

# **APPLICATION PACKET**

## **SITE PLAN REVIEW**

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



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

**1. PURPOSE**

The purpose of the Site Plan Review process is to determine 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 Site Plan Applications.

**2. APPLICATION REVIEW PROCESS**

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

The following items are required to be submitted for all 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 Land Use  
(To be placed directly on each of the 17 copies of the Site Plan)  
*See Section 4 of this packet for instructions.*
3. Site Plan (17 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. Single Family Cluster Housing Contract or Residential Unit Development Contract (17 copies)  
*This item only applies to a site plan being developed under a Single Family Cluster Housing Option or a Residential Unit Development Option, as approved by the Township Board of Trustees. See Section 6 of this packet for instructions, if applicable.*
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.*

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**B. Technical Review**

The Technical Review for Site Plan Applications is a 2-step procedure, which consists of Tentative Site Plan Approval and Final Site Plan Approval. The Township Planning Commission is the final approval authority for each step. In some cases, the Planning Commission may grant Tentative and Final Site Plan Approval at the same time. In order for this to occur, all requirements for Final Site Plan Approval must be met at the initial submission. The timeline for approval is fully dependent upon the quality of the plans and documentation submitted to the Township. ***Please Note: The Technical Review for a Site Plan being developed under a Single Family Cluster Housing Option or a Residential Unit Development Option is a 3-step procedure. The first step, Tentative Site Plan Approval, is granted by the Planning Commission. The second step is a recommendation of the Final Site Plan and Development Contract by the Planning Commission. The third step is approval of the Final Site Plan and Development Contract by the Board of Trustees.***

The completed Site Plan Application will be placed on the agenda for 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 Site Plan Application will be considered, the application will be tabled and no action will be taken.

**D. Board of Trustees Meeting** *(Only for a site plan being developed under a Single Family Cluster Housing Option or a Residential Unit Development Option, as approved by the Township Board of Trustees)*

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. In some cases, revised plans may be required.

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**E. Final Stamp**

If Final Site Plan Approval is granted by the Planning Commission, or Board of Trustees (if applicable), 5 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 and the Township Engineer for Final 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 Planning Commission, or Board of Trustees (if applicable), 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 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/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 LAND USE**

A detailed Project Narrative, which clearly describes the nature of the activities and operational functions of the proposed land use, must be provided. The Project Narrative

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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), and any other pertinent details of the proposed land use. ***The Detailed Project Narrative of the Proposed Land Use must be placed directly on each of the 17 copies of the Site Plan.***

For a site plan being developed under a Single Family Cluster Housing Option or a Residential Unit Development Option, as approved by the Township Board of Trustees, the Project Narrative provided during the Development Option Review phase must be placed on 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.

### **A. Tentative Site Plan**

At this phase, the Planning Commission will review the general layout of the project to ensure compliance with the Zoning Ordinance. Tentative Site Plan Approval shall confer approval of the general layout and establish any conditions necessary for Final Site Plan Approval. Detailed engineering drawings are not required at the Tentative Site Plan Review phase. After Tentative Site Plan Approval has been secured, detailed engineering drawings must be submitted for the Township Engineer's review prior to Final Site Plan Approval.

### **B. Final Site Plan**

The Planning Commission will review all pertinent information, including the detailed engineering drawings, and written approvals and recommendations from any public utility, state agency, or county agency with jurisdiction (Wayne County Road Commission, Michigan Department of Transportation, Department of Environmental Quality, etc.). The Planning Commission shall ensure that all conditions of Tentative Site Plan Approval have been met, and ensure that a recommendation of approval has been received from the Township Planner, the Township Fire Department, and the Township Engineer, after his review of the detailed engineering drawings for the proposed water, sanitary sewer, storm water drainage, grading, paving, and other site improvement details. This approval is effective for a period of 12 months. ***Please Note: The Engineering Review of the detailed engineering drawings is a separate process from the Engineering Review of the site plan drawings at the Planning Commission level, and has separate fees.***

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**6. SINGLE FAMILY CLUSTER HOUSING CONTRACT OR RESIDENTIAL UNIT DEVELOPMENT CONTRACT**

***Please Note:*** *This section only applies to a site plan being developed under a Single Family Cluster Housing Option or a Residential Unit Development Option, as approved by the Township Board of Trustees.*

For a site plan being developed under a Single Family Cluster Housing Option or a Residential Unit Development Option, as approved by the Township Board of Trustees, it shall be the responsibility of the titleholder of the property, or his/her appointed project agent, to present a contract to be entered into by the titleholder of the property and the Township. The proposed Single Family Cluster Housing Contract or Residential Unit Development Contract, as applicable, is subject to the approval of the Township Attorney. The Community Development Department will forward the proposed contract to the Township Attorney for review. If acceptable to the Township Attorney, the contract will be placed on the agenda for the next available Board of Trustees meeting for final review and approval.

