

Charter Township of Chesterfield

Development Review Handbook



Planning & Zoning Department
47275 Sugarbush Road
Chesterfield Township, MI 48047
Phone: 586-949-0400
Fax: 586-949-4108
jgiese@chesterfieldtp.org
sgisler@chesterfieldtp.org
www.chesterfieldtp.org

Development Review Handbook – The Beginning



Where do I start?

Prior to a formal submission, it is strongly suggested that applicants review the Zoning Ordinance thoroughly along with requirements and procedures contained herein. Your preparation of a **complete** submittal will greatly facilitate the review of your development and/or application.

How can I obtain feedback prior to finalizing my plans?

There are a couple different ways of receiving feedback prior to submission. You may make an appointment for a “Pre-Planning Meeting”, an “Engineering Meeting” or contact the Township Planning Consultant for an appointment directly with him.

Pre-Planning Meeting

Applicants may request a Pre-Planning Meeting where they will meet with the Planning Consultant, Planning Director, some Planning Commission members along with some Township Board members. The purpose of the meeting is to answer questions you may have concerning ordinance requirements or specific questions concerning your submittal. This is not a formal review or design meeting. You may set up an appointment for a Pre-Planning Meeting by calling (586) 949-0400 extension #1167. Meetings are held in the morning on the date of a Planning Commission meeting (see township calendar for dates). They start at 9:00 A.M. and are held in 15 minute increments.

Engineering Meeting

Applicants may also set an appointment for an Engineering Meeting. These meetings are beneficial in providing you with information concerning existing utility locations, proposed utility improvements you will be responsible for or any existing site conditions that may pose a problem with the development of the site.

The Township Engineer, DPW Superintendent, Fire Chief, Building Administrator, Planning Director along with available Township Officials attend these meetings. They are held every Thursday morning starting at 9:30 A.M. in 30 minute increments. You may set up an appointment by calling (586) 949-0400 extension #1100.

For more information on any of the above, contact the Planning and Zoning Department at (586) 949-0400 extension #1167.

Development Review Handbook – Procedures

The following procedures are intended to provide applicants and the public with general information regarding the development process in the Township. Here you will find descriptions of application requirements, submittal checklists, review flowcharts and answers to commonly asked questions.

Site Plans

When is a Site Plan Required?

A site plan is required for review and approval by the Planning Commission:

- ◆ Whenever a building permit is required for erection or alteration of a structure other than one and two family
- ◆ For the construction, use or establishment of new or additional parking or storage
- ◆ For all Special Land Uses
- ◆ For any substantial change in use or class of use



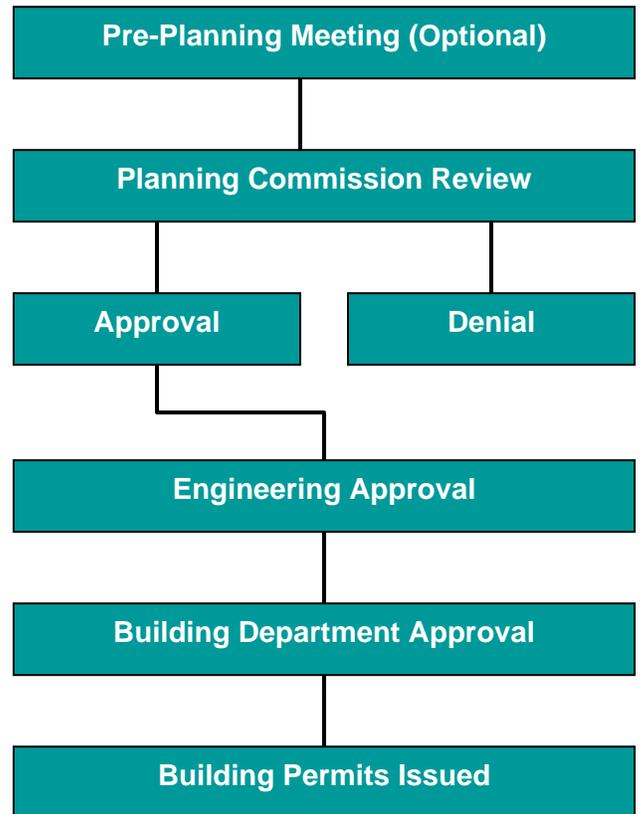
Why is Site Plan Review Required?

Site Plan review provides the Township the opportunity to review the proposed site use in accordance with all applicable Township ordinances and plans.

The impact on health, safety and welfare is of the utmost concern along with vehicular circulation, landscaping, parking, screening, and other relevant factors that make a site plan a viable document and the proposal a desirable addition to the Township.

What is the Site Plan Review Process?

The site plan review process generally consists of one stage. There is also an administrative stage that may be applied for if the project is very moderate in scope.



There may be other county and state approvals required. Contact them for more information.

Development Review Handbook – Site Plan Checklist

What information must be included on a Site Plan?

All site plans submitted for review must include the information required by Section 76-251 of the Charter Township of Chesterfield Zoning Ordinance. Site Plans must conform to current Township regulations and those of any other agency having jurisdiction. Incomplete site plans will not be accepted for review. The following checklist will assist applicants in preparing a complete site plan.

