule maintenance, bills paid by treasurer, all work to be in conformance with Township-Approved plans and Private Road standards. *Language that specifies that Township and County Road Commission are NOT responsible for maintenance of private roads.*
- ❑ **Remedies** - Vested right of Association to take legal actions deemed necessary for violations.
- ❑ **Drainage Maintenance** - Drainage to be maintained, drainage patterns not to be altered unless prior approval by appropriate governmental authority and Township, owners not to block or alter.
- ❑ **Dust Control** - (If Applicable) For gravel roads, method & frequency of dust control.
- ❑ **Subsequent Owners** - Agreement runs with the land, binding on all current and future owners, owner required to disclose this agreement.
- ❑ **Public Road Dedication** - Process for future dedication, sole responsibility of Association to comply with County Road Commission requirements at that time.
- ❑ **Owners Not To Restrict Road Access** - Owners prohibited from blocking or hindering use of road.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



8.2 Public & Private Road Review

- ❑ **Recording Required** - Maintenance Agreement, survey and legal description to be recorded.
- ❑ **Copy of Agreement To Be Provided At Closing** - Seller required to provide copy of maintenance agreement at time of closing.
- ❑ **Amendments** - Amendments to Maintenance Agreement require Township approval, cannot have effect of reducing or eliminating Association's responsibility for road maintenance.
- ❑ **Mowing of Grass** – Agreement must include the following statement, “It shall be the responsibility of the owner of each parcel of property to which the road provides access to maintain grass at a height of twelve (12) inches or less.”
- ❑ **Signatures**