The Single Family Cluster Housing Contract must be consistent with the requirements of Section 22.9 of the Township Zoning Ordinance, which is available on the Township website: <http://www.plymouthtp.org>.

The Residential Unit Development Contract must be consistent with the requirements of Section 21.9 of the Township Zoning Ordinance, which is available on the Township website: <http://www.plymouthtp.org>.

**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 Site 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.

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**8. SUBMISSION DATES**

All Site Plan 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.plymouthtwp.org>.

**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.

# 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. 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 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 land use.		
	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 ( $\pm$ ) 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. <i>Please Note: This letter is not required at the Tentative Site Plan Review phase, but is required for Final Site Plan Review.</i>		
	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: <i>Please Note: A formal Landscape Plan is not required at the Tentative Site Plan Review phase, but is required for Final Site Plan Review.</i>		
	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.		
	Details of the proposed signage are only required when the type of signage is subject to Planning Commission approval, as per the Zoning Ordinance. In general, details of the proposed signage must be shown in the following cases:		
	The proposed signage is part of an entry feature which defines the entrance to a residential development, or an office, business, or industrial park. Details of the proposed signage must be provided.		

	REQUIREMENT	PROVIDED	N/A
SIGNAGE (CONTINUED)	The proposed signage is located in the ARC District and consists of a new monument sign. The proposed signage is located in the ARC District and consists of a new wall sign, which contains letters or symbols greater than 16 inches in height. <i>Please refer to the ARC Sign Review Checklist for the type of details that must be submitted.</i>		
	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
LIGHTING	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
ARCHITECTURE	Building façade elevations for each side of the building indicating the type of building materials, colors, height, and architectural detail. <i>Please Note: Samples of proposed building materials and colors must be provided to the Planning Commission at the meeting for review.</i>		
	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
ENGINEERING INFORMATION	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: <i>Please Note: Detailed engineering drawings are not required at the Tentative Site Plan Review phase, but are required for Final Site Plan Review.</i>		
	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.		

	REQUIREMENT	PROVIDED	N/A
ENGINEERING INFORMATION (CONTINUED)	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.		
	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.		

	REQUIREMENT	PROVIDED	N/A
REQUIRED DOCUMENTS	Written approval and recommendations of any public utility, state agency, or county agency with jurisdiction. <i>Please Note: The approval letters are not required at the Tentative Site Plan Review phase, but are required for Final Site Plan Review.</i>		
	For uses being developed as part of a condominium, copies of the proposed Master Deed and Bylaws must be submitted.		
	Single Family Cluster Housing Contract consistent with the requirements of Section 22.9 of the Township Zoning Ordinance. <i>Please Note: This requirement only applies to a site plan being developed under a Single Family Cluster Housing Option, as approved by the Township Board of Trustees.</i>		
	Residential Unit Development Contract consistent with the requirements of Section 21.9 of the Township Zoning Ordinance. <i>Please Note: This requirement only applies to a site plan being developed under a Residential Unit Development Option, as approved by the Township Board of Trustees.</i>		

	REQUIREMENT	PROVIDED	N/A
PRESENTATION PDF	A site plan layout, at the scale submitted for review, and rendered 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.		
	Cross-sections illustrating the relationship between proposed grades, materials, landscaping, screening, etc.		

**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 _____



# 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)

# Community Development Schedule of Fees

## Charter Township of Plymouth Division of Public Services

Effective July 1, 2012



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
<b>1. REZONING REVIEW</b>	\$2,300 plus \$55 per acre plus Engineer and Attorney T&M if requested
Traffic/Impact Study (if required)	\$1,200
<b>2. CONDITIONAL REZONING REVIEW</b>	\$2,900 plus \$70 per acre plus recording cost (escrow \$600) plus Engineer and Attorney T&M if requested plus \$300 Engineer final stamp review if required
Traffic/Impact Study (if required)	\$1,200
<b>3. SPECIAL USE REVIEW</b>	\$2,350 plus Engineer and Attorney T&M if required
Each Revision	\$625 plus Engineer and Attorney T&M if required
Traffic/Impact Study (if required)	\$1,200
<b>4. OPTION REVIEW (R.U.D., CLUSTER, P.U.D.)</b>	
Concept Plan Review (Planning Commission)	\$2,750 plus \$35 per acre plus Attorney T&M if required
Each Revision	\$1,075 plus \$17 per acre
Concept Plan Review (Board of Trustees)	\$1,550 plus Attorney T&M if required
Traffic/Impact Study (if required)	\$1,200
Amendments or Modifications	\$2,150 plus \$35 per acre plus Attorney T&M if required

