

# **APPLICATION PACKET**

## **ADMINISTRATIVE SITE PLAN REVIEW**

COMMUNITY DEVELOPMENT DEPARTMENT  
CHARTER TOWNSHIP OF PLYMOUTH  
9955 N. Haggerty Road  
Plymouth, MI 48170



**APPLICATION PACKET**  
**ADMINISTRATIVE SITE PLAN REVIEW**  
Community Development Department  
Charter Township of Plymouth

**1. PURPOSE**

The purpose of the Administrative Site Plan Review process is to allow a minor revision to a site plan to be approved by the Administrative Review Committee, upon finding that the proposed revision would not materially alter the approved site design, the intensity of the use, or the demand for public services, and is in compliance with the Charter Township of Plymouth Zoning Ordinance, and other applicable planning and engineering standards of the Township. A copy of the Zoning Ordinance can be found on the Township website: <http://www.plymouthtp.org>. Information found in the Zoning Ordinance is essential for the completion of Administrative Site Plan Applications.

**2. APPLICATION REVIEW PROCESS**

**A. Submittal to the Community Development Department**

The following items are required to be submitted for all Administrative Site Plan Applications:

1. Application Form
  - a) Planning Commission & Community Development Department Application (2 pages)
  - b) Submittal Certification (1 page)

***See Section 3 of this packet for instructions. A copy of the Application Form is attached and made part of this packet.***

2. Detailed Project Narrative of the Proposed Revision to the Site Plan  
(To be placed directly on each of the 8 copies of the Site Plan)  
***See Section 4 of this packet for instructions.***

3. Site Plan (8 copies, folded, printed at 24" x 36")  
***See Section 5 of this packet for instructions. A Site Plan Review Checklist is attached and made part of this packet.***

4. Review Fee  
***A copy of the current Schedule of Fees is attached and made a part of this packet. If you have any questions, please contact the Community Development Department.***

**B. Technical Review**

The Technical Review for Administrative Site Plan Applications is a 1-step procedure. The Township Administrative Review Committee is the final approval authority for all Administrative Site Plan Applications. The timeline for approval is fully dependent upon the quality of the plans and documentation submitted to the Township.

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The documentation submitted with the completed Administrative Site Plan Application will be forwarded to Township Staff and, if necessary, to Township Consultants, for review and comments.

Reports from Township Staff and Consultants will be available 2 weeks after the application submittal date, and will be emailed to the titleholder of the property or his/her appointed project agent, as specified on the Application Form. Any necessary changes, as noted in the Staff and Consultant Reports, will need to be addressed in a revised submittal before the application is approved by the Administrative Review Committee.

**C. Final Stamp**

If Administrative Site Plan Approval is granted by the Administrative Review Committee, 5 sets of plans must be submitted to the Community Development Department for final stamp and sign-off. The plans for final stamp should incorporate all detail sheets that were submitted for Administrative Site Plan Review, and should contain all the applicable information required in the Site Plan Review Checklist, a copy of which is attached and made part of this packet. In addition, the plans for final stamp must reflect all changes required by the Administrative Review Committee, as conditions of approval.

If all items have been addressed, then Township Staff and Consultants will sign off on the plans and 2 copies of the stamped plans will be made available to the titleholder of the property, or his/her appointed project agent. Upon receipt of the stamped plans, the titleholder of the property, or his/her appointed project agent, must create 1 PDF version of the stamped plans and email a copy of the PDF to the Community Development Department. This will signify the end of the Administrative Site Plan Review process.

**3. APPLICATION FORM**

The Application Form consists of the following 2 documents: the Planning Commission & Community Development Department Application, and the Submittal Certification.

**A. Planning Commission & Community Development Department Application (2 Pages)**

The Planning Commission & Community Development Department Application shall be signed by the titleholder of the property. If the titleholder of the property chooses to appoint a project agent to act on his/her behalf, then the document must be signed by both the titleholder of the property, and his appointed project agent.

