

APPLICATION PACKET

REZONING REVIEW

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



APPLICATION PACKET
REZONING REVIEW
Community Development Department
Charter Township of Plymouth

1. PURPOSE

The Township Zoning Ordinance has established a procedure by which the titleholder(s) of property may initiate an amendment to the zoning district boundaries identified on the official Zoning Map. The purpose of the Rezoning Review process is to afford the Planning Commission and the Board of Trustees an opportunity to determine whether the proposed rezoning would be compatible with the existing and future use of adjacent properties and other principles of sound planning. 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 Rezoning Applications.

2. APPLICATION REVIEW PROCESS

A. Submittal to the Community Development Department

The following items are required to be submitted for all Rezoning 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 Potential Development (17 copies)
See Section 4 of this packet for instructions.
3. Survey of the Rezoning Property & Potential Future Development Plans (17 copies, folded, printed at 24" x 36")
See Section 5 of this packet for instructions. A Rezoning Review Checklist is attached and made part of this packet.
4. Notification of Rezoning Sign Installation
See Section 6 of this packet for instructions.
5. Presentation PDF (1 copy)
See Section 7 of this packet for instructions.
6. 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.

APPLICATION PACKET
REZONING REVIEW
Community Development Department
Charter Township of Plymouth

B. Technical Review

The Technical Review for Rezoning Applications is a 2-step procedure, which consists of a recommendation by the Township Planning Commission, and approval by the Township Board of Trustees. The Board of Trustees is the final approval authority for all Rezoning Applications. The timeline for approval is fully dependent upon the quality of the plans and documentation submitted to the Township.

The completed Rezoning Application will be placed on the agenda for public hearing and review at the next regular Planning Commission meeting, according to the submission date. All the supportive data and plans submitted with the application will be forwarded to Township Staff and Consultants for review and comments.

Reports from Township Staff and Consultants will be available the Friday before the Planning Commission meeting, and will be emailed to the titleholder of the property, or his/her appointed project agent, as specified on the Application Form.

C. Planning Commission Meeting

The Planning Commission meets on the third Wednesday of each month, at 7:00 P.M., in the Town Hall meeting room, located at 9955 N. Haggerty Road. The exception is the month of December, in which the meeting is held on the second Wednesday. If the titleholder of the property, or his/her appointed project agent, is not present for the meeting at which the Rezoning Application will be considered, the application will be tabled and no action will be taken.

D. Board of Trustees Meeting

Following a recommendation by the Planning Commission, the application will be placed on the agenda for the next available Board of Trustees meeting. The Board of Trustees meetings are typically held on the second and fourth Tuesday of each month, at 7:00 P.M., in the Town Hall meeting room, located at 9955 N. Haggerty Road. Supportive data and plans submitted to the Planning Commission for recommendation will be forwarded to the Board of Trustees by the Community Development Department.

E. Amendment of the Township Zoning Map

If the Rezoning Application is approved by the Board of Trustees, the Community Development Department will amend the Township Zoning Map to reflect the change in zoning. This will signify the end of the Rezoning Review process. Rezoning Approval shall confer approval to develop the subject property under the amended zoning designation. Rezoning Approval does not constitute approval of a site plan, plat, or condominium subdivision plan.

**APPLICATION PACKET
REZONING REVIEW**
Community Development Department
Charter Township of Plymouth

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/her appointed project agent.

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 POTENTIAL DEVELOPMENT

A detailed Project Narrative, which clearly describes the potential development under the proposed rezoning, and the current zoning, must be provided.

5. SURVEY OF THE PROPERTY PROPOSED FOR REZONING

The Planning Commission shall review the Survey of the Property Proposed for Rezoning and any Potential Future Development Plans. Information required for the Survey is provided in the Rezoning Review Checklist, a copy of which is attached and made part of this packet.

6. NOTIFICATION OF REZONING SIGN INSTALLATION

At least 21 days prior to the public hearing date, a rezoning sign must be placed along the street frontage of the property, in full public view. The sign shall provide the following information in clear legible printing:

1. The present zoning of the subject property.
2. The proposed zoning of the subject property.
3. The date of the public hearing.
4. The location and time at which the public hearing will be held.
5. The general configuration of the site.

APPLICATION PACKET
REZONING REVIEW
Community Development Department
Charter Township of Plymouth

The size, configuration, and language of the sign shall be consistent with the drawing as shown in the "Example of Required Rezoning Sign" document, a copy of which has been attached and made part of this packet.

The rezoning sign shall be subject to a field inspection by the Township Ordinance Enforcement Officer. Once the rezoning sign has been installed, the titleholder of the property, or his/her appointed project agent, must notify the Community Development Department, and provide a photograph of the rezoning sign. The Township Ordinance Enforcement Officer will then complete the field inspection of the rezoning sign.