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Twenty one (21) copies of the site plan and all documents.<input type="checkbox"/> The seal with signature of the engineer or professional who prepared it.<input type="checkbox"/> North point and scale.<input type="checkbox"/> Complete legal description with designated point of beginning at a quarter section line.<input type="checkbox"/> Size of site.<input type="checkbox"/> Zoning of site and surrounding property.<input type="checkbox"/> Existing and proposed topography at two (2) foot contours.<input type="checkbox"/> Location and extent of wetland and floodplain areas if applicable.<input type="checkbox"/> U.S.G.S. and Aerial Maps<input type="checkbox"/> Location of existing and proposed structures and improvements.<input type="checkbox"/> Existing off-site improvements within 200' of all property lines.<input type="checkbox"/> Yards/setbacks and separation between buildings.<input type="checkbox"/> Architectural building elevations and type of exterior surface materials and design.<input type="checkbox"/> Dimensioned floor plans for all buildings.<input type="checkbox"/> Existing and proposed rights-of-way for all abutting roads.<input type="checkbox"/> Location and dimensions of all driveways and street approaches.<input type="checkbox"/> Type of surface (paving) for access and circulation areas. | <ul style="list-style-type: none"><input type="checkbox"/> Parking location, number of spaces, aisle dimensions, type of surfacing, landscape island dimensions.<input type="checkbox"/> Site circulation pattern.<input type="checkbox"/> Sidewalk, interior and pedestrian, locations.<input type="checkbox"/> Landscape plan including location, number, type and size of all existing and proposed plantings and method of irrigation.<input type="checkbox"/> Tree inventory and removal plan.<input type="checkbox"/> Location and details of all greenbelts, walls and berms.<input type="checkbox"/> Location and screening of trash receptacles.<input type="checkbox"/> Site lighting location, height, type, intensity and shielding.<input type="checkbox"/> Location of all site utilities.<input type="checkbox"/> Location of freestanding sign. (Signs are approved under separate review submittal)<input type="checkbox"/> Development Impact Statement and/or Traffic Impact Study, if applicable. |
|---|---|

Development Review Handbook – Site Plan Common Questions

Do I need to attend any meetings?

You will be notified of all meetings with your site plan on the agenda. It is strongly recommended that you have representation at all meetings at which your site plan will be discussed.

The Planning Commission may take action on a site plan whether the applicant is in attendance or not. However if the Planning Commission has questions for the applicant the petition may be postponed.

What happens after site plan approval?

Once site plan approval is given the next step is to make any necessary changes to the plans as required by the Planning Commission. Upon revision, the applicant must submit seven (7) copies of the revised plan clearly highlighting the revisions. Plan will be reviewed, signed and one copy returned to the applicant.

Does site plan approval allow me to begin construction?

No. Site plan approval indicates you have complied with the Zoning Ordinance. It does not satisfy engineering or building requirements.

There may also have other county and state approvals needed.

How long is site plan approval valid?

Site Plan approval is valid eighteen (18) months from the date of approval.

The applicant must have made application for a building permit and have engineering approval. The site plan will become null and void if an extension is not granted by the Planning Commission before the deadline of 18 months.

If an extension is not applied for in writing and approved, a new site plan application and approval shall be required.



Development Review Handbook – Special Land Use

What is a Special Land Use?

Special Land Uses are uses that *may* be permitted in a certain zoning district with a special approval from the Planning Commission which includes a public hearing. There certain conditions and standards that must be met along with a site plan review by the Planning Commission

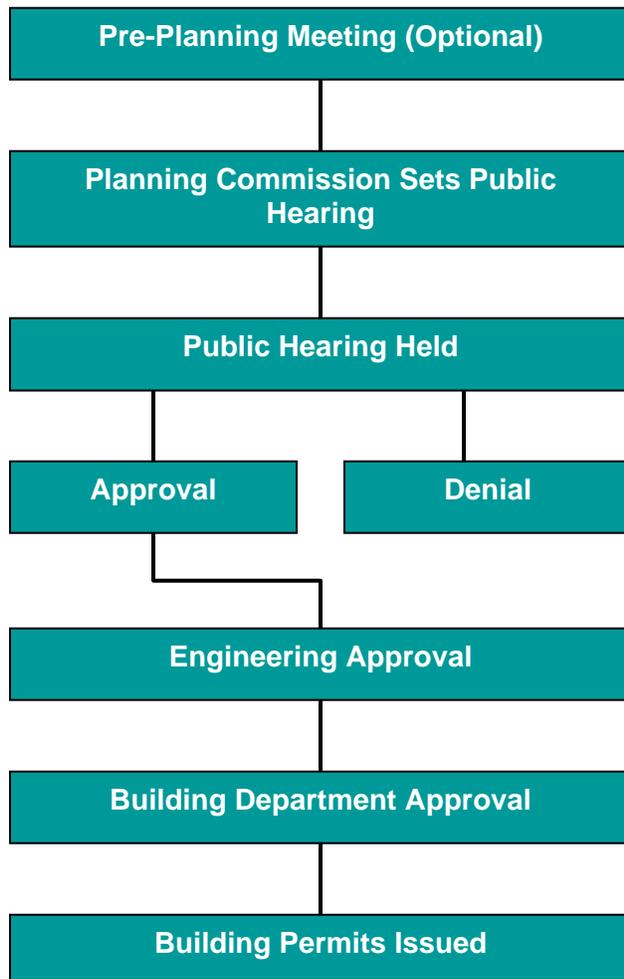
What is required for SLU submission?