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**B. Submittal Certification (1 Page)**

The Submittal Certification shall be signed by the titleholder of the property, or his/her appointed project agent.

**4. DETAILED PROJECT NARRATIVE OF THE PROPOSED REVISION TO THE SITE PLAN**

A detailed Project Narrative, which clearly describes the nature of the activities and operational functions associated with the proposed revision to the Site Plan, must be provided. The Project Narrative should include the proposed hours of operation, the proposed total number of employees, the maximum number of employees at any given shift, a description of any special events or gatherings which may occur, the general method for the delivery of materials or merchandise to the site (if applicable), and any other pertinent details of the proposed revision to the Site Plan. *The Detailed Project Narrative of the proposed revision must be placed directly on each of the 8 copies of the Site Plan.*

**5. SITE PLAN**

The information required for the Site Plan is provided in the Site Plan Review Checklist, a copy of which is attached and made part of this packet. Depending upon the scope of the proposed revision to the Site Plan being submitted for Administrative Site Plan Review, some of the requirements included in the Site Plan Review Checklist may not apply.

**6. STAFF AND CONSULTANT MEETINGS**

Township Staff and Consultants are available to meet with you, for a fee, if you have any questions or wish to discuss your application. Appointments are made through the Community Development Department. Cancellations must be made 24 hours in advance of the meeting. Individuals, who fail to make the appointment and fail to notify the Community Development Department, will be charged for 1 hour of the consultant's time.

# SITE PLAN REVIEW CHECKLIST

## Community Development Department Charter Township of Plymouth

The following checklist is intended to be a general guide for all Site Plan submittals. Please refer to the Township Zoning Ordinance for specific requirements. Care should be taken to ensure that all required information is included in the submittal.

	REQUIREMENT	PROVIDED	N/A
<b>GENERAL INFORMATION</b>	The name, address, and telephone number of the owner/developer.		
	The professional seal and signature, name, address, and telephone number of the person or firm preparing the Site Plan.		
	The name and address of the proposed project.		
	The scale, north arrow, and date of preparation (including revision dates).		
	The legal description of the property, including sidwell number, as determined by an existing title policy or a recent boundary survey. Acreage parcels shall be described in metes and bounds. Platted lots shall be described by lot number(s) and liber and page.		
	A location or vicinity map showing the site location in relationship to streets, major thoroughfares, drainage courses or bodies of water, railroad lines, section lines, etc.		
	The zoning of the subject property and the adjacent properties.		
	A detailed Project Narrative of the proposed revision to the Site Plan.		
	A note indicating any variances previously received.		

	REQUIREMENT	PROVIDED	N/A
<b>EXISTING SITE CONDITIONS</b>	Gross acreage of the site to the nearest tenth of an acre.		
	Net acreage of the site to the nearest tenth of an acre.		
	All property lines fully dimensioned, as per the legal description.		
	The existing and proposed road right-of-way, including the centerline of the road, dimensioned.		
	The street setback line delineated, as per the Zoning Ordinance.		
	Topographic Survey of all existing topography both on-site and within 100 feet of the boundaries of the site referenced to at least one, and whenever possible 2, permanent U.S.G.S benchmarks. The Topographic Survey must show the following information:		
	All existing structures, buildings, sidewalks, paved or gravel parking areas, and driveways both on the subject property and within 100 feet of the subject property boundaries.		
	The location and/or size and depth (±) of all existing sewer, water, gas, telephone, and electrical utility lines, and associated structures, both on-site and adjacent to the site.		
	Verification of ownership of all existing utilities and/or rights-of-way.		
	All existing (recorded) easements for utilities and/or rights-of-way.		
	The location of any 100-Year Floodplain and floodway locations present on the subject property, or within 50 feet of the subject property, shall be shown by contour line. If not present, then a note to that effect must be provided.		
	The location of any known or anticipated wetlands present on the subject property, or within 50 feet of the subject property, shall be shown. If not present, then a note to that effect must be provided.		