7. PRESENTATION PDF

At least 1 week prior to the Planning Commission meeting, a PDF of the following items must be emailed to the Community Development Department for presentation at the Planning Commission meeting (these items will be projected onto a screen in the Town Hall meeting room and will be posted on the Township website):

- A. A Survey of the Property Proposed for Rezoning, at the scale submitted for review, including natural or manmade features.
- B. A Potential Future Development Plan layout of sufficient detail to define the proposed location and size of buildings, parking and service areas, loading zones, interior circulation, and landscape areas (if available).
- C. A colored rendering of each of the proposed building elevations, indicating the proposed materials and height of the buildings (if available).

8. SUBMISSION DATES

All Rezoning Applications, along with required plans and supportive data, shall be submitted to the Community Development Department. In order to be considered for placement on the Planning Commission agenda, all information must be submitted by the close of business at least 20 working days prior to the meeting date. A complete list of meeting dates and submission deadlines is available on the Township website: <http://www.plymouthtp.org>.

APPLICATION PACKET
REZONING REVIEW
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9. 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.

REZONING REVIEW CHECKLIST

Community Development Department

Charter Township of Plymouth

The following checklist is intended to be a general guide for all Rezoning submittals. Please refer to the Township Zoning Ordinance for specific requirements. Care should be taken to ensure that all required information is provided. Failure to supply any of the required information may prevent the application from being placed on the Planning Commission agenda, or may cause the application to be tabled at the meeting.

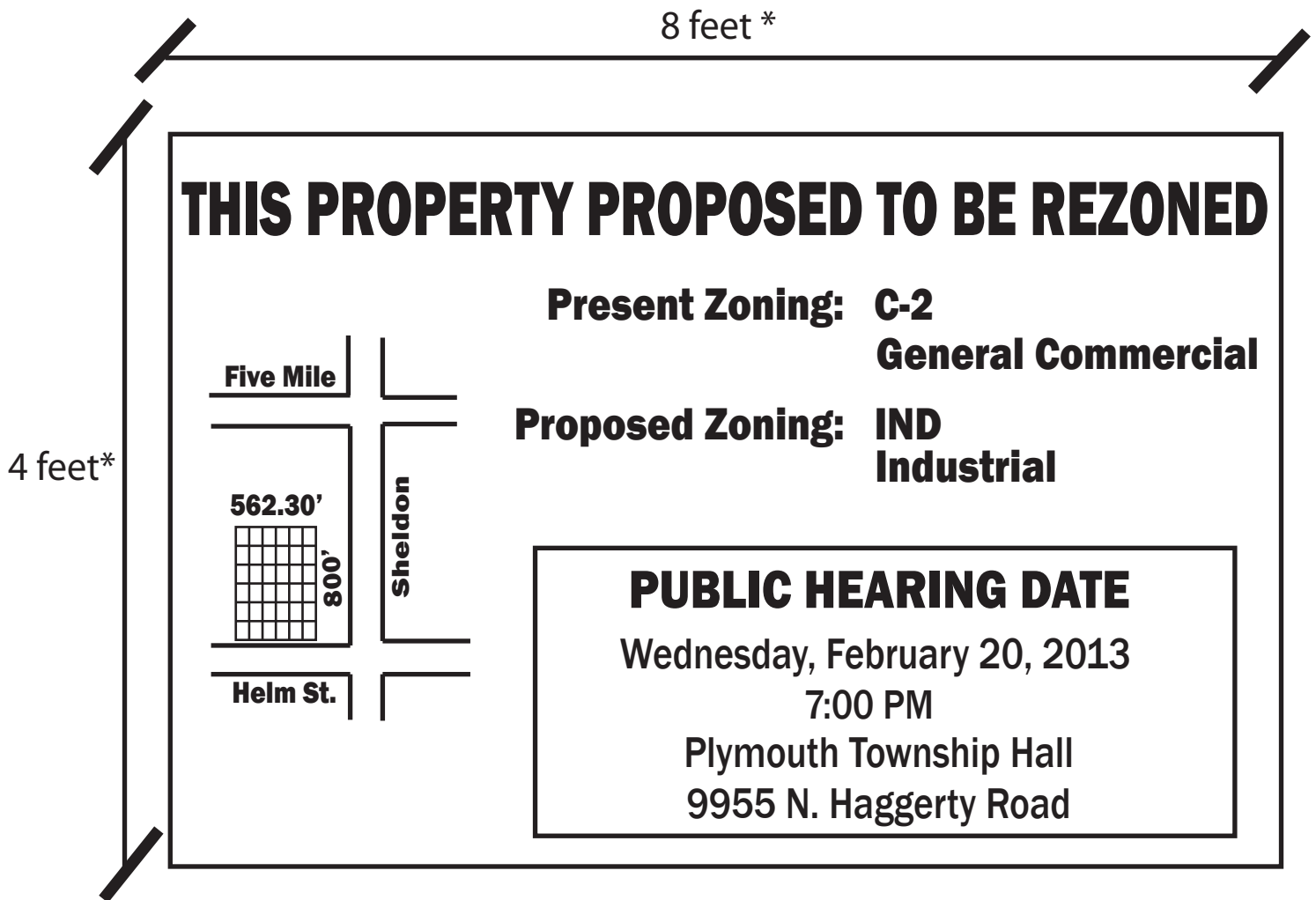
	REQUIREMENT	PROVIDED	N/A
GENERAL INFORMATION	The name, address, and telephone number of the owner/developer. If the person submitting the application is not the titleholder of the property, a statement of the applicant's interest in the property must be provided.		
	The address of the property proposed for rezoning.		
	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 existing and proposed zoning of the subject property.		
	The existing zoning of the adjacent properties.		
	A detailed Project Narrative of the potential development under the current zoning, and the proposed rezoning.		
	Any other pertinent information deemed necessary by the Planning Commission (i.e. Potential Future Development Plans, Conceptual Building Elevations, etc.) to make a determination concerning the desirability and appropriateness of the proposed rezoning.		