All Special Land Use submissions must be accompanied by a complete site plan package that includes all the information required by the Township Zoning Ordinance. Incomplete submissions will not be accepted for review. Use the check list on page 3 to make sure your submission is complete.

Along with the site plan submission a written narrative addressing the eight standards for special land use must accompany the package.

What is the Special Land Use Process?

The Special Land Use process includes the site plan review process with the addition of a Public Hearing before the Planning Commission.



Development Review Handbook – Special Land Use

What are the review standards for Special Land Use?

- The proposed use shall be of such location, size and character that is will be in harmony with the appropriate and orderly development of the surrounding neighborhood and applicable regulations of the zoning district in which it is to be located.
- The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of site distances location and access of off-street parking and provisions for pedestrian traffic, with particular attention to minimizing pedestrian-vehicle conflicts.
- The proposed use shall be signed as to the location, size, intensity, site layout and periods of operation of any such proposed use to eliminate any possible nuisance emanating therefrom which might be noxious to the occupants of any other nearby uses permitted, whether by reason of dust, noise, fumes, vibration, smoke or lights.
- The proposed use shall be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.
- The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards prevailing shipping habits, convenience of access by prospective patrons, continuity of development and need for particular services and facilities in specific areas of the township.
- The proposed use is necessary for the public convenience at the proposed location.
- The proposed use is so designated, located, planned and to be operated that the public health, safety and welfare will be protected.
- The proposed use shall not cause substantial injury to the value of other property in the vicinity in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.

Do I need to attend any meetings?

Any time your item is on the agenda you will received a notice in the mail. It is your responsibility to have a representative at the meetings.

Does Planning approval allow me to begin construction?

Planning Commission approval does not authorize you to start construction. You first must submit seven (7) copies of the revised and/or corrected plans highlighting any and all revisions. Then you must apply for Engineering and Building Department approval and obtain any and all permits that are necessary from all agencies.

How long is approval valid?

Special Land Use approval is good for 270 days. The applicant shall have engineering approval and applied for building permits. Failure to do so will result in the approval being null and void.

The applicant may apply for an extension before the expiration of the 270 day period. If approval is not extended, a new application and approval shall be required.

Who do I contact if I have more questions?

Contact the Chesterfield Township Planning and Zoning Department at:

Phone: (586) 949-0400

Address: 47275 Sugarbush
Chesterfield Township, MI
48047

Development Review Handbook – Planned Unit Development

What is a Planned Unit Development?

The Planned Unit Development (PUD) concept is intended to provide a greater degree of flexibility in the regulation of land development and the arrangement of uses. Through this option, more creative approaches to development can be utilized which take advantage of the special characteristics of the land than would otherwise be possible through the strict enforcement of the ordinance. The specific objectives of this article are to:

- Encourage innovation in land use and variety in design, layout and type of structures constructed; while preserving the intent and integrity of the township master plan.
- Preserve significant natural resources.
- Achieve economy and efficiency in the use of land, natural resources, energy, and the provision of public services and utilities.
- Encourage the provision of useful open space.

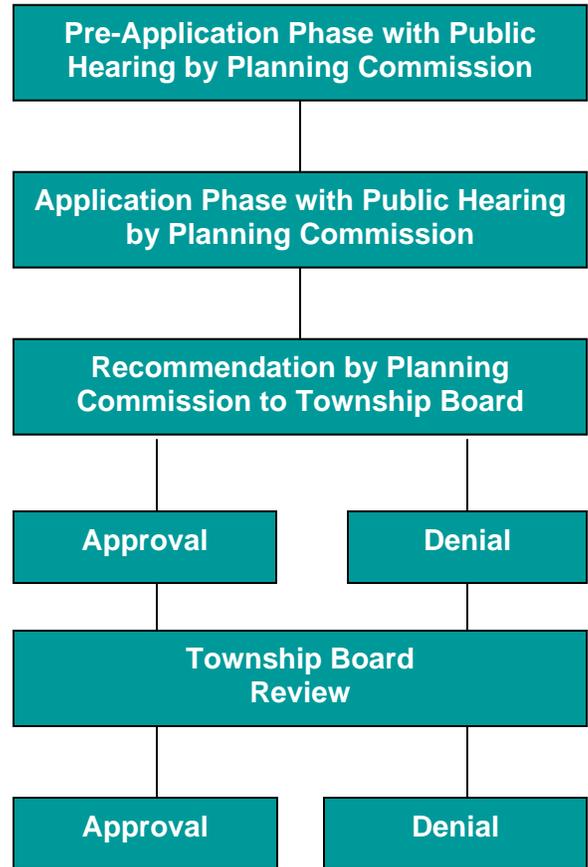
What is the PUD review process?

