

**APPLICATION PACKET**  
**SUBDIVISION PLAT REVIEW**  
**FINAL PRELIMINARY PLAT**

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



**APPLICATION PACKET**  
**SUBDIVISION PLAT REVIEW – FINAL PRELIMINARY PLAT**  
Community Development Department  
Charter Township of Plymouth

**1. PURPOSE**

The purpose of the Final Preliminary Plat Review process is to determine compliance with the Charter Township of Plymouth Subdivision Regulations, Zoning Ordinance, and other applicable planning and engineering standards of the Township. A copy of the Subdivision Regulations can be found within Chapter XII, Article 6 of the Code of Ordinances, which is available on the Township website: <http://www.plymouthtwp.org>. A copy of the Zoning Ordinance is also available on the Township website. Information found in the Subdivision Regulations and Zoning Ordinance is essential for the completion of Final Preliminary Plat Applications.

**2. APPLICATION REVIEW PROCESS**

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

The following items are required to be submitted for all Final Preliminary Plat 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 Intended Use of the Lots (To be placed directly on each of the 17 copies of the Final Preliminary Plat)

*See Section 4 of this packet for instructions.*
3. Final Preliminary Plat (17 copies, folded, printed at 24" x 36")

*See Section 5 of this packet for instructions. A Final Preliminary Plat Review Checklist is attached and made part of this packet.*
4. Protective Covenants and Deed Restrictions (17 copies)
5. Cover Letters Showing Distribution to "Authorities with Jurisdiction" & Written Approvals of "Authorities with Jurisdiction" (17 copies)

*See Section 6 of this packet for instructions.*
6. Presentation PDF (1 copy)

*See Section 7 of this packet for instructions.*
7. 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 Final Preliminary Plat 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 Final Preliminary Plat Applications. The timeline for approval is fully dependent upon the quality of the plans and documentation submitted to the Township.

The completed Final Preliminary Plat 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 Final Preliminary Plat 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. In some cases, revised plans may be required.

**E. Final Stamp**

If Final Preliminary Plat Approval is granted by the Board of Trustees, 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, Board of Trustees, and the Township Engineer for Final Preliminary Plat Review, and should contain all the applicable information required in the Final Preliminary Plat Review Checklist, a copy of which is attached and made part of this packet. In

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addition, the plans for final stamp must reflect all changes required by the Planning Commission and the Board of Trustees, 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 Final Preliminary Plat Review process.

Final Preliminary Plat Approval is effective for a period of 24 months. The next step would be Final Plat Review. Final Preliminary Plat Approval does not constitute the acceptance of a subdivision plat.

**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 INTENDED USE OF THE LOTS**

A detailed Project Narrative, which clearly describes the intended use of the lots within the subdivision plat under the current zoning, must be provided. The Project Narrative should also describe the intended use of any outlots or open space areas. ***The Detailed Project Narrative of the Intended Use of the Lots must be placed directly on each of the 17 copies of the Final Preliminary Plat.***

For a subdivision plat being developed under a Single Family Cluster Housing Option or a

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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 Final Preliminary Plat.

**5. FINAL PRELIMINARY PLAT**

The information required for the Final Preliminary Plat is provided in the Final Preliminary Plat Review Checklist, a copy of which is attached and made part of this packet. Final Preliminary Plat Approval shall confer approval of the detailed engineering drawings, and allow for the construction of subdivision improvements to begin. ***Please Note: The Engineering Review of the detailed engineering drawings is a separate process from the Engineering Review of the subdivision plat drawings at the Planning Commission level, and has separate fees.***

No installation or construction of improvements shall be commenced until the following has occurred:

- A. Approval of the Final Preliminary Plat by the Township Board of Trustees.
- B. Approval of the detailed engineering drawings by the Township Engineer.
- C. Approval of the Final Preliminary Plat by all authorities with jurisdiction.

**6. WRITTEN APPROVAL OF "AUTHORITIES WITH JURISDICTION"**

It shall be the responsibility of the titleholder of the property, or his/her appointed project agent, to submit copies of the Final Preliminary Plat to all applicable "authorities with jurisdiction." A list of the "authorities with jurisdiction" can be found within Chapter XII, Article 6.13 of the Code of Ordinances, which is available on the Township website: <http://www.plymouthtp.org>.

The following documents are required for all Final Preliminary Plat applications:

- A. Copies of the cover letters showing the distribution to all applicable "authorities with jurisdiction."
- B. Copies of the written approvals and recommendations of all applicable "authorities with jurisdiction."

