

APPLICATION PACKET
SUBDIVISION PLAT REVIEW
TENTATIVE PRELIMINARY PLAT

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



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

1. PURPOSE

The purpose of the Tentative Preliminary Plat Review process is to determine whether the land located within the proposed subdivision plat could be safely used for building purposes, and could be served economically by public facilities and services. A copy of the Charter Township of Plymouth Subdivision Regulations can be found within Chapter XII, Article 6 of the Code of Ordinances, which is available on the Township website: <http://www.plymouthtp.org>. A copy of the Charter Township of Plymouth Zoning Ordinance is also available on the Township website. Information found in the Subdivision Regulations and Zoning Ordinance is essential for the completion of Tentative Preliminary Plat Applications.

2. APPLICATION REVIEW PROCESS

A. Submittal to the Community Development Department

The following items are required to be submitted for all Tentative 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 Tentative Preliminary Plat)

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

See Section 5 of this packet for instructions. A Tentative Preliminary Plat 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 subdivision plat 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.
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 Tentative 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 Tentative Preliminary Plat Applications. The timeline for approval is fully dependent upon the quality of the plans and documentation submitted to the Township.

The completed Tentative Preliminary Plat 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 Tentative 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 Tentative 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 Board of Trustees meeting. The plans for final stamp should incorporate all detail sheets that were submitted to the Planning Commission and the Board of Trustees for Tentative Preliminary Plat Review, and should contain all the applicable information required in the Tentative Preliminary Plat Review

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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 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 Tentative Preliminary Plat Review process.

Tentative Preliminary Plat Approval is effective for a period of 12 months. The next step would be Final Preliminary Plat Review. Tentative Preliminary Plat Approval does not constitute Final Preliminary Plat or Final Plat Approval.

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 Tentative 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 Tentative Preliminary Plat.

5. TENTATIVE PRELIMINARY PLAT

The information required for the Tentative Preliminary Plat is provided in the Tentative Preliminary Plat Review Checklist, a copy of which is attached and made part of this packet. Tentative Preliminary Plat Approval shall confer approval of the general layout of the streets and lots within the proposed subdivision plat, and confer the right to proceed with the preparation of a Final Preliminary Plat.

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

For a proposed subdivision plat 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.

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 Tentative 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.

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- B. A colored rendering of each of the proposed building elevations, indicating the proposed materials and height of the buildings (if available).

8. SUBMISSION DATES

All Tentative 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.

TENTATIVE PRELIMINARY PLAT REVIEW CHECKLIST

Community Development Department

Charter Township of Plymouth

The following checklist is intended to be a general guide for all Tentative 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 Tentative 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
GENERAL INFORMATION	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 Tentative 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.		
	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 intended use of the lots.		
	A note indicating any variances previously received.		

	REQUIREMENT	PROVIDED	N/A
TENTATIVE PRELIMINARY PLAT	A map of the entire area to be included within the proposed subdivision plat and including the following information:		
	The general layout of streets, blocks, and lots.		
	A Topographic Survey of existing conditions.		
	Location of all sound trees, other than elms, 8-inch caliper or greater.		
	The zoning and characteristics of the adjacent land within 200 feet of the proposed plat.		
	Any general area set aside for schools, parks, or other community facilities.		
	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>		

	REQUIREMENT	PROVIDED	N/A
REQUIRED DOCUMENTS	A letter from the surveyor indicating the general feasibility of subdividing the property.		
	Proof of ownership of the land proposed to be subdivided, as may be required by the Planning Commission or Board of Trustees.		

	REQUIREMENT	PROVIDED	N/A
REQUIRED DOCUMENTS (CONTINUED)	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 subdivision plat 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 subdivision plat being developed under a Residential Unit Development Option, as approved by the Township Board of Trustees.</i>		

	REQUIREMENT	PROVIDED	N/A
PRESENTATION PDF	A Tentative 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 architectural elevation concepts, indicating the proposed building materials and heights (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 _____

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

Titleholder of the Property

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

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

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

Type of Application _____

Proposed Land Use _____

Subject Property Address _____

Zoning Classification _____ Present _____ Requested _____

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

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

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

Legal Description of Property (attach separate sheet if necessary)
If a building is presently located upon the premises, attach a photograph of the building.