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

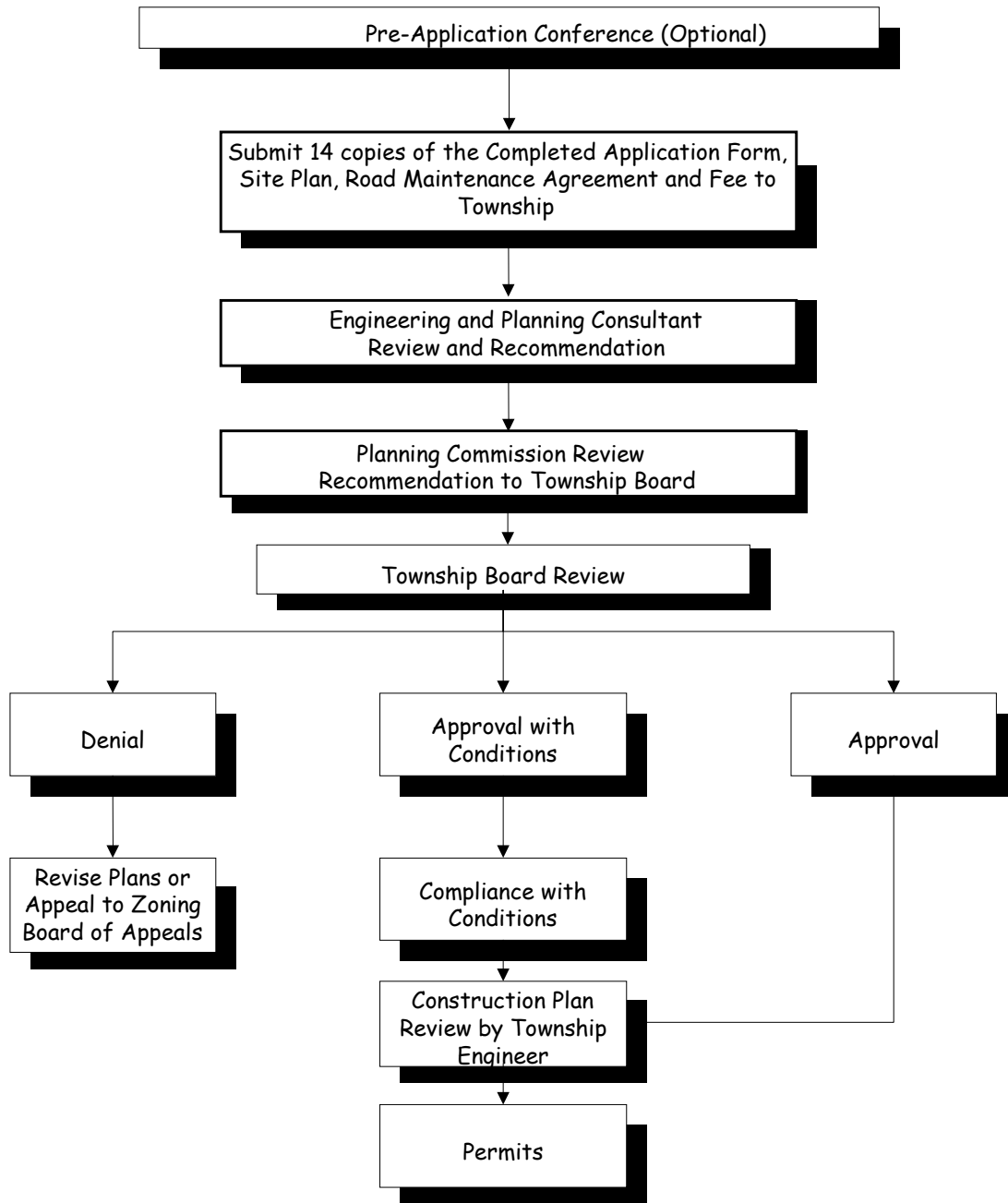
7 Sign Permit

8 More



8.2 Public & Private Road Review

What Is The Private Road Review Process?



* Permits are required before construction can begin.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



APPLICATION FOR PRIVATE ROAD REVIEW

PROJECT NAME _____

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____ FAX _____

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: _____

COMPLETE LEGAL DESCRIPTION ☐ Attached ☐ Included on site plan

EXISTING ZONING _____ PROPOSED USE _____

ENGINEERED SITE PLAN ☐ Attached *Application will not be accepted without site plan*

AREA OF SUBJECT PARCEL Gross/Net Acreage: _____ / _____

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

_____ Signature of Applicant	_____ Date
---------------------------------	---------------

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Site Plan Submitted? (14 Copies) ☐ Yes (DO NOT ACCEPT APPLICATION WITHOUT SITE PLANS)

Planning Commission Recommendation: ☐ Approval ☐ Approval With Conditions ☐ Denial Date: _____

Township Board Action: ☐ Approval ☐ Approval With Conditions ☐ Denial Date: _____

Case # PVTRD _____

8.3 Pond Review

Prior to the construction, expansion, or cleaning of a pond that will result in the removal of over 100 yards of material, a site plan must be submitted to the Building Official for review and approval.

When Do I Apply and What Do I Submit?

Submit the following information to the Building Official.

- ☐ 4 copies of the completed [Application for Residential or Agricultural Pond](#) form must be submitted to the Township
- ☐ Required fee as established by the Township Board
- ☐ 4 copies of a site plan in conformance with Zoning Ordinance Section 6.1, illustrating the following:
 - Property lines and dimensions.
 - All existing and proposed structures on the site and on adjacent parcels within 100' of the site.
 - Location of the proposed pond.
 - Location of all wells, septic tanks, drainage fields, and tile drains (including agricultural drains) on the site and within 100' of the site.
 - Setbacks (distance) in feet from the proposed pond to all property lines, rights of way, existing and proposed structures, wells, septic tanks, drainage fields and tile drains on the site.
 - Location of all existing and proposed fencing, berming and land balancing, including the location, height and slope of all areas where excavated materials (spoils) will be placed on site.
 - Spot elevations sufficient to determine the location, grading and drainage patterns created by the pond and all associated land balancing, berming and excavation.
 - Location of all wetlands, streams, rivers, lakes, drains or other waterbodies.

What is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, the typical time frame is 2 weeks. Where review by the Lapeer County Soil Erosion and Sedimentation Control Office is required, the process may be extended up to 30 days, and where MDEQ review is required, the process may take up to 90 days.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