	REQUIREMENT	PROVIDED	N/A
<b>BUILDING, STRUCTURE, &amp; SITE DETAILS</b>	All front, side, and rear yard setbacks delineated, as per the Zoning Ordinance.		
	The distances from the property line to existing and/or proposed structures.		
	The distances between existing and/or proposed buildings.		
	The location, dimensions, height, and number of stories for all existing and/or proposed structures.		
	The gross floor area of all existing and/or proposed structures. In the case of multiple-family structures, a schedule of dwelling units should be included. The schedule should indicate the total number of units broken down by the number of bedrooms and keyed to the buildings indicated on the site plan.		
	For multiple-family uses, or for residential uses being developed under a Single Family Cluster Housing Option or Residential Unit Development Option, as approved by the Township Board of Trustees, a calculation of the proposed density of the units must be provided.		
	Schedule showing maximum allowable lot coverage per the Zoning Ordinance, and proposed lot coverage.		
	Details of all existing and/or proposed screen walls or fences showing the location, height, type of material to be used, and relationship to grading on both sides.		
	For residential structures, the location and size of any proposed decks or patios must be shown.		
	For residential uses, the location and detail of proposed mailbox facilities must be shown.		
Indicate method of solid waste collection to be used. If waste receptacles are being proposed, provide location, detail, and method of screening for the enclosure.			

	REQUIREMENT	PROVIDED	N/A
<b>PARKING &amp; CIRCULATION</b>	The parking lot layout showing the dimensions of the parking bays, maneuvering lanes, islands, turnarounds, the location of directional signage, and pavement markings. The location and type of surfacing for all pavement areas and curbs must be indicated.		
	The location and dimensions of barrier-free spaces and barrier-free ramps.		
	A table showing the total number of parking spaces required for the proposed use of the property, as per the Zoning Ordinance, and the total number of parking spaces being proposed. The table should include the calculations used to determine the number of parking spaces required as well as the number of parking spaces being proposed.		
	The location and dimensions of any loading and unloading spaces, service areas, and/or stacking spaces.		
	The area designated for "snow storage" must be shown.		
	The location and width of access drives and abutting streets, including radii information.		
	Illustrate route and dimensions for turning movements of expected truck traffic, tankers, delivery vehicles, waste receptacle vehicles, etc.		

	REQUIREMENT	PROVIDED	N/A
<b>PARKING &amp; CIRCULATION (CONTINUED)</b>	Approaches to roads under the jurisdiction of Wayne County are required to meet County standards and permit requirements. A note to that effect must be provided.		
	Approaches to roads under the jurisdiction of MDOT are required to meet State of Michigan standards and permit requirements. A note to that effect must be provided.		
	A letter from the road agency with jurisdiction indicating the approval of the location and geometrics of any proposed ingress/egress.		
	The location and width of existing and/or proposed sidewalks.		

	REQUIREMENT	PROVIDED	N/A
<b>LANDSCAPE &amp; SCREENING</b>	The location and size of all landscape areas, including proposed greenbelt, buffer, or tree preservation areas.		
	Landscape Plan for the entire site illustrating plantings for all landscape areas and including the following information:		
	The location, height, and material of all existing and/or proposed landscape elements, including screen walls, fences, berms, paving, etc.		
	A Landscape Schedule indicating the type, size, and quantity of plant materials. If applicable, calculations used to determine the quantity of trees and shrubs required to meet the Zoning Ordinance must be included on the Landscape Plan.		
	A written description on the Landscape Plan indicating the landscape maintenance procedures to be followed.		
	A note on the Landscape Plan indicating that all landscaping shall be kept in a neat, orderly, and healthy growing condition, free of debris and refuse.		
	A note on the Landscape Plan indicating that pruning shall be minimal to assure the proper maturation of plants.		
	A note on the Landscape Plan indicating that all landscape areas will be irrigated by an automatic, underground irrigation system.		
	The tree and shrub planting details.		
	Cross-sections illustrating relationship between proposed grades, materials, landscaping, screening, etc.		