Subdivision _____ Lot Number _____
OR

Metes and Bounds Description (attach separate sheet if necessary) _____

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

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

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

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

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

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

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

STATE OF MICHIGAN)
) Ss.
COUNTY OF WAYNE)

STATE OF MICHIGAN)
) Ss.
COUNTY OF WAYNE)

Titleholder/Project Agent Signature

Titleholder Signature

Titleholder/Project Agent Printed Name

Titleholder Printed Name

Subscribed and sworn to me this ____ day of _____,
Commission Expires ____ / ____ , ____

Subscribed and sworn to me this ____ day of _____,
Commission Expires ____ / ____ , ____

Township Clerk or Notary Public

Township Clerk or Notary Public

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

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

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

SUBMITTAL CERTIFICATION

Community Development Department
Charter Township of Plymouth



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

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

NAME OF PROJECT: _____

ADDRESS OR LOCATION OF PROJECT: _____

PLANS DATED: _____ / _____ / _____ (Date of Last Revision)

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

(Titleholder or Project Agent Signature)

(Date)

(Titleholder or Project Agent Printed Name)

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
1. REZONING REVIEW <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
2. CONDITIONAL REZONING REVIEW <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
3. SPECIAL USE REVIEW <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
4. OPTION REVIEW (R.U.D., CLUSTER, P.U.D.) 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
<p>5. PLAT REVIEW</p> <p style="padding-left: 100px;">Tentative Preliminary</p> <p style="padding-left: 100px;">Revised Tentative Pre-Plat</p> <p style="padding-left: 100px;">Final Preliminary</p> <p style="padding-left: 100px;">Final Plat Review (Planning Commission & Board of Trustees)</p> <p style="padding-left: 100px;">Traffic/Impact Study (if Required)</p>	<p>\$2,150 plus \$15 per lot plus Attorney T&M if requested</p> <p>\$1,125 plus \$7.50 per lot</p> <p>\$2,750 plus \$25 per lot plus Attorney T&M if requested</p> <p>\$1,350 plus \$10 per lot</p> <p>\$1,200</p>
<p>6. SITE CONDOMINIUM SUBDIVISION</p> <p style="padding-left: 100px;">Tentative Approval</p> <p style="padding-left: 100px;">Final Approval</p>	<p>\$2,205 plus \$20 per unit plus Attorney T&M if requested</p> <p>\$3,195 plus \$20 per unit plus Attorney T&M if requested</p>
<p>7. LANDSPLIT</p> <p style="padding-left: 100px;">First Review, Residential & Commercial</p> <p style="padding-left: 100px;">Each Revision, Residential & Commercial</p> <p style="padding-left: 100px;">Lot Line Modification, First Review</p> <p style="padding-left: 100px;">Lot Line Modification, Each Revision</p>	<p>\$1,150 plus \$120 per resulting lots plus Attorney T&M if requested Fee is doubled if there are more than four new parcels</p> <p>\$575 plus \$60 per resulting lots plus Attorney T&M if requested Fee is doubled if there are more than four new parcels</p> <p>\$1,050 plus Attorney T&M if requested</p> <p>\$475 plus Attorney T&M if requested</p>

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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
8. SITE PLAN REVIEW	
<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

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
8. SITE PLAN REVIEW (continued) <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&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&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&M if requested</div> <div style="margin-left: 40px;">\$1,075 plus \$55 per acre plus Attorney T&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&M = Attorney fee</div>
9. LAND FILL REVIEW	\$1,200 plus \$40 per acre plus Attorney T&M if requested
10. SPECIAL MEETINGS <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>
11. OTHER APPLICATIONS	\$2,250 plus \$110 per acre plus Attorney T&M if requested
12. SIGN REVIEW (ARC, OS-ARC), per sign	\$600

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**Charter Township of Plymouth
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Effective July 1, 2012



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TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
13. LANDSCAPE OBSERVATION & REPORT	
<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
14. PRIVATE ROAD	
Road Plan	\$1,200 plus \$110 per lots over 4
Road Maintenance Agreement	\$900

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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
DOCUMENT REVIEWS	
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 & 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>Recording Fees are the responsibility of the applicant.</p>

Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

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