**NOTTAWA TOWNSHIP APPLICATION Permit #\_\_\_\_\_\_\_\_**

**FOR NON-RESIDENTIAL ZONING AND SITE PLAN REVIEW**

Please answer all questions and include all attachments and fees, or this may be returned to you. Bring or mail to: **Nottawa Township, P.O. Box 68, Centreville, MI 49032.**

**$100.00 Application Fee** – Make check to Nottawa Township

Attach a site plan showing dimensions and location of existing and proposed buildings.

|  |  |
| --- | --- |
| Name of Applicant |  |
| Name of Owner |
|  Address |
|  City, State & Zip |

1. Location/address of property:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. PARCEL ID#(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Land Use (Ag, R1, R2, LR, C1, C2, I, RC)­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Lot size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Building size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Location of building on land

 Feet from Roadway \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Feet from each side yard line \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Feet from rear lot line \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Feet from waters edge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Type of work or structure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Purpose for which building is designed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Estimated cost of work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Approximate starting and completion dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Is the proposed building/property a part of property association with restrictions and covenants? \_\_\_\_\_\_\_\_\_\_\_\_

 Have you received approval from your association building committee or equivalent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |

12. I hereby grant permission for the Zoning Administrator and/or Assistant Zoning Administrator for Building permits only to enter the above described property for purposes of gathering information related to this application. I also certify that I will abide by all regulations of the Township Ordinance and other applicable laws and requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant or Property Owner’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Approval Zoning Administrator

605.4 Application procedure.

1. Requests for final site plan review shall be made by filing with the Township Clerk the following:
	1. A review fee as determined by resolution of the Township Board based upon the cost of processing the review and as shall be on file with the Township Clerk for public information;
	2. Ten copies of the completed application form for site plan review which shall contain, as a minimum, the following:
		1. The name and address of the applicant;
		2. The legal description of the subject parcel of land;
		3. The area of the subject parcel of land stated in acres or, if less than one acre, in square feet;
		4. The present zoning classification of the subject parcel; and
		5. A general description of the proposed development.
	3. Ten copies of the proposed site plan which shall include as a minimum the following:
		1. A scale drawing of the site and proposed development at a scale of one inch = 20 feet to one inch = 100 feet;
		2. The date of the drawing and the name, telephone number and address of the applicant/owner/developer and the engineer, architect or surveyor who prepared the plans;
		3. The topography of the site and its relationship to adjoining land;
		4. The natural features and any existing manmade features;
		5. The locations, heights and size of structures and other important features and the dimensions between existing and proposed structures and setbacks required;
		6. The percentage of land covered by buildings and that reserved for open space;
		7. Lot coverage and dwelling unit density where pertinent;
		8. The location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated, or abandoned, including grades and types of construction of those upon the site;
		9. Any curb-cuts, driving lanes, parking and loading areas and the dimensions of such;
		10. The location and type of drainage, sanitary sewers, storm sewers, and other utility mains and facilities;
		11. Any pedestrian walks, malls and recreation areas, emergency vehicle accessibility;
		12. A required landscape plan which includes both screening and fencing where required (including rubbish disposal facilities) and establishing compliance with screening and/or fencing requirements.
		13. In addition, the applicant shall show requiring screening or landscaping between for all parcels abutting residentially-used parcels. The applicant may utilize opaque fencing of at least six feet in height, a berm with landscape plantings of at least six feet or a combination of fencing and landscaping to achieve the desired result.
		14. Any proposed earth changes and environmental impact of the project;
		15. Any signs and on-site illumination.
	4. The Planning Commission may approve a site plan lacking one or more of the above site plan informational requirements if the Planning Commission determines, in its sole reasonable discretion, that the nature of the proposed use or development, the subject property and/or the neighboring properties makes the provision of such information unnecessary to determine whether the site plan satisfies the standards set forth in Section 605.6 of this Ordinance.
	5. If the site plan is submitted as part of an application for outdoor display or outdoor storage, the specific dimensions of such areas shall be included on the plan.