**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):

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- A. A Final Preliminary Plat layout, at the scale submitted for review, and rendered in a manner to identify the location and size of proposed building envelopes, 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 (if available).
- 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.

**8. SUBMISSION DATES**

All Final Preliminary Plat 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>.

**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.

# FINAL PRELIMINARY PLAT REVIEW CHECKLIST

## Community Development Department Charter Township of Plymouth

The following checklist is intended to be a general guide for all Final Preliminary Plat submittals. Please refer to the Township Subdivision Regulations and the Zoning Ordinance for specific requirements. Care should be taken to ensure that all required information is included on the Final Preliminary Plat. 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 Final Preliminary Plat.		
	The name of the proposed subdivision.		
	The names of the abutting subdivisions.		
	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.		
	The location of the proposed subdivision, including the section, township, and range, and the name of the township and county.		
	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 land use and existing zoning of the subject property and adjacent properties.		
	A detailed Project Narrative of the intended use of the lots.		
	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. Contours must be shown at 5-foot intervals where slope is greater than 10%, and 2-foot intervals where slope is 10% or less. 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.		

	REQUIREMENT	PROVIDED	N/A
EXISTING SITE CONDITIONS (CONTINUED)	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, 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.		
	The location of all sound trees, other than elms, 8-inch caliper or greater.		

	REQUIREMENT	PROVIDED	N/A
PLAT LAYOUT & CIRCULATION	All proposed lot lines, lot numbers, and the total number of lots.		
	All front, side, and rear yard setbacks for each lot delineated, as per the Zoning Ordinance.		
	The distances from the property line to the existing and/or proposed lots or structures.		
	A table must be included on the plat which shows the proposed width and area of each lot.		
	A calculation of the proposed density must be provided.		
	For modified lots within a RUD, a calculation of the required open space must be provided. The calculation should be provided in a table format, consistent with Section 21.10.5 of the Township Zoning Ordinance. <i>Please Note: This requirement only applies to a subdivision plat being developed under a Residential Unit Development Option, as approved by the Township Board of Trustees.</i>		
	All proposed streets and street names, rights-of-way, and roadway widths must be shown.		
	Right-of-way easements must be shown indicating the location and purpose, and where underground utilities are installed or required.		
	The location and type of surfacing for all pavement areas and curbs.		
	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.		
	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.		
	The location and width of existing and/or proposed sidewalks.		
	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>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 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.		
	If the signage is part of an entry feature to a residential development, or an office, business, or industrial park, details of the proposed signage must be provided.		

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

	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.		

	REQUIREMENT	PROVIDED	N/A
<b>ENGINEERING INFORMATION (CONTINUED)</b>	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.		
	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
<b>REQUIRED DOCUMENTS</b>	Copies of proposed protective covenants and deed restrictions.		
	Cover letters sent to "Authorities with Jurisdiction" for approval of the Final Preliminary Plat.		
	Written approval and recommendations of all applicable "Authorities with Jurisdiction."		

	REQUIREMENT	PROVIDED	N/A
<b>PRESENTATION PDF</b>	A Final Preliminary Plat layout, at the scale submitted for review, and rendered in a manner to identify proposed building envelopes, 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.		

**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)
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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)