The Planned Unit Development process is a two step process. The first step is a pre-application phase. During this phase basic site information and sketch plans are submitted and discussed at a public hearing before the planning commission. If it is deemed the project has merit and potential to meet the ordinance requirements, an application may be submitted

A complete package must be submitted for the “application phase” along with a written narrative responding to the special land use review standards. This phase will also contain a public hearing. After the planning commission has completed their review they will forward the application to the Township Board for final approval of the proposal.

Individual site plans will be submitted for approval during development of the PUD.

Section 76-481 of the ordinance outlines the process and requirements of the PUD approval.



What is required for PUD review?

A Planned Unit Development is one of the most innovative development tools in the zoning ordinance. It is also scrutinized closer than other development methods, therefore, it is suggested that you follow section 76-481 of the zoning ordinance closely before submitting any plans. Submittals that are not complete will not be accepted.

You will be notified by mail when your proposal is on the agenda so you can arrange to have a representative in attendance.

Development Review Handbook – Condominium Subdivision Review

What is the intent of Condominium Subdivision review?

The intent of the site condominium subdivision requirements is to ensure that all site condominium subdivisions are developed in compliance with accepted planning and engineering standards applicable to similar forms of detached single family development in the Township.

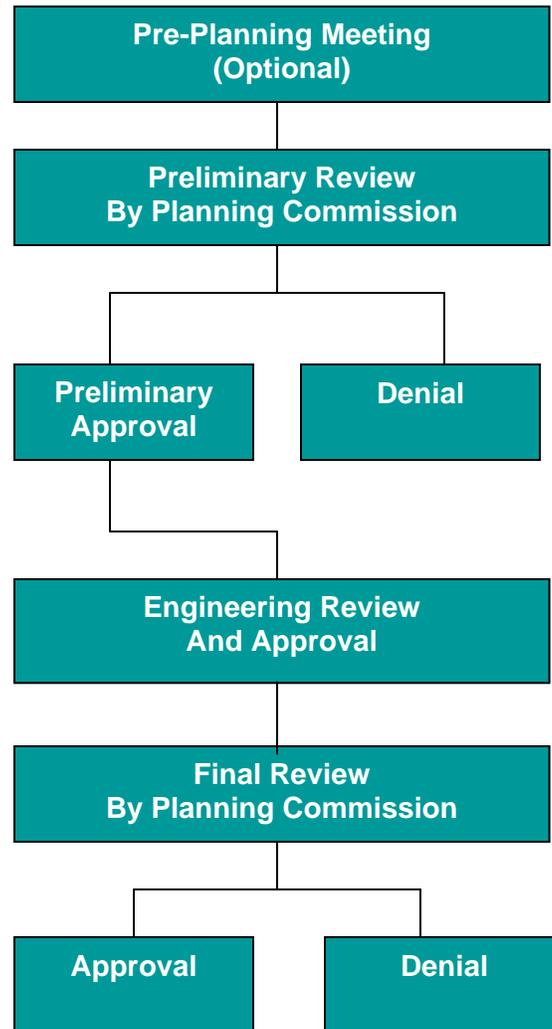


What is the condominium subdivision review process?

The condominium subdivision review process consists of preliminary and final review. The planning commission has authority over both steps.

After preliminary review approval, the applicant must apply for and obtain engineering approval for all site improvements. Once that is accomplished the applicant may apply for final condominium subdivision approval. You must submit all local and state approvals along with a copy of a recordable master deed and by-laws for review. Follow the site plan checklist for all further requirements.

This is not the green flag for construction. You still must obtain permits from township, state and county governments.