605.5 Action on application and plans.

1. Upon receipt of the application and plans, the Township Clerk shall record the date of the receipt thereof and transmit 9 copies thereof to the chairman of the Planning Commission and one copy to the Township Zoning Administrator.
2. A hearing shall be scheduled by the chairman of the Planning Commission for a review of the application and plans as well as the recommendations of the Township Engineer (if any) and the Township Zoning Administrator with regard thereto. Members of the Planning Commission shall be delivered copies of the same prior to the hearing for their preliminary information and study. The hearing shall be held at the next regularly scheduled Planning Commission meeting following the date of the receipt of the plans and applications by the Township Clerk. However, if such date is too soon to provide adequate notice under Section 605.5(C), the hearing shall be scheduled for the next regularly scheduled Planning Commission meeting for which adequate notice can be provided.
3. The applicant shall be notified of the date, time and place of the hearing on his application not less than fifteen days prior to such date.
4. Following the hearing, the Planning Commission shall have the authority to approve, disapprove, modify or alter the proposed plans in accordance with the purpose of the site plan review provisions of the Township Zoning Ordinance and criteria therein contained. Any required modification or alteration shall be stated in writing, together with the reasons therefor, and delivered to the applicant.
5. The Planning Commission may also approve the plans contingent upon the required alterations or modifications, if any, or may require a further review after the same have been included in the proposed plans by the applicant. The site plan shall be approved if it contains the information required by the zoning ordinance and is in compliance with the ordinance, the conditions imposed pursuant to the ordinance, other applicable ordinances and state and federal law.
	1. If a plan is approved contingent on alterations or modifications under this Section, the applicant shall submit a revised plan with a revision date, indicating compliance with the conditions. The applicant must re-submit the site plan to the Planning Commission for final approval after conditions have been met, unless the Planning Commission waives its right to review the revised plan, and instead authorizes the Township Zoning Administrator to review and approve the site plan after all required conditions have been addressed.
6. Minor modifications to an approved site plan may be reviewed by the Township Zoning Administrator and Township Engineer.
	1. Minor Modification Defined. Minor modifications are changes that do not substantially affect the character or intensity of the use, vehicular or pedestrian circulation, drainage patterns, the demand for public services, or the danger from hazards. Examples of minor modifications include:
		1. An addition to an existing commercial or industrial building that does not increase or decrease the floor space by more than twenty-five percent (25%) or two thousand (2,000) square feet, whichever is less.
		2. Re-occupancy of a vacant building that has been unoccupied for less than twelve (12) months.
		3. Changes to building height that do not add an additional floor.
		4. Alterations or modifications involving less than twenty (20) parking spaces.

The construction of a new building or structure, adding or deleting parking or the addition of curb cuts onto a public road are examples of modifications which are not considered minor.

* 1. Determination of Minor Modification. The Township Zoning Administrator shall determine if the proposed modifications are minor in accordance with the guidelines in this section.
	2. Modifications Not Deemed "Minor". If the modifications are not deemed minor by the Township Zoning Administrator, or if the Township Zoning Administrator finds (in the Township Zoning Administrator’s sole discretion and professional opinion) that there are characteristics of the site plan that warrant Planning Commission review, the full review and approval by the Planning Commission shall be required. Planning Commission review and approval shall be required for all site plans that involve a request for a variance, a Special Land Use, a proposal that involves a discretionary decision, or a proposal that involves a nonconforming use or structure.
	3. Recording of Action. Each action related to modification of a site plan shall be duly recorded in writing on a copy of the approved plan, and shall be kept on file at Township Hall. The Planning Commission shall be advised of all minor site plan modifications approved by the Township Zoning Administrator and such modifications shall be noted on the site plan and in the minutes of the Planning Commission.
1. Two copies of the approved final site plan with any required modifications thereon shall be maintained as part of the Township records for future review and enforcement. One copy shall be returned to the applicant. Each copy shall be signed and dated with the date of approval by the chairman of the Planning Commission for identification of the finally approved plans. If any variances from the zoning ordinance have been obtained from the Planning Commission the minutes concerning the variance duly signed shall also be filed with the Township records as a part of the site plan and delivered to the applicant for his information and direction.

605.6 Criteria for review.

1. In reviewing the application and site plan and approving, disapproving or modifying the same, the Planning Commission shall be governed by the following standards:
	1. That there is a proper relationship between the existing streets and highways within the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways and parking areas to assure the safety and convenience of pedestrian and vehicular traffic.
	2. That the buildings, structures and entryways thereto proposed to be located upon the premises are so situated and designed as to minimize adverse effects therefrom upon owners and occupants of adjacent properties and the neighborhood.
	3. That as many natural features of the landscape shall be retained as possible where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood or help control erosion or the discharge of storm waters.
	4. That any adverse effects of the proposed development and activities emanating therefrom upon adjoining residents or owners shall be minimized by appropriate screening, fencing or landscaping.
	5. That all provisions of the Township Zoning Ordinances are complied with unless an appropriate variance therefrom has been granted by the Planning Commission. The approval of the site plan does not result in any waiver of any code provisions unless specifically disclosed to the Planning Commission and is accepted by the Planning Commission as part of the site plan approval.
	6. That the height and location of all portions of buildings and structures are accessible to available emergency vehicles and equipment.
	7. That the plan as approved is consistent with the intent and purpose of zoning to:
		1. promote public health, safety, morals and general welfare;
		2. encourage the use of lands in accordance with their character end adaptability;
		3. avoid the overcrowding of population;
		4. lessen congestion on the public roads and streets; to reduce hazards to life and property;
		5. facilitate adequate provision for a system of transportation, sewage disposal, safe and adequate water supply, education, recreation and other public requirements;
		6. conserve the expenditure of funds for public improvements and services, to conform with the most advantageous uses of land, resources and properties;
		7. conserve property values and natural resources; and
		8. give reasonable consideration to the character of a particular area, its peculiar suitability for particular uses and the general and appropriate trend and character of land, building and population development.
	8. Prior to the grant of an occupancy permit by the Building Inspector, a final review shall be conducted to determine compliance with site plan requirements, including any conditions related to Township Engineer and Fire Department approvals.