	REQUIREMENT	PROVIDED	N/A
<b>SIGNAGE</b>	The location of all proposed signage and sign structures must be shown.		
	For signage not subject to Planning Commission Approval, the actual signage shall be reviewed by the Building Department prior to the issuance of a permit. A note must be included on the Site Plan indicating that "No signage has been approved as part of this Site Plan Approval, and prior to erecting a sign, an application and appropriate documentation and submissions shall be made to the Building Department for review, approval, and the issuance of a permit."		

	REQUIREMENT	PROVIDED	N/A
<b>LIGHTING</b>	The location, type, and height of all outdoor lighting must be indicated on the Site Plan.		
	Photometric Plan, as per the Zoning Ordinance.		
	Cut-Sheets for all proposed outdoor light fixtures.		

	REQUIREMENT	PROVIDED	N/A
<b>ARCHITECTURE</b>	Building façade elevations for each side of the building indicating the type of building materials, colors, height, and architectural detail.		
	Schematic floor plan showing the general relationship between the interior spaces of the building and the exterior operations of the site.		
	Any proposed rooftop equipment must be shown and the method of screening must be indicated on the Site Plan. If no rooftop equipment is being proposed, then a note to that effect must be provided.		

	REQUIREMENT	PROVIDED	N/A
<b>ENGINEERING INFORMATION</b>	The proposed grade elevations showing all high points, low points, and grade changes on the site, including the grades of the property corners and along the perimeter of the site. In addition, the finish grades of the building corners, driveways, sidewalks, parking areas, culvert inverts, ditch or swale lines, and along the right-of-way, must be shown and must be clearly differentiated from existing grade elevations by underlining, boxing, or some other means.		
	Schematic layout of the location and/or size and depth of all proposed sewer, water, gas, telephone, and electrical utility lines, and associated structures, both on-site and adjacent to the site.		
	Detailed Engineering Drawings including the following information:		
	The length, size, and slope of the pipe to be used for each of the proposed storm sewer, sanitary sewer, and watermain lines.		
	The type of pipe to be used for each of the proposed storm sewer, sanitary sewer, and watermain lines.		
	The rim and invert elevations of all proposed structures for each of the proposed storm sewer, sanitary sewer, and watermain lines.		
	The invert elevation at the building and at the point of connection for the main sanitary sewer line.		
	The bedding and backfill requirements for each of the proposed storm sewer, sanitary sewer, and watermain lines.		
	The profile views of all proposed storm sewer, sanitary sewer, and watermain lines.		
The depth of the lead at the easement or right-of-way line from the final grade.			



		REQUIREMENT	PROVIDED	N/A
<b>ENGINEERING INFORMATION (CONTINUED)</b>		Indication of the proposed water service to the building, and a notation of the size.		
		Location of fire hydrants and gate valves.		
		Storm sewer calculations must be provided for all sites.		
		The "Township Engineering Design Standards, Notes, and Details" sheets.		
		Soil erosion and sedimentation control measures.		
		Proposed pavement specifications and/or cross-section detail.		
		Acceleration, deceleration, and passing lanes and tapers on major thoroughfares, as required by MDOT or Wayne County.		
		Written description of utility easements.		
		Written detailed cost estimate for the construction of the proposed sanitary sewer or watermain.		
		A quantity list of all public improvements.		