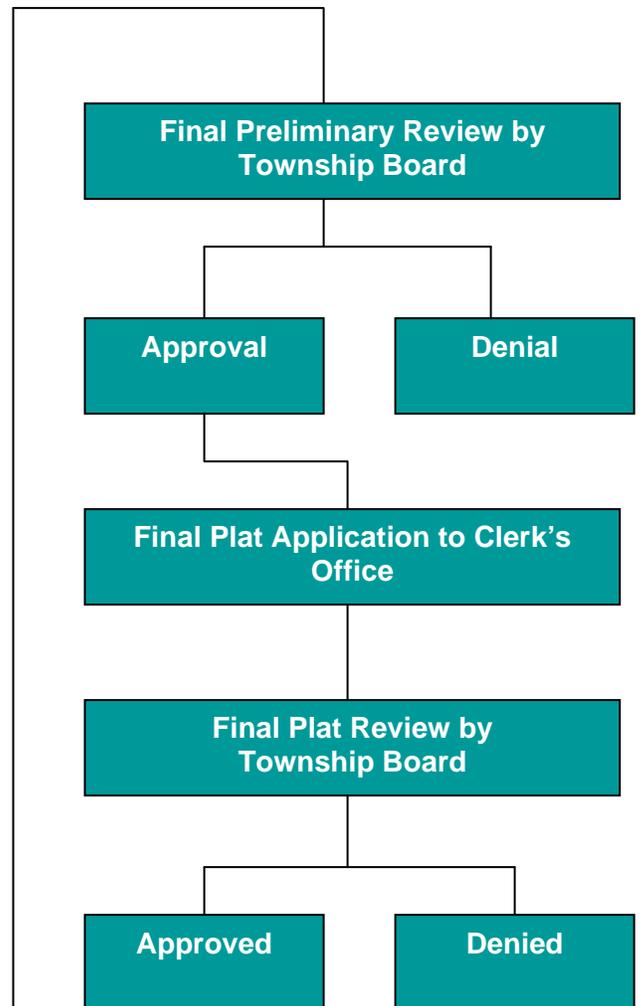
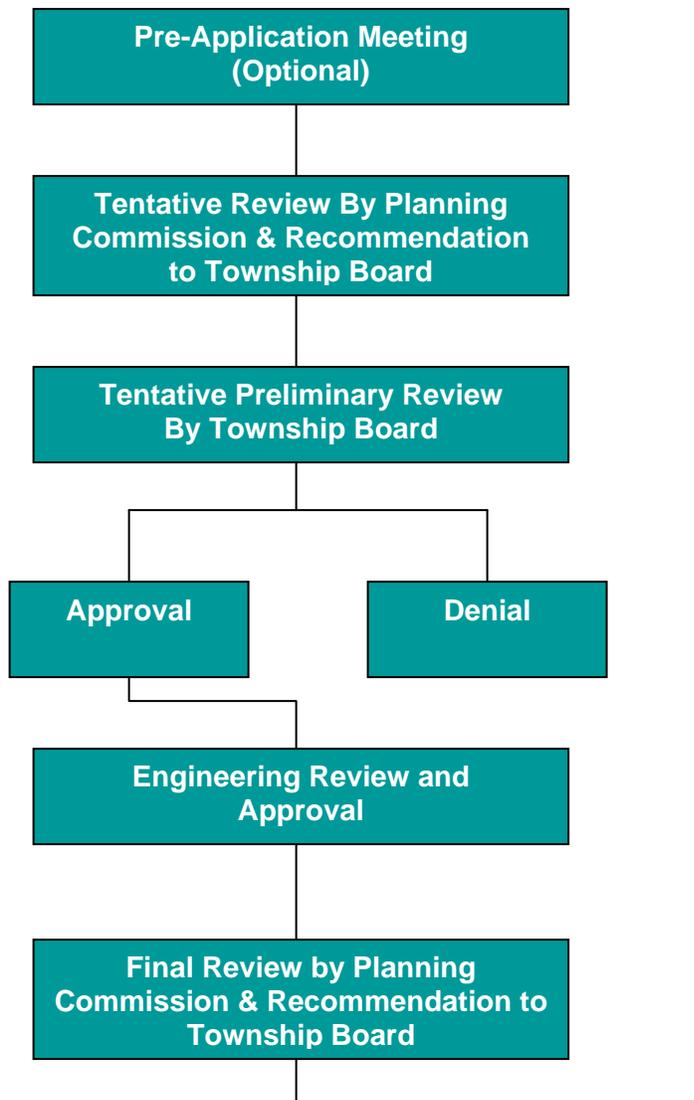


Development Review Handbook – Subdivisions

What is the Subdivision review process?

The subdivision review process has been established by the State of Michigan Land Division Act

While the flowchart provides an overview of the Township approval process, applicants should closely review the Township Subdivision Regulations and the State Land Division Act for all requirements of the approval process.



Development Review Handbook – Subdivision - Preliminary Plat

<p>What is required for tentative preliminary plat review?</p> <p>The following must be submitted:</p> <ul style="list-style-type: none"> <input type="checkbox"/> One (1) completed Application Form with original signatures of the legal owner and applicant. <input type="checkbox"/> One (1) completed Applicant Information Form. <input type="checkbox"/> Proof of ownership. <input type="checkbox"/> Fifteen (15) copies of the preliminary plat, section map (at 200' scale) with subdivision superimposed, USGS, aerials and tree inventory, street name approval. <input type="checkbox"/> Fifteen (15) copies of the Development Impact Statement and/or Traffic Impact, if applicable. <input type="checkbox"/> Proof plat was submitted to the school district. <input type="checkbox"/> Comments from Macomb County Plat Coordinating Committee. <input type="checkbox"/> Review Fees. 	<p>What is required for final preliminary plat review?</p> <p>The following must be submitted for final preliminary review of preliminary plat:</p> <ul style="list-style-type: none"> <input type="checkbox"/> One (1) completed Application Form with original signatures of the legal owner and applicant. <input type="checkbox"/> One (1) completed Applicant Information Form. <input type="checkbox"/> Proof of ownership. <input type="checkbox"/> Fifteen (15) copies of the preliminary plat, section map (at 200' scale) with subdivision superimposed, and tree inventory. <input type="checkbox"/> Summary of changes incorporating all comments made during tentative review. <input type="checkbox"/> Comments from Macomb County Plat Coordinating Committee. <input type="checkbox"/> Department of Environmental Quality approval (if applicable). <input type="checkbox"/> Review Fees. <input type="checkbox"/> Submit subdivision restrictions for approval.
<p>What information must be included on a preliminary plat?</p> <p>Plats submitted for tentative approval must include the information required by Article IV, Section 58-22 of the Chesterfield Township Land Division Regulations.</p> <p>For final approval, preliminary plats must include information required by Section 58-31. Plats must comply with the subdivision design standards, other Township regulations and those of any other agency having jurisdiction.</p> <p>The proprietor should obtain copies of the Township Zoning Ordinances, Master Plan, Subdivision Regulations, Engineering Design Standards, and any other ordinances or controls relative to the development of land.</p>	<p style="text-align: center;">What are the submission deadlines for tentative and final preliminary plat review?</p> <p>Fifteen (15) Preliminary Plats must be submitted at least twelve (12) days prior to a regularly scheduled Planning Commission meeting.</p> <p>Applications for subdivision review shall be filed with the Township Planning Department.</p> <p>Please make sure all your documentation is present. The Township will not accept your submittal if it is not a <u>complete</u> submittal.</p>