	REQUIREMENT	PROVIDED	N/A
SURVEY OF REZONING PROPERTY	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.		
	A Topographic Survey, including natural or manmade features, at a scale of no greater than 1"=50'.		

	REQUIREMENT	PROVIDED	N/A
REZONING SIGN	A rezoning sign, consistent with the drawing as shown in the "Example of Required Rezoning Sign" document. The sign shall include the following information:		
	The present zoning of the subject property.		
	The proposed zoning of the subject property.		
	The date of public hearing.		
	The location and time at which the public hearing shall be held.		
	The general configuration of the site.		

	REQUIREMENT	PROVIDED	N/A
PRESENTATION PDF	A Survey of the Property Proposed for Rezoning, at the scale submitted for review, including natural or manmade features.		
	A Potential Future Development Plan layout of sufficient detail to define the proposed location and size of buildings, parking and service areas, loading zones, interior circulation, and landscape areas (if available).		
	A colored rendering of any Conceptual Building Elevations, indicating the proposed materials and height of the buildings (if available).		

EXAMPLE OF REQUIRED REZONING SIGN



*Typical Sheet of Plywood

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

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 REVIEW TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
Rezoning & Conditional Rezoning	\$2,900, plus \$50 per acre, plus \$600 (<i>Recording Review Cost if a Conditional Rezoning</i>)
Special Land Use	\$2,800
Option (CHO, RUD, PUD)	
<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
Site Condominium Subdivision / Plat	
<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
Landsplit / Combination (<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
Special Meetings	
<u>Planning Commission</u>	\$2,000, per meeting
<u>Pre-Application Meeting</u>	
Engineer	\$175
Planner	\$175
Other Applications	\$2,500, plus \$150 per acre
Sign Review (ARC, OS-ARC)	\$400, per sign
Private Road	
<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 REVIEW TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
<p>Site Plan Review <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 style="padding-left: 40px;"><u>Addition to Existing Building(s)</u></p> <p style="padding-left: 40px;"><u>CHO / RUD / PUD Review: Board of Trustees only</u></p> <p style="padding-left: 40px;"><u>Administrative Review (major)</u></p> <p style="padding-left: 40px;"><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>Landscape Observation & Report</p> <p style="padding-left: 40px;"><u>All Districts</u></p> <p style="padding-left: 40px;"><u>Additional Units for Subsequent Site Visit & Review</u> <i>(excluding revisions)</i></p>	<p>\$700, plus \$30 per impacted area</p> <p>\$100, per unit</p>
<p>Document Reviews*** <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 style="padding-left: 40px;"><u>Traffic / Impact Study</u></p> <p style="padding-left: 40px;"><u>CHO/ RUD /PUD</u></p> <p style="padding-left: 40px;"><u>Open Space Community</u></p> <p style="padding-left: 40px;"><u>Private Road</u></p> <p style="padding-left: 40px;"><u>Landscape Maintenance</u></p> <p style="padding-left: 40px;"><u>Open Space Maintenance</u></p> <p style="padding-left: 40px;"><u>Stormwater Maintenance</u></p> <p style="padding-left: 40px;"><u>Easements</u></p> <p style="padding-left: 40px;"><u>Subdivision / Condominium</u></p> <p style="padding-left: 40px;"><u>Declaration of Restrictions</u></p> <p style="padding-left: 40px;"><u>Deed Restrictions</u></p> <p style="padding-left: 40px;"><u>Master Deed / By-Laws</u></p> <p style="padding-left: 40px;"><u>Wayne County Agreements</u></p> <p style="padding-left: 40px;"><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 & 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>Improvement Plans</p> <p style="padding-left: 40px;"><u>Sanitary, storm sewers and watermains</u> <i>(percent of estimated construction costs)</i></p> <p style="padding-left: 40px;"><u>Part 41 sanitary sewer permit applications</u></p> <p>Inspection Tasks</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>General Administration Of Construction</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>

Notes:

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).