

# **APPLICATION PACKET**

## **SPECIAL LAND USE REVIEW**

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



**APPLICATION PACKET**  
**SPECIAL LAND USE REVIEW**  
Community Development Department  
Charter Township of Plymouth

**1. PURPOSE**

Within each zoning district, there are uses classified as "Special Land Uses," which may be consistent with the purpose and objectives of the particular zoning district only in specific locations, under specific conditions, and when developed in accordance with sound planning and site plan principles. The purpose of the Special Land Use Review process is to afford the Planning Commission an opportunity to determine whether the proposed use is consistent with all of the requirements found in Section 2.7 of the Charter Township of Plymouth Zoning Ordinance. A copy of the Zoning Ordinance can be found on the Township website: <http://www.plymouthtwp.org>. Information found in the Zoning Ordinance is essential for the completion of Special Land Use Applications.

**2. APPLICATION REVIEW PROCESS**

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

The following items are required to be submitted for all Special Land Use 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 Special Land Use (17 copies)  
*See Section 4 of this packet for instructions.*
3. Conceptual Development Plan (17 copies, folded, printed at 24" x 36")  
*See Section 5 of this packet for instructions. A Special Land Use Review Checklist is also attached and made part of this packet.*
4. Presentation PDF (1 copy)  
*See Section 6 of this packet for instructions.*
5. 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 Special Land Use Applications is a 1-step procedure. The Township Planning Commission is the final approval authority for all Special Land

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Use Applications. The timeline for approval is fully dependent upon the quality of the plans and documentation submitted to the Township.

The completed Special Land Use 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 Special Land Use Application will be considered, the application will be tabled and no action will be taken.

**D. Final Stamp**

If Special Land Use Approval is granted by the Planning Commission, 4 sets of plans must be submitted to the Community Development Department for final stamp and sign-off, following the Planning Commission meeting. The plans for final stamp should incorporate all detail sheets that were submitted to the Planning Commission for Special Land Use Review, and should contain all the applicable information required in the Special Land Use 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 Planning Commission, 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 Special Land Use Review process.

Special Land Use Approval is effective for a period of 12 months. In most cases, the next step would be Site Plan Review. In cases where Site Plan Review is not required, the use must be legally established (i.e. issuance of a certificate of occupancy) through the Building Department. Special Land Use Approval does not constitute Tentative or Final Site Plan Approval.

**APPLICATION PACKET**  
**SPECIAL LAND USE REVIEW**  
Community Development Department  
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**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 PROPOSED SPECIAL LAND USE**

A detailed Project Narrative, which clearly describes the nature of the activities and operational functions of the proposed Special Land Use, must be provided. The Project Narrative should include the proposed hours of operation, the 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 and the scheduling of deliveries (if applicable), all anticipated impacts associated with the proposed project including measures to be taken to mitigate or minimize any negative impacts (environmental impacts or impacts to off-site traffic conditions, etc.), and any other pertinent details of the proposed Special Land Use.

**5. CONCEPTUAL DEVELOPMENT PLAN**

The information required for the Conceptual Development Plan is provided in the Special Land Use Review Checklist, a copy of which is attached and made part of this packet. Special Land Use Approval shall confer approval to utilize the subject property in accordance with the concepts depicted on the Conceptual Development Plan and establish any conditions necessary for Site Plan Review, in cases where subsequent Site Plan Review is required.

**APPLICATION PACKET**  
**SPECIAL LAND USE REVIEW**  
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**6. 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 general development plan layout, at the scale submitted for review, and rendered in a manner to identify proposed buildings, paved areas, lawn and landscape areas, etc. A colored rendering is recommended.
- B. A colored rendering of each of the proposed building elevations, indicating the proposed materials and height of the buildings.
- C. Cross-sections shall be provided through several locations on the site, which illustrate the various proposed grades, materials, screening, landscaping, etc. The number and location of the cross-sections shall be such that the Planning Commission will receive an accurate portrayal of the proposed site as well as its uses and views from adjacent properties and roads. The cross-sections shall be rendered, and vertical and horizontal scale shall be the same.

**7. SUBMISSION DATES**

All Special Land Use 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>.

**8. 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.

# SPECIAL LAND USE REVIEW CHECKLIST

## Community Development Department Charter Township of Plymouth

The following checklist is intended to be a general guide for all Special Land Use submittals. Please refer to the Township Zoning Ordinance for specific requirements. Care should be taken to ensure that all required information is included on the Conceptual Development Plan. 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
<b>GENERAL INFORMATION</b>	The name, address, and telephone number of the owner/developer.		
	The name, address, and telephone number of the person or firm preparing the Conceptual Development Plan.		
	The name and address of the proposed project.		
	The scale, north arrow, and date of preparation (including revision dates).		
	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.		
	A detailed Project Narrative of the proposed special land use.		
	A note indicating any variances previously received.		

	REQUIREMENT	PROVIDED	N/A
<b>CONCEPTUAL DEVELOPMENT PLAN</b>	A metes and bounds description of the acreage comprising the proposed special land use.		
	A Topographic Survey, including natural or manmade features, at a scale of no greater than 1"=50'.		
	An existing land use map showing the existing use of the adjacent properties.		
	A general 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 no modifications are being proposed to the existing site or exterior of a building in connection with the proposed special land use, then a note to that effect must be placed on the Conceptual Development Plan.		
	Any other pertinent information deemed necessary by the Planning Commission (i.e. Conceptual Building Elevations or Photographs, Conceptual Floor Plans, etc.) to make a determination concerning the desirability and appropriateness of the proposed special land use.		

	REQUIREMENT	PROVIDED	N/A
<b>PRESENTATION PDF</b>	A general development plan layout, at the scale submitted for review, and rendered in a manner to identify proposed buildings, paved areas, lawn and landscape areas, etc. A colored rendering is recommended.		
	A colored rendering of each of the proposed building elevations, indicating the proposed materials and height of the buildings (if available).		
	Cross-sections illustrating the relationship between proposed grades, materials, landscaping, screening, etc (if available).		

**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 _____
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**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)
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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
<b>Rezoning &amp; Conditional Rezoning</b>	\$2,900, plus \$50 per acre, plus \$600 ( <i>Recording Review Cost if a Conditional Rezoning</i> )
<b>Special Land Use</b>	\$2,800
<b>Option (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</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 Meeting</u>	
Engineer	\$175
Planner	\$175
<b>Other Applications</b>	\$2,500, plus \$150 per acre
<b>Sign Review (ARC, OS-ARC)</b>	\$400, per sign
<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 REVIEW 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 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><b>Landscape Observation &amp; Report</b></p> <p style="padding-left: 40px;"><u>All Districts</u></p> <p style="padding-left: 40px;"><u>Additional Units for Subsequent Site Visit &amp; Review</u> <i>(excluding revisions)</i></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 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 &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>Improvement Plans</b></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><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>

## 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).*