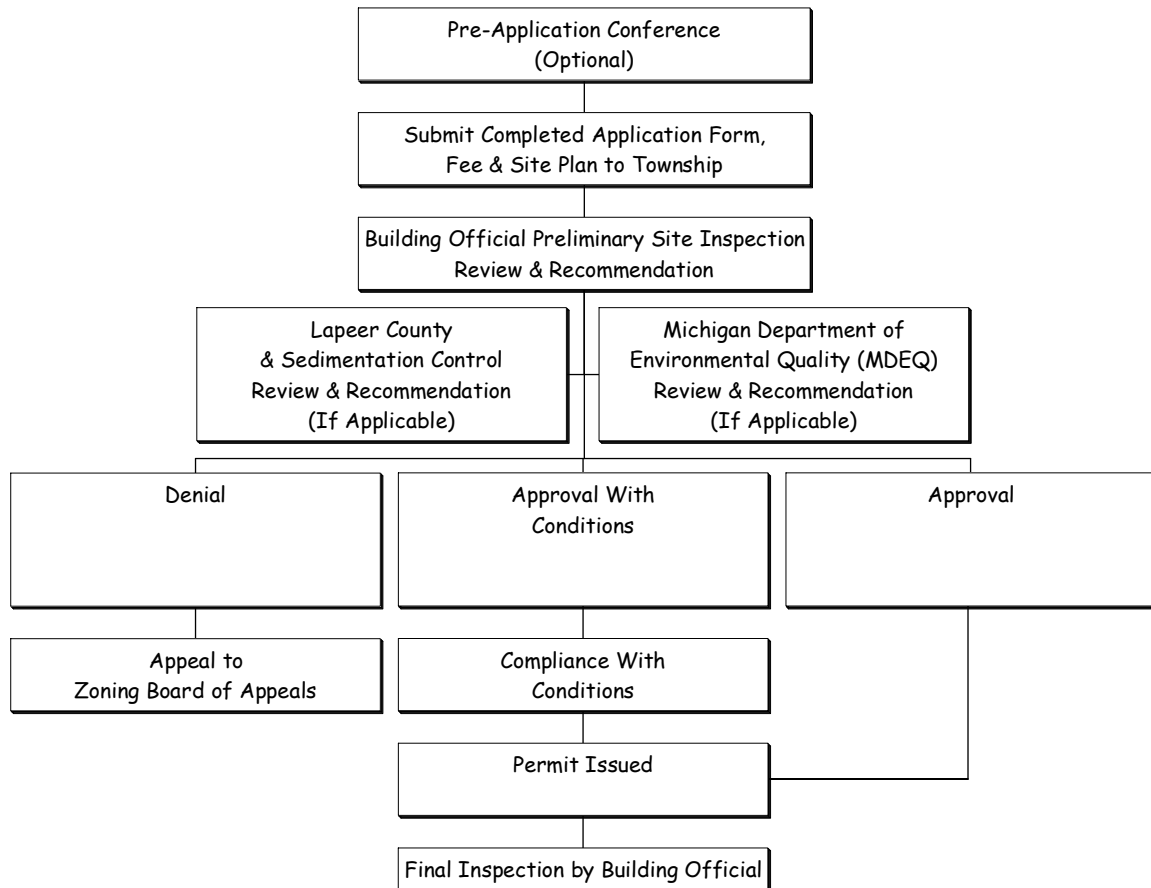
7 Sign Permit

8 More



8.3 Pond Review

What Is the Pond Review Process?



Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



APPLICATION FOR RESIDENTIAL or AGRICULTURAL POND

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____ FAX _____

ADDRESS OF SITE WHERE POND IS PROPOSED, IF ISSUED _____

LEGAL DESCRIPTION OF PROPERTY WHERE POND IS PROPOSED ☐ Attached ☐ See Site Plan

POND INSTALLATION CONTRACTOR _____

BUSINESS ADDRESS _____

PHONE _____ FAX _____

EXISTING ZONING _____ EXISTING USE _____

PROPOSED ACTIVITY ☐ New Pond ☐ Enlarge Existing Pond ☐ Clean Out Existing Pond

TOTAL CUBIC YARDS OF SOIL MATERIAL TO BE EXCAVATED: _____

WILL EXCAVATED SOILS BE HAULED OFF-SITE? ☐ Yes *Estimated Cubic Yards:* _____ ☐ No

REQUIRED SITE PLAN ATTACHED? ☐ Yes ☐ No (*Application will not be processed without sketch plan*)

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? ☐ YES ☐ NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

_____ Signature of Applicant	_____ Date
---------------------------------	---------------

_____ Signature of Contractor	_____ Date
----------------------------------	---------------

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Building Official Review (Date) _____ ☐ Approval ☐ Approval With Conditions ☐ Denial

Zoning Compliance Permit Issued (Date) _____

Case # POND _____

8.4 Public Hearings/Notice Procedures

ZONING MAP AMENDMENTS (REZONING), ZONING ORDINANCE TEXT AMENDMENTS, SPECIAL LAND USES, AND ZONING BOARD OF APPEALS CASES

1. Notice Contents: Notices must contain the following:
 - Description of the nature of the request.
 - Indication of the property that is the subject of the request, if applicable, including a listing of all street addresses within the property (if they exist).*
 - When and where the request will be considered (date, time, and place of the public hearing).
 - When and where written comments will be received concerning the request.