Development Review Handbook – Subdivision - Final Plat

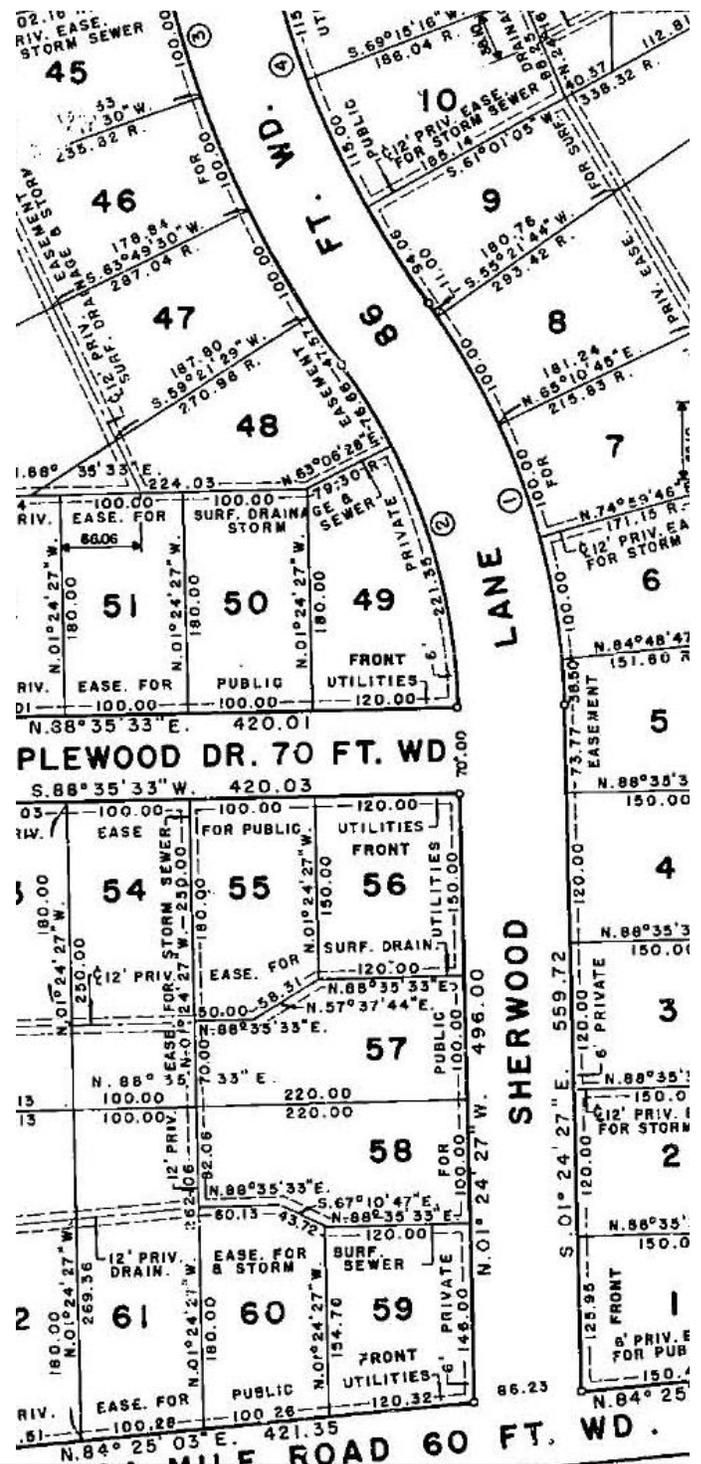
What is required for final plat review?

The following must be submitted:

- Six (6) copies of the completed Application Form with original signatures of the legal owner and applicant.
- Six (6) copies of the Final Plat.
- One (1) mylar (include easements for subdivision entrance signs) for addressing.
- One (1) 200' scale mylar.
- Grading Plan.
- Title Policy.
- Letter from your engineer certifying to the number of monuments and irons or, if not installed, provide escrow at \$35.00 per monument and \$15.00 per iron.
- Review Fees.
- Written recommendation from Township Planner and Engineer.
- Minutes from previous plat approvals.
- S.A.D. established for entrance street light.

The final plat shall conform to the preliminary plat as approved. The final plat shall also comply with the State of Michigan Land Division Act.

No plat will be accepted unless it is submitted with all items listed.