**APPLICATION**

PLANNING COMMISSION & COMMUNITY DEVELOPMENT DEPARTMENT  
CHARTER TOWNSHIP OF PLYMOUTH  
9955 N. HAGGERTY ROAD, PLYMOUTH, MI 48170  
Phone: (734) 354-3270, Ext. 5

App No. _____
Date _____

**IF THE TITLEHOLDER OF THE PROPERTY CHOOSES TO APPOINT A PROJECT AGENT TO ACT ON HIS/HER BEHALF, THE PROJECT AGENT SHALL RECEIVE ALL CORRESPONDENCE WITH COPIES TO THE TITLEHOLDER.**

Titleholder of the Property
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Project Agent (If other than the Titleholder of the Property)
--

Legal Name of Titleholder \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State ZIP \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email \_\_\_\_\_

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State ZIP \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email \_\_\_\_\_

Type of Application \_\_\_\_\_

Proposed Land Use \_\_\_\_\_

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

Zoning Classification \_\_\_\_\_ Present \_\_\_\_\_ Requested \_\_\_\_\_

Is property being held under a Land Contract or Purchase Agreement? YES \_\_\_\_\_ NO \_\_\_\_\_

**If yes, please submit a copy of the Land Contract or Purchase Agreement.**

Property Tax ID Number(s)	Titleholder's Name	Date Title Acquired
R-78	_____	_____
R-78	_____	_____
R-78	_____	_____
R-78	_____	_____

Legal Description of Property (attach separate sheet if necessary)

If a building is presently located upon the premises, attach a photograph of the building.

Subdivision \_\_\_\_\_ Lot Number \_\_\_\_\_

OR

Metes and Bounds Description (attach separate sheet if necessary) \_\_\_\_\_

Application Fee	\$ _____	Check # _____	Date _____	Received By _____
Resubmission Fee #1	\$ _____	Check # _____	Date _____	Received By _____
Resubmission Fee #2	\$ _____	Check # _____	Date _____	Received By _____

**IF THE TITLEHOLDER OF THE PROPERTY APPLIES ON HIS/HER OWN BEHALF, HE/SHE SHALL SIGN IN THE LEFT SIGNATURE COLUMN BELOW.**

**IF THE TITLEHOLDER OF THE PROPERTY CHOOSES TO APPOINT A PROJECT AGENT TO ACT ON HIS/HER BEHALF, THE TITLEHOLDER SHALL SIGN IN THE RIGHT SIGNATURE COLUMN BELOW, AND THE APPOINTED PROJECT AGENT SHALL SIGN IN THE LEFT SIGNATURE COLUMN BELOW.**

**THIS AFFIDAVIT IS TO BE SIGNED BY THE TITLEHOLDER OF THE PROPERTY OR BY THE TITLEHOLDER'S APPOINTED PROJECT AGENT.**

**THIS AFFIDAVIT IS TO BE SIGNED BY THE TITLEHOLDER OF THE PROPERTY, IF APPOINTING A PROJECT AGENT TO REPRESENT HIM/HER.**

I hereby certify that the information given herein is correct and true. I further certify that all information and data furnished in connection with this application or processing thereof is true and correct. I acknowledge that I am solely responsible for any and all errors and omissions.

I hereby certify that I have appointed the above Project Agent to act on my behalf and authorize him to submit this application for me and to secure the permit. I further certify that all information and data furnished in connection with this application or processing thereof is true and correct. I acknowledge that I am solely responsible for any and all errors and omissions.

STATE OF MICHIGAN )  
 ) Ss.  
COUNTY OF WAYNE )

STATE OF MICHIGAN )  
 ) Ss.  
COUNTY OF WAYNE )

\_\_\_\_\_  
Titleholder/Project Agent Signature

\_\_\_\_\_  
Titleholder Signature

\_\_\_\_\_  
Titleholder/Project Agent Printed Name

\_\_\_\_\_  
Titleholder Printed Name

Subscribed and sworn to me this \_\_\_\_ day of \_\_\_\_\_,  
Commission Expires \_\_\_\_ / \_\_\_\_ , \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_ day of \_\_\_\_\_,  
Commission Expires \_\_\_\_ / \_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
Township Clerk or Notary Public

\_\_\_\_\_  
Township Clerk or Notary Public

**It is hereby resolved; effective immediately (January 15, 1986), the Charter Township of Plymouth shall retain all fees submitted with an application to the Planning Commission irrespective of the timing of the request for withdrawal by the applicant during the processing of said application or of the Planning Commission's decision.**