*A detailed breakdown of the Community Development Schedule of Fees established by Resolution 11-07-12-17 approved by the Board of Trustees and implemented on July 1, 2012 is available at the Clerk's Office and the Community Development Department.*



# Community Development Schedule of Fees

## Charter Township of Plymouth Division of Public Services

Effective July 1, 2012



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
<b>5. PLAT REVIEW</b>  <div style="margin-left: 40px;">Tentative Preliminary</div> <div style="margin-left: 80px;">Revised Tentative Pre-Plat</div> <div style="margin-left: 80px;">Final Preliminary</div> <div style="margin-left: 40px;">Final Plat Review (Planning Commission &amp; Board of Trustees)</div> <div style="margin-left: 40px;">Traffic/Impact Study (if Required)</div>	<div style="margin-left: 20px;">\$2,150 plus \$15 per lot plus Attorney T&amp;M if requested</div> <div style="margin-left: 20px;">\$1,125 plus \$7.50 per lot</div> <div style="margin-left: 20px;">\$2,750 plus \$25 per lot plus Attorney T&amp;M if requested</div> <div style="margin-left: 20px;">\$1,350 plus \$10 per lot</div> <div style="margin-left: 20px;">\$1,200</div>
<b>6. SITE CONDOMINIUM SUBDIVISION</b>  <div style="margin-left: 40px;">Tentative Approval</div> <div style="margin-left: 80px;">Final Approval</div>	<div style="margin-left: 20px;">\$2,205 plus \$20 per unit plus Attorney T&amp;M if requested</div> <div style="margin-left: 20px;">\$3,195 plus \$20 per unit plus Attorney T&amp;M if requested</div>
<b>7. LANDSPLIT</b>  <div style="margin-left: 40px;">First Review, Residential &amp; Commercial</div> <div style="margin-left: 40px;">Each Revision, Residential &amp; Commercial</div> <div style="margin-left: 40px;">Lot Line Modification, First Review</div> <div style="margin-left: 40px;">Lot Line Modification, Each Revision</div>	<div style="margin-left: 20px;">\$1,150 plus \$120 per resulting lots plus Attorney T&amp;M if requested <b>Fee is doubled if there are more than four new parcels</b></div> <div style="margin-left: 20px;">\$575 plus \$60 per resulting lots plus Attorney T&amp;M if requested <b>Fee is doubled if there are more than four new parcels</b></div> <div style="margin-left: 20px;">\$1,050 plus Attorney T&amp;M if requested</div> <div style="margin-left: 20px;">\$475 plus Attorney T&amp;M if requested</div>

# Community Development Schedule of Fees

Charter Township of Plymouth  
Division of Public Services

Effective July 1, 2012



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
<b>8. SITE PLAN REVIEW</b>	
<u>CLUSTER HOUSING</u>	
First Review	\$3,100 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,150 plus \$80 per acre plus Attorney T&M if requested
<u>MULTIPLE FAMILY (R-2-A)</u>	
First Review	\$3,100 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,150 plus \$80 per acre plus Attorney T&M if requested
<u>COMMERCIAL (C-1, C-2), OFFICE (OS),</u>	
<u>INDUSTRIAL (IND, TAR)</u>	
First Review	\$3,100 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,150 plus \$55 per acre plus Attorney T&M if requested
<u>ANN ARBOR ROAD CORRIDOR (ARC, OS-ARC)</u>	
First Review	\$3,250 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,225 plus \$55 per acre plus Attorney T&M if requested
<u>MID-RISE</u>	
First Review	\$3,250 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,225 plus \$55 per acre plus Attorney T&M if requested
<u>MOBILE HOME PARK</u>	
First Review	\$3,350 plus \$120 per acre plus Attorney T&M if requested
Each Revision	\$1,275 plus \$60 per acre plus Attorney T&M if requested