You will be notified by mail of all meetings with your proposal on the agenda. You should have representation at all meetings. Action may be taken by the Planning Commission or Township Board whether the applicant is in attendance or not. If there are questions, the proposal may be postponed until the applicant is available to answer them.

Development Review Handbook – Rezoning – Overview

What is a rezoning of property?

A rezoning is a change in the zoning classification of a specific property and is an amendment to the Township's official Zoning Map.

The Planning Commission is a recommending body in the case of a rezoning. The approval authority rests with the Township Board.

What is a conditional rezoning?

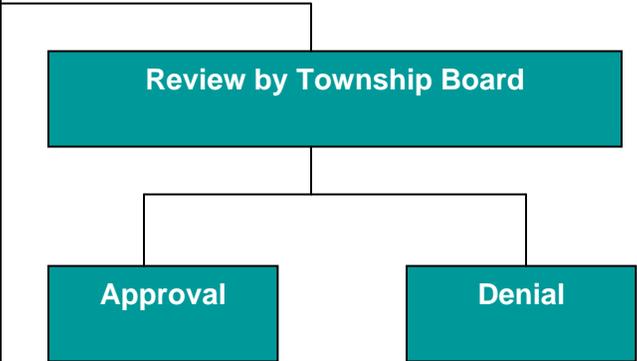
As part of the request for rezoning, an owner may offer voluntarily in writing, a specific use and/or development of the land as a condition of the approval of the rezoning.

The Township Board may approve the “conditional rezoning” if the request is reasonable and rational and meets the Township Zoning Ordinance and all applicable sections of the Michigan Zoning Enabling Act.

What are the procedures for requesting a rezoning?

After receiving a completed application for rezoning, the Planning Commission will set a public hearing, review the request and make their recommendation to the Township Board.

The Township Board has final approval authority on a rezoning request.



Development Review Handbook – Rezoning – Requirements

<p>What are the application requirements?</p> <ul style="list-style-type: none"><input type="checkbox"/> Twelve (12) completed application forms with original signatures of legal owner and applicant.<input type="checkbox"/> One (1) completed application information form.<input type="checkbox"/> Twelve (12) copies of a feasibility sketch plan containing lot number, size and shape of parcel, size and location of building(s), parking area with number of parking places along with aisle widths, adjacent buildings with location and use, number of employees expected at peak.<input type="checkbox"/> Legal description of the property to be rezoned.<input type="checkbox"/> Sketch of the property with legal description for newspaper publication.<input type="checkbox"/> Twelve (12) copies of the Traffic Study for Rezoning (if applicable).<input type="checkbox"/> All required fees.	<p>Rezoning Signs</p> <p>Once your public hearing has been set it is required that a sign, indicating the property is proposed for rezoning, be placed on the property.</p> <p>The sign must be placed on the property by the petitioner or property owner not more than twenty (20) nor less than fifteen (15) days before the public hearing date. After the public hearing is held the petitioner has fifteen (15) days to return the sign to the Township to receive a refund on the bond that was posted.</p> <p>Contact the Planning Department for more information on where to pick up and return the sign.</p> <p>If the sign is not returned, or is damaged when returned, the bond money submitted at the time of application will be used to replace it.</p>
<p>Do I need to attend any meetings?</p> <p>You will be notified of all meetings that your zoning request is on the agenda. It is strongly recommended that you have representation at all meeting that your application will be discussed.</p> <p>The Planning Commission and the Township Board may take action on an application whether the applicant is in attendance or not. The application may also be postponed if the applicant is not available for questions.</p>	

Development Review Handbook – Zoning Board of Appeals – Overview

What is the Zoning Board of Appeals?

The Zoning Board of Appeals (ZBA) is a quasi-judicial body appointed by the Township Board

The ZBA is authorized to hear and decide matters as required by the Michigan Zoning Enabling Act and the Chesterfield Township Zoning Ordinance.

What are the powers of the Zoning Board of Appeals?

The Zoning Board of Appeals has the following powers:

- Grant variances from the provisions of the Zoning Ordinance.
- Hear and decide appeals of any order, decision, determination, or requirement made by the Planning Commission or any other body or official charged with administration or enforcement of the Zoning Ordinance.
- Interpret the Zoning Ordinance and Map.
- Permit temporary structures.

What are the procedures for submitting an application to the ZBA?

Applications to the Zoning Board of Appeals are required to be submitted a month before the meeting due to State regulations on publishing and mailing notices.

The type of request you submit will determine the procedure followed by the ZBA.



FYI

Variance requests for setbacks, height, area and bulk are the most common requests brought before the Zoning Board of Appeals.

Development Review Handbook – Zoning Board of Appeals - Variances

How do I request a variance?

- One completed Application Form with original signatures of the legal owner and applicant.
- One completed Applicant Information Form.
- Letter of Intent clearly explaining the variance request and conformance with the review standards below.
- Twelve copies of a survey or site plan, drawn to scale, showing all buildings existing and proposed, property boundaries and variance request clearly indicated.
- Review Fee.