**The Charter Township of Plymouth does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, arrest record, height or weight in employment or the provision of services.**

**Neither the Charter Township of Plymouth, nor any of its employees, agents or representatives shall be responsible for any error or omission in information or data submitted in connection with this application. Meetings of the Plymouth Township Planning Commission are held on the third Wednesday of each month. The Township must receive applications at least 20 business days prior to the meeting. A fee established by the Township Board must accompany each application. Applicants are encouraged, prior to the public meeting, to attempt to obtain approval from civic associations and adjoining property owners.**

# SUBMITTAL CERTIFICATION

Community Development Department  
Charter Township of Plymouth



By signing below, I certify that I have reviewed the submittal requirements found in the Township Zoning Ordinance and/or the Subdivision Regulations, as well as those found in the Application Packet from the Community Development Department, as it pertains to the application being submitted for review by the Township.

I further certify that I have included all necessary information on the plans, surveys, and/or drawings, submitted in conjunction with this application and, to the best of my knowledge, the information is complete for the project as follows:

NAME OF PROJECT: \_\_\_\_\_

ADDRESS OR LOCATION OF PROJECT: \_\_\_\_\_

PLANS DATED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Date of Last Revision)

I realize that the failure to include all of the required information may result in tabling or denial of the application.

\_\_\_\_\_  
(Titleholder or Project Agent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Titleholder or Project Agent Printed Name)

# Fee Schedule | Planning & Zoning

CHARTER TOWNSHIP OF PLYMOUTH

Effective September 13, 2017



APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
<b>REZONING &amp; CONDITIONAL REVIEW</b>	\$2,900, plus \$50 per acre, plus \$600 ( <i>Recording Review Cost if a Conditional Rezoning</i> )
<b>SPECIAL USE REVIEW</b>	\$2,800
<b>OPTION REVIEW (CHO, RUD, PUD)</b>	
<u>Option Review - Planning Commission</u>	\$3,000, plus \$50 per acre
<u>Option Review - Board of Trustees</u>	\$1,600
<u>Amendments / Modifications to an Existing Option</u>	\$3,000, plus \$50 per acre
<b>SITE CONDOMINIUM SUBDIVISION / PLAT REVIEW</b>	
<u>Tentative Preliminary</u>	\$3,000, plus \$30 per lot
<u>Final Preliminary</u>	\$2,500, plus \$30 per lot
<u>Final (Plat) Review</u>	\$2,000, plus \$15 per lot
<u>Review at Each of the Three Stages Above (Board of Trustees)</u>	\$1,600, each regular meeting
<b>LANDSPLIT / COMBINATION</b> ( <i>first review listed only</i> )	
<u>Lot Split (all Districts)</u>	\$1,200 plus \$100 per resulting lot* <i>*Fee doubled if more than four new parcels resulting</i>
<u>Lot Line Modification</u>	\$1,200
<u>Land Combination</u>	\$800
<u>Land Combination, Single Family Residential Only</u> ( <i>excludes CHO / RUD / PUD</i> )	\$400
<b>SPECIAL MEETINGS</b>	
<u>Planning Commission</u>	\$2,000, per meeting
<u>Pre-Application Meetings</u>	
Engineer	\$175
Planner	\$175
<b>OTHER APPLICATIONS</b>	\$2,500, plus \$150 per acre
<b>SIGN REVIEW (ARC, OS-ARC) - Per Sign</b>	\$400
<b>PRIVATE ROAD</b>	
<u>Road Plan</u>	\$1,200, plus \$110 per lots over four (4)
<u>Road Maintenance Agreement</u>	\$900