* If 11 or more adjacent properties are proposed for rezoning, individual addresses do not need to be listed.

2. Newspaper Notice – One notice must be published not less than 15 days prior to the hearing.
3. Notice to Property Owner and Neighboring Owners/Occupants – Notice must also be sent by mail or personal delivery to the following:
 - The owner of the subject property.
 - All persons to whom real property is assessed within 300 feet of the subject property, regardless of whether their property is located in Imlay Township.*
 - The occupants of all structures within 300 feet of the subject property, regardless of whether the structure is located in Imlay Township.*

* If 11 or more adjacent properties are proposed for rezoning, notice does not need to be sent to persons to whom real property is assessed and occupants of structures within 300 feet of the subject property.

4. Notice to Utilities – For rezonings and zoning text amendments, notice of the time and place of the public hearing must also be sent by mail to each electric, gas, and pipeline public utility company, each telecommunication service provider, and each railroad operating within the district or zone affected that registers its name and mailing address with the Township Clerk for the purpose of receiving notices of public hearing.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



8.4 Public Hearings/Notice Procedures

Sample Notice of Public Hearing - Rezoning Imlay Township Planning Commission

Notice is hereby given that the Imlay Township Planning Commission will hold a public hearing on _____ beginning at _____ p.m. at the Imlay Township Hall, 682 N. Fairgrounds, Imlay City, MI 48444-9404. The purpose of the hearing is to receive public comments on a proposed rezoning from _____ to _____ on the following described property, _____

The property in question is located at: _____.

A complete copy of the application for rezoning may be examined at the Imlay Township Hall, Mondays, Wednesdays and Fridays, except holidays, from 9 a.m. to 1 p.m.

Written comments may be sent to the Planning Commission, at the address above, prior to the hearing. Verbal comments will be taken during the public hearing.

This notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

Clerk

Imlay Township

Instructions:

- 1) Publish notice once. Notice must appear not less than 15 days before the public hearing
- 2) Mail copy of notice to owner of subject property and to all property owners / occupants of structures within 300 feet of the parcel under consideration, not less than 15 days before the public hearing. If 11 or more adjacent properties are proposed for rezoning, the requirement to mail to property owners / occupants of structures within 300 feet of the subject property does not apply.
- 2) Mail copy of notice to registered utilities not less than 15 days before the public hearing.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



8.4 Public Hearings/Notice Procedures

Sample Notice of Public Hearing - Special Land Use Approval Imlay Township Planning Commission

Notice is hereby given that the Imlay Township Planning Commission will hold a public hearing on _____ beginning at _____, at the Imlay Township Hall, 682 N. Fairgrounds, Imlay City, MI 48444-9404. The purpose of the hearing is to receive public comments on a request submitted by _____ for special land use approval of a proposed _____. The property in question is located at: _____.

A complete copy of the application for the proposed special land use may be examined at the Imlay Township Hall, Mondays, Wednesdays, and Fridays, except holidays, from 9 a.m. to 1 p.m.

Written comments may be sent to the Planning Commission, at the address above, prior to the hearing. Verbal comments will be taken during the public hearing.

This notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

_____, Clerk
Imlay Township

Instructions:

- 1) Publish notice once. Notice must appear not less than 15 days before the public hearing.
- 2) Mail copy of notice to owner of subject property and to all property owners / occupants of structures within 300 feet of the parcel under consideration, not less than 15 days before the public hearing.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



8.4 Public Hearings/Notice Procedures

Sample Notice of Special Land Use Consideration Imlay Township Board

Notice is hereby given that the Imlay Township Board will consider a request for special land use approval at the meeting on _____ beginning at _____, at the Imlay Township Hall, 682 N. Fairgrounds, Imlay City, MI 48444-9404. The request was submitted by _____ for special land use approval of a proposed _____. The property in question is located at: _____.