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TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
<p><b>8. SITE PLAN REVIEW (continued)</b></p> <p style="padding-left: 100px;"><u>P.U.D.</u></p> <p style="padding-left: 40px;">First Review</p> <p style="padding-left: 80px;">Each Revision</p> <p style="padding-left: 40px;">Review, Board of Trustees</p> <p style="padding-left: 100px;"><u>SCHOOL, CHURCH</u></p> <p style="padding-left: 40px;">First Review</p> <p style="padding-left: 80px;">Each Revision</p> <p style="padding-left: 40px;"><u>ADDITIONS TO EXISTING BUILDINGS</u></p> <p style="padding-left: 80px;">First Review</p> <p style="padding-left: 80px;">Each Revision</p> <p style="padding-left: 40px;"><u>ADMINISTRATIVE REVIEW</u></p>	<p>\$3,250 plus \$110 per acre plus Attorney T&amp;M if requested</p> <p>\$1,225 plus \$55 per acre</p> <p>\$1,100</p> <p>\$2,750 plus \$110 per acre plus Attorney T&amp;M if requested</p> <p>\$1,075 plus \$55 per acre</p> <p>\$2,925 plus \$110 per acre plus Attorney T&amp;M if requested</p> <p>\$1,075 plus \$55 per acre plus Attorney T&amp;M if requested</p> <p>May only require Township review and fee \$750 = Township fee \$650 plus \$50/acre = Engineer fee \$650 plus \$60/acre = Planner fee T&amp;M = Attorney fee</p>
<p><b>9. LAND FILL REVIEW</b></p>	<p>\$1,200 plus \$40 per acre plus Attorney T&amp;M if requested</p>
<p><b>10. SPECIAL MEETINGS</b></p> <p style="padding-left: 40px;"><u>PLANNING COMMISSION</u></p> <p style="padding-left: 40px;"><u>PRE-APPLICATION / MEETINGS TO REVIEW</u></p>	<p>\$1,800</p> <p>\$165 = Meet with Engineer \$165 = Meet with Planner \$260 = Meet with Engineer and Planner</p>
<p><b>11. OTHER APPLICATIONS</b></p>	<p>\$2,250 plus \$110 per acre plus Attorney T&amp;M if requested</p>
<p><b>12. SIGN REVIEW (ARC, OS-ARC), per sign</b></p>	<p>\$600</p>

# Community Development Schedule of Fees

**Charter Township of Plymouth  
Division of Public Services**

**Effective July 1, 2012**



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TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
<b>13. LANDSCAPE OBSERVATION &amp; REPORT</b>	
<u>COMMERCIAL, OFFICE, ARC, OS-ARC, INDUSTRIAL, TAR or INSTITUTIONAL (SCHOOL, CHURCH etc.) USE</u>	
First Site Visit & Review	\$950 plus \$60 per acre
Each Subsequent Site Visit & Review	\$475 plus \$30 per acre
<u>MULTIPLE FAMILY, MID-RISE, MOBILE HOME PARK</u>	
First Site Visit & Review	\$1,200 plus \$60 per acre
Each Subsequent Site Visit & Review	\$600 plus \$30 per acre
<u>SUBDIVISIONS, SITE CONDOMINIUMS, CLUSTER HOUSING</u>	
First Site Visit & Review	\$1,400 plus \$20 per acre
Each Subsequent Site Visit & Review	\$700 plus \$10 per acre
<b>14. PRIVATE ROAD</b>	
Road Plan	\$1,200 plus \$110 per lots over 4
Road Maintenance Agreement	\$900

# Community Development Schedule of Fees

## Charter Township of Plymouth Division of Public Services

**Effective July 1, 2012**



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TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
<b>DOCUMENT REVIEWS</b>	
P.U.D./R.U.D.	\$250 plus Engineer, Planner and Attorney T&M
Open Space Community	\$250 plus Engineer, Planner and Attorney T&M
Private Road	\$250 plus Engineer, Planner and Attorney T&M
Landscape Maintenance	\$250 plus Engineer, Planner and Attorney T&M
Open Space Maintenance	\$250 plus Engineer, Planner and Attorney T&M
Stormwater Maintenance	\$250 plus Engineer, Planner and Attorney T&M
Easements	\$250 plus Engineer, Planner and Attorney T&M
Subdivision/Condominium	\$250 plus Engineer, Planner and Attorney T&M
Declaration of Restrictions	\$250 plus Engineer, Planner and Attorney T&M
Deed Restrictions	\$250 plus Engineer, Planner and Attorney T&M
By-Laws	\$250 plus Engineer, Planner and Attorney T&M
Wayne County Agreements	\$250 plus Engineer, Planner and Attorney T&M
Others	\$250 plus Engineer, Planner and Attorney T&M
Each Revision	\$125 plus Engineer, Planner and Attorney T&M
	<p>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.</p> <p><b>Recording Fees are the responsibility of the applicant.</b></p>

# Community Development Schedule of Fees

Charter Township of Plymouth  
Division of Public Services

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## TRUST AND AGENCY FEES

### REVIEW IMPROVEMENT PLANS

Sanitary, storm sewers and watermains  
percent of estimated construction costs

1.5% Minimum Deposit = \$300

Part 41 sanitary sewer permit applications

\$300

### INSPECTION TASKS

Sanitary, Township storm and water at installation;

Field check for:

Release of bonds on monuments and lot irons.

Release of bonds on site improvements.

Per Diem @ Daily rate

Minimum Deposit = 3% of construction costs  
or

Three inspection days, whichever is greater.

### GENERAL ADMINISTRATION OF CONSTRUCTION

2% of construction costs. Minimum Fee = \$450