# Fee Schedule | Planning & Zoning

CHARTER TOWNSHIP OF PLYMOUTH

Effective September 13, 2017

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
<p><b>SITE PLAN REVIEW</b> <i>(tentative review listed only)**</i>  <i>** Should both tentative and final site plan review be requested at the same time, the total fee shall be increased by 1.5%.</i></p> <p><u>All Districts / Cluster Housing (CHO) / Residential Unit Development (RUD) / Planned Unit Development (PUD)</u></p> <p><u>Addition to Existing Building(s)</u></p> <p><u>CHO / RUD / PUD Review: Board of Trustees only</u></p> <p><u>Administrative Review (major)</u></p> <p><u>Administrative Review (minor)</u></p>	<p>\$3,500, plus \$150 per acre</p> <p>\$3,000, plus \$150 per acre</p> <p>\$1,600, each regular meeting</p> <p>\$2,500, plus \$100 per acre</p> <p>\$350</p>
<p><b>LANDSCAPE OBSERVATION &amp; REPORT</b></p> <p><u>All Districts</u></p> <p><u>Additional Units for Subsequent Site Visit &amp; Review (excluding revisions)</u></p>	<p>\$700, plus \$30 per impacted area</p> <p>\$100, per unit</p>
<p><b>DOCUMENT REVIEWS***</b>  <i>***Document review fees are base fees, additional fees by the Engineer, Planner and Attorney may be invoiced on a time and material basis.</i></p> <p><u>Traffic / Impact Study</u></p> <p><u>CHO/ RUD /PUD</u></p> <p><u>Open Space Community</u></p> <p><u>Private Road</u></p> <p><u>Landscape Maintenance</u></p> <p><u>Open Space Maintenance</u></p> <p><u>Stormwater Maintenance</u></p> <p><u>Easements</u></p> <p><u>Subdivision / Condominium</u></p> <p><u>Declaration of Restrictions</u></p> <p><u>Deed Restrictions</u></p> <p><u>Master Deed / By-Laws</u></p> <p><u>Wayne County Agreements</u></p> <p><u>Other Documents</u></p>	<p>\$500</p> <p>\$350, per document</p> <p><i>A single escrow account in the amount of \$3,000 shall be established for reviews by the Engineer, Planner and Attorney (\$1,000 per consultant.) Community Development shall withdraw fees from the escrow account based on invoices submitted by the consultant based on time &amp; materials. If any \$1,000 segment is drawn down to \$400 or less, the applicant shall submit additional funds to bring the segment back to the \$1,000 escrow. At the conclusion of the project, any remaining escrow funds shall be refunded to the applicant.</i></p>

# Fee Schedule | Planning & Zoning

CHARTER TOWNSHIP OF PLYMOUTH

Effective September 13, 2017

TRUST & AGENCY FEES	
<p><b>REVIEW IMPROVEMENT PLANS</b></p> <p style="padding-left: 40px;"><u>Sanitary, storm sewers and watermains</u> (percent of estimated construction costs)</p> <p style="padding-left: 40px;"><u>Part 41 sanitary sewer permit applications</u></p> <p><b>INSPECTION TASKS</b></p> <p style="padding-left: 20px;"><u>Sanitary, Township storm and water at installation;</u> Field check for: <i>Release of bonds on monuments and lot irons.</i> <i>Release of bonds on site improvements.</i> <i>Per Diem @ Daily rate.</i></p> <p><b>GENERAL ADMINISTRATION OF CONSTRUCTION</b></p>	<p>2%. Minimum Deposit = \$400</p> <p>\$300</p> <p>Minimum Deposit = 3% of construction costs or Three (3) inspection days, whichever is greater.</p> <p>2% of construction costs. Minimum Fee = \$450</p>

**Note:**

*All revisions will be ½ of the original fee. A first review fee will be charged if revised application is submitted later than 180 days or if substantial modifications are made, per the determination of the Township.*

*Additional Engineering and Attorney fees may be required for all applications, and invoiced by time and material.*

*All recording fees are the responsibility of the applicant.*

*No refunds will be given once the application has been processed and funds deposited with the Treasurer's Office (excluding escrow).*