A complete copy of the application for the proposed special land use may be examined at the Imlay Township Hall, Mondays, Wednesdays, and Fridays, except holidays, from 9 a.m. to 1 p.m.

Written comments may be sent to the Township Board, at the address above, prior to the meeting. A public hearing on the proposed special land use may be requested prior to the meeting by any property owner or the occupant of any structure located within 300 feet of the boundary of the property being considered for special use.

This notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

_____, Clerk
Imlay Township

Instructions:

- 1) Publish notice once. Notice must appear not less than 15 days before the meeting.
- 2) Mail copy of notice to owner of subject property and to all property owners / occupants of structures within 300 feet of the parcel under consideration, not less than 15 days before the meeting.

NOTE: A public hearing and review by the Planning Commission are required for all special land uses. A public hearing may also be held by the Township Board, at the discretion of the Board or if requested by a property owner or occupant within 300 feet of the proposed special land use.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



8.4 Public Hearings/Notice Procedures

Sample Notice of Public Hearing - Special Land Use Approval Imlay Township Board

Notice is hereby given that the Imlay Township Board will hold a public hearing on _____ beginning at _____, at the Imlay Township Hall, 682 N. Fairgrounds, Imlay City, MI 48444-9404. The purpose of the hearing is to receive public comments on a request submitted by _____ for special land use approval of a proposed _____. The property in question is located at: _____.

A complete copy of the application for the proposed special land use may be examined at the Imlay Township Hall, Mondays, Wednesdays, and Fridays, except holidays, from 9 a.m. to 1 p.m.

Written comments may be sent to the Township Board, at the address above, prior to the hearing. Verbal comments will be taken during the public hearing.

This notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

_____, Clerk
Imlay Township

Instructions:

- 1) Publish notice once. Notice must appear not less than 15 days before the public hearing.
- 2) Mail copy of notice to owner of subject property and to all property owners / occupants of structures within 300 feet of the parcel under consideration, not less than 15 days before the public hearing.

NOTE: A public hearing and review by the Planning Commission are required for all special land uses. A public hearing may also be held by the Township Board, at the discretion of the Board or if requested by a property owner or occupant within 300 feet of the proposed special land use.

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



8.4 Public Hearings/Notice Procedures

Sample Notice of Public Hearing Imlay Township Zoning Board Of Appeals

Notice is hereby given that the Imlay Township Zoning Board Of Appeals will hold a public hearing on:
_____, beginning at _____, at the Imlay Township Hall, 682 N.
Fairgrounds, Imlay City, MI 48444-9404. The purpose of the hearing is to receive public comments on a
request submitted by _____ for _____
_____. The property in question is located at:
_____.

A complete copy of the application for the proposed application for appeal may be examined at the Imlay
Township Hall, Mondays, Wednesdays, and Fridays, except holidays, from 9 a.m. to 1 p.m.

Written comments may be sent to the Zoning Board of Appeals, at the address above, prior to the hearing. Oral
comments will be taken during the hearing.

This notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

_____, Clerk
Imlay Township

Instructions:

- 1) Publish notice once. Notice must appear not less than 15 days before the public hearing.
- 2) Mail copy of notice to applicant and to all property owners / occupants of structures within 300 feet of the parcel under consideration, not less than 15 days before the public hearing.

Introduction

2 Site Plan
Review

3 Special
Land Use

4 Rezoning

5 Zoning
Board of
Appeals

6 Land
Divisions

7 Sign
Permit

8 More



8.5 Environmental Permits Checklist

This checklist has been prepared to alert businesses to state and county environmental permit requirements which may apply to new or existing facilities. Applicants are requested to complete this form and submit it with the site plan application.

This checklist is not a permit application form. Businesses are responsible for obtaining information and permit application forms from appropriate state and county offices. Please note that this checklist pertains only to state and county environmental permits. Additional permits and approvals may be required by the Township or other government agencies. Compliance with applicable county and state requirements is a prerequisite for site plan approval in Imlay Township. The Township will forward this form to the Michigan Department of Natural Resources and Environment Permits Coordinator.