# 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>  <div style="text-align: right; padding-right: 20px;">Traffic/Impact Study (if required)</div>	\$2,300 plus \$55 per acre plus Engineer and Attorney T&M if requested  \$1,200
<b>2. CONDITIONAL REZONING REVIEW</b>  <div style="text-align: right; padding-right: 20px;">Traffic/Impact Study (if required)</div>	\$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  \$1,200
<b>3. SPECIAL USE REVIEW</b>  <div style="text-align: right; padding-right: 20px;">Each Revision</div> <div style="text-align: right; padding-right: 20px;">Traffic/Impact Study (if required)</div>	\$2,350 plus Engineer and Attorney T&M if required  \$625 plus Engineer and Attorney T&M if required  \$1,200
<b>4. OPTION REVIEW (R.U.D., CLUSTER, P.U.D.)</b> Concept Plan Review (Planning Commission)  <div style="text-align: right; padding-right: 20px;">Each Revision</div> <div style="text-align: right; padding-right: 20px;">Concept Plan Review (Board of Trustees)</div> <div style="text-align: right; padding-right: 20px;">Traffic/Impact Study (if required)</div> <div style="text-align: right; padding-right: 20px;">Amendments or Modifications</div>	\$2,750 plus \$35 per acre plus Attorney T&M if required  \$1,075 plus \$17 per acre  \$1,550 plus Attorney T&M if required  \$1,200  \$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: 100px;">Tentative Preliminary</div> <div style="margin-left: 100px;">Revised Tentative Pre-Plat</div> <div style="margin-left: 100px;"><b>Final Preliminary</b></div> <div style="margin-left: 100px;">Final Plat Review (Planning Commission &amp; Board of Trustees)</div> <div style="margin-left: 100px;">Traffic/Impact Study (if Required)</div>	<div style="margin-left: 100px;">\$2,150 plus \$15 per lot plus Attorney T&amp;M if requested</div> <div style="margin-left: 100px;">\$1,125 plus \$7.50 per lot</div> <div style="margin-left: 100px;"><b>\$2,750 plus \$25 per lot plus Attorney T&amp;M if requested</b></div> <div style="margin-left: 100px;">\$1,350 plus \$10 per lot</div> <div style="margin-left: 100px;">\$1,200</div>
<b>6. SITE CONDOMINIUM SUBDIVISION</b>  <div style="margin-left: 100px;">Tentative Approval</div> <div style="margin-left: 100px;">Final Approval</div>	<div style="margin-left: 100px;">\$2,205 plus \$20 per unit plus Attorney T&amp;M if requested</div> <div style="margin-left: 100px;">\$3,195 plus \$20 per unit plus Attorney T&amp;M if requested</div>
<b>7. LANDSPLIT</b>  <div style="margin-left: 100px;">First Review, Residential &amp; Commercial</div> <div style="margin-left: 100px;">Each Revision, Residential &amp; Commercial</div> <div style="margin-left: 100px;">Lot Line Modification, First Review</div> <div style="margin-left: 100px;">Lot Line Modification, Each Revision</div>	<div style="margin-left: 100px;">\$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: 100px;">\$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: 100px;">\$1,050 plus Attorney T&amp;M if requested</div> <div style="margin-left: 100px;">\$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), 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
<b>8. SITE PLAN REVIEW (continued)</b> <div style="margin-left: 40px;"><u>P.U.D.</u> First Review</div> <div style="margin-left: 80px;">Each Revision</div> <div style="margin-left: 40px;">Review, Board of Trustees</div> <div style="margin-left: 40px;"><u>SCHOOL, CHURCH</u> First Review</div> <div style="margin-left: 80px;">Each Revision</div> <div style="margin-left: 40px;"><u>ADDITIONS TO EXISTING BUILDINGS</u> First Review</div> <div style="margin-left: 80px;">Each Revision</div> <div style="margin-left: 40px;"><u>ADMINISTRATIVE REVIEW</u></div>	<div style="margin-left: 40px;">\$3,250 plus \$110 per acre plus Attorney T&amp;M if requested</div> <div style="margin-left: 40px;">\$1,225 plus \$55 per acre</div> <div style="margin-left: 40px;">\$1,100</div> <div style="margin-left: 40px;">\$2,750 plus \$110 per acre plus Attorney T&amp;M if requested</div> <div style="margin-left: 40px;">\$1,075 plus \$55 per acre</div> <div style="margin-left: 40px;">\$2,925 plus \$110 per acre plus Attorney T&amp;M if requested</div> <div style="margin-left: 40px;">\$1,075 plus \$55 per acre plus Attorney T&amp;M if requested</div> <div style="margin-left: 40px;">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</div>
<b>9. LAND FILL REVIEW</b>	\$1,200 plus \$40 per acre plus Attorney T&M if requested
<b>10. SPECIAL MEETINGS</b> <div style="margin-left: 40px;"><u>PLANNING COMMISSION</u></div> <div style="margin-left: 40px;"><u>PRE-APPLICATION / MEETINGS TO REVIEW</u></div>	<div style="margin-left: 40px;">\$1,800</div> <div style="margin-left: 40px;">\$165 = Meet with Engineer \$165 = Meet with Planner \$260 = Meet with Engineer and Planner</div>
<b>11. OTHER APPLICATIONS</b>	\$2,250 plus \$110 per acre plus Attorney T&M if requested
<b>12. SIGN REVIEW (ARC, OS-ARC), per sign</b>	\$600

# 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  
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Effective July 1, 2012



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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