1. Y N Will the project involve the discharge of any type of wastewater or surface water runoff to a storm sewer, drain, lake, stream or other body of water?
Section 12 of Part 31 NREPA
Contact: *Michigan Department of Natural Resources and Environment, Water Bureau.*
2. Y N Will the project involve the discharge of liquids, sludges, wastewater and/or wastewater residuals into or onto the ground? **Section 7(1) and 12 of Part 31 NREPA**
Contact: *Michigan Department of Natural Resources and Environment, Waste and Hazardous Material Division.*
3. Y N Will the project or facility store or use hazardous substances, chemicals, petroleum products, and/or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (or a material storage permit) may be required. **Part 5 Rules of Part 31 NREPA**
Contact: *Michigan Department of Natural Resources and Environment, Waste and Hazardous Materials Division.*
4. Y N Will the facility use underground storage tanks? Existing tanks must be registered with the MDNRE. Tanks must be installed and operated in accordance with state regulations. **Section 2 of Part 211 NREPA**

A 30-day notice is required before beginning either permanent closure or a change-in-service. Upon permanent closure or change-in-service, a site assessment must be performed in accordance with state regulations. **Sections 2 and 3 of Part 211 NREPA**
Contact: *Michigan Department of Natural Resources and Environment, Waste and Hazardous Materials Division*

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



8.5 Environmental Permits Checklist

5. Y N Will the facility generate, or involve the transport, on-site treatment, storage or disposal of hazardous waste? If yes, permits may be required. **Part 111 NREPA**
Contact: *Michigan Department of Natural Resources and Environment, Waste and Hazardous Materials Division.*
6. Y N Will the project involve burning, landfilling, transferring or processing any type of solid non-hazardous wastes on-site? **Part 115 NREPA**
Contact: *Michigan Department of Natural Resources and Environment, Waste and Hazardous Materials Division.*
7. Y N Will the project involve the installation, construction, reconstruction, relocation or alteration of any process equipment (including air pollution control equipment) which has the potential to emit air contaminants? **Section 5 of Part 55 NREPA**
Contact: *Michigan Department of Natural Resources and Environment, Air Quality Division, Permits Section.*
8. Y N Will the project involve any man-made change in the natural cover or topography of land including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation permit is required. **Part 91 of NREPA**
Contact: *County Drain Commission*
9. Y N Will the project involve any work (dredging, filling, construction, placement of structure) in a river, stream, creek, ditch, wetland, floodplain, land/water interface or within 500 feet of an inland lake, river, stream, creek or ditch? **Section 8 of Part 31**
Contact: *Michigan Department of Natural Resources and Environment, Land and Water Management Division.*
10. Y N Will an on-site wastewater treatment or septic system be installed? Will septage be stored on-site prior to off-site disposal? **Part 31 NREPA**
Contact: *County Environmental Health Office.*
- For industrial / commercial wastewater in any quantity or more than 10,000 gallons/day of sanitary sewage. **Part 31 NREPA, standards are found in 22 Rules of Part 31 NREPA.**
Contact: *Michigan Department of Natural Resources and Environment, Waste and Hazardous Materials Division.*

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



8.5 Environmental Permits Checklist

11. Y N Is this facility (or any facility under your ownership) currently involved in any compliance discussions with the Michigan Department of Environmental Quality or the Michigan Attorney General's Office?
Contact: *Michigan Department of Natural Resources and Environment, Office of Civil Enforcement Coordination*
12. Y N Is this facility / property (or any facility / property under your ownership) included on the list of "Michigan Sites of Environmental Contamination," including sites where leaking underground storage tanks have been found?
Contact: *Michigan Department of Natural Resources and Environment, Remediation and Redevelopment Division*

Introduction

2 Site Plan Review

3 Special Land Use

4 Rezoning

5 Zoning Board of Appeals

6 Land Divisions

7 Sign Permit

8 More



HAZARDOUS SUBSTANCES REPORTING FORM FOR SITE PLAN REVIEW

Imlay Township

Note: This form must be completed and submitted as part of the application for site plan review.

Name of business: _____

Name of business owner(s): _____

Street and mailing address: _____

Telephone: _____

FAX: _____

I affirm that the information submitted is accurate.

Owner(s) signature and date: _____

Information compiled by: _____

Part 1: Management of Hazardous Substances and Polluting Materials

1. Y N Will the proposed facility store, use or generate hazardous substances or polluting materials (including petroleum-based products) now or in the future? If yes, please complete this form and submit your site plan.

2. Y N Will the hazardous substances or polluting materials be reused or recycled on-site?

Part II: Types and Quantities of Hazardous Substances or Polluting Materials Which Will Be Used, Stored, or Generated On-site

Please list the hazardous substances and polluting materials (including chemicals, hazardous materials, petroleum products, hazardous wastes and other polluting materials) which are expected to be used, stored or generated on-site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages if necessary to list all hazardous substances and polluting materials.

COMMON NAME	CHEMICAL NAME (components)	FORM	MAX. QUANTITY ON HAND AT ONE TIME	TYPE OF STORAGE
	KEY: Liq. = liquid P.Liq = pressurized liquid S = solids G = Gas P.G. = Pressurized gas			KEY: AGT = aboveground tank DM = drums UGT = underground tanks CY = cylinders CM = metal cylinders CW = wooden or composition container TP = portable tank

ZONING ORDINANCE TEXT AMENDMENT PROCEDURAL SEQUENCE

<u>Action</u>	<u>Date</u>	<u>By:</u>
<input type="checkbox"/> Planning Commission request for planner to formulate draft text amendment.	_____	
<input type="checkbox"/> Planning Commission review of draft (s).	_____	
<input type="checkbox"/> Planning Commission sets date for public hearing.	_____	
<input type="checkbox"/> Notice of Planning Commission public hearing sent to newspaper for publication on (date of publication): (not less than 15 days before hearing). Notice also sent to all registered utilities.	_____	_____
<input type="checkbox"/> Planning Commission public hearing.	_____	
<input type="checkbox"/> Planning Commission recommendation sent to Township Board.	_____	_____
<input type="checkbox"/> approval <input type="checkbox"/> denial <input type="checkbox"/> other: _____		
<input type="checkbox"/> Text amendment sent to Lapeer County for advisory review within 30 days	_____	_____
<input type="checkbox"/> approval <input type="checkbox"/> denial <input type="checkbox"/> other: _____		
<input type="checkbox"/> Township Board action.	_____	_____
<input type="checkbox"/> approval <input type="checkbox"/> denial <input type="checkbox"/> other: _____		
<input type="checkbox"/> Notice of Township Board action sent to planner and Planning Commission.	_____	_____
<input type="checkbox"/> Notice of adoption sent to newspaper for publication on (date of publication): _____ (within 15 days of adoption)	_____	_____
<input type="checkbox"/> Effective date (7 days following publication)	_____	_____
<input type="checkbox"/> Zoning Ordinance text amendments incorporated into Zoning Ordinance.	_____	_____
<input type="checkbox"/> Notes: _____ _____		

ZONING MAP AMENDMENT (REZONING) PROCEDURAL SEQUENCE

<u>Action</u>	<u>Date</u>	<u>By:</u>
<input type="checkbox"/> Planning Commission, Township Board, or Property Owner Initiates.	_____	
<input type="checkbox"/> Planning Commission review.	_____	
<input type="checkbox"/> Planning Commission sets date for public hearing.	_____	
<input type="checkbox"/> Notice of Planning Commission public hearing sent to newspaper for publication on (date of publication): (not less than 15 days before hearing). Notice also sent to all registered utilities, owner of subject property, and property owners/occupants within 300 feet of subject property.	_____	_____
<input type="checkbox"/> Planning Commission public hearing.	_____	
<input type="checkbox"/> Planning Commission recommendation sent to Township Board.	_____	_____
<input type="checkbox"/> approval <input type="checkbox"/> denial <input type="checkbox"/> other: _____		
<input type="checkbox"/> Zoning Map amendment sent to Lapeer County for advisory review within 30 days	_____	_____
<input type="checkbox"/> approval <input type="checkbox"/> denial <input type="checkbox"/> other: _____		
<input type="checkbox"/> Township Board action.	_____	_____
<input type="checkbox"/> approval <input type="checkbox"/> denial <input type="checkbox"/> other: _____		
<input type="checkbox"/> Notice of Township Board action sent to planner and Planning Commission.	_____	_____
<input type="checkbox"/> Notice of adoption sent to newspaper for publication on (date of publication): _____ (within 15 days of adoption)	_____	_____
<input type="checkbox"/> Effective date (7 days following publication)	_____	_____
<input type="checkbox"/> Zoning Map amendment incorporated onto Zoning Map.	_____	_____
<input type="checkbox"/> Notes: _____		