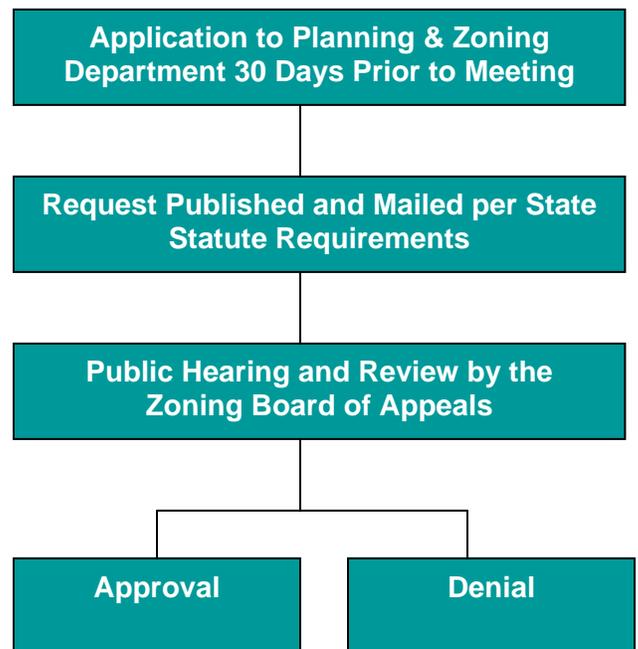
What are the standards for ZBA review?

- The strict enforcement of the provisions of the ordinance would cause practical difficulty and/or unnecessary hardship and deprive the owner of rights enjoyed by all other property owners owning property within the same zoning district.
- Conditions and circumstances are unique to the property which is not applicable to other properties in the same zoning district.
- The conditions and circumstances unique to the property were not created by the owner or his predecessor.
- The requested variance will not confer special privileges or right upon the applicant.
- The requested variance will not be contrary to the spirit and intent of the Ordinances.

What is the variance process?

A variance request is the result of a condition unique to a particular property or structure and not the result of an administrative action. Therefore, a “denial” is not a required precedent to an application.

Projects that require site plan review must be first be considered by the Planning Commission before an application is submitted to the Zoning Board of Appeals.



FYI

Variances may not be applied for nor granted for any approved Special Land use or Planned United Development.

A concurring vote of the majority of the Board is necessary to grant a variance. The Board consists of seven members so four affirmative votes are required for approval.

Development Review Handbook – Zoning Board of Appeals – Interpretations and Appeals

<p>How do I request an interpretation of the Zoning Ordinance or Zoning Map?</p> <p>Follow the variance procedures when submitting a request for an interpretation. The Board may postpone the request to get other professional consultant's input.</p> <p>Otherwise the procedure of approval or denial will be the same as the variance request procedure.</p>	<p>Do I need to attend any meetings?</p> <p>You will be notified by mail of all meetings your request will be heard. It is recommended that you have a representative present at any meeting your request will be discussed.</p>
<p>How do I initiate an appeal to the ZBA?</p> <p>Follow the variance procedures when an appeal request. Along with the regular required documents, please submit any other documentation that may be of importance.</p> <p>After a public hearing and review the Zoning Board of Appeals may reverse or affirm, in whole or in part, or may modify the order, requirement, decision, or determination being appealed.</p> <p>In making its decision, the ZBA has the authority to assume all powers and duties of the body or official from whom the appeal was taken.</p>	<p>Does action by the ZBA allow me to begin construction?</p> <p>Zoning Board of Appeals action does not authorize construction. Permits must still be obtained thru the proper Township Departments.</p> <p>Can I appeal a decision of the Zoning Board of Appeals?</p> <p>All decisions of the Zoning Board of Appeals are final.</p> <p>A part aggrieved by a decision may appeal to circuit court in accordance with the procedures established by State Law.</p>



FYI

Did you know that the ZBA is a quasi-judicial body? You could call them a “mini-court”. They have more power than the Township Board as they are the only Board that can grant you approval to vary from the requirements of the Zoning Ordinance.

Application Forms

These forms may be completed on line but may not be submitted on line. You must submit the hard copy to the Chesterfield Township Planning and Zoning Department





Charter Township of Chesterfield

Planning and Zoning Department
47275 Sugarbush,
Chesterfield Township, MI 48047
Phone: (586) 949-0400
Fax: (586) 949-4108
www.chesterfieldtwp.org

Planning Commission Review Application Form

Office Use

Application # _____ Receipt # _____ Date _____ Adm Fee _____

Planner Fee _____ Eng Fee _____ Fire _____

I. TYPE OF REVIEW

SITE PLAN SPECIAL LAND USE TREE PLAN

II. APPLICANT *(A completed Applicant Information Form must accompany this application)*

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

III. PROPERTY INFORMATION

PROPERTY ADDRESS _____

GENERAL LOCATION _____

LEGAL DESCRIPTION ATTACHED ON SITE PLAN

PROPERTY SIZE IN ACRES _____ FRONTAGE FEET _____

EXISTING ZONING _____ SURROUNDING ZONING _____

PROPOSED USE _____

SIZE OF PROPOSED STRUCTURE(S) (Total Square feet) _____

IV. SITE PLAN INFORMATION

SITE PLAN PREPARED BY _____

CONTACT NAME _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

V. SIGNATURES *(This application form must be signed by both the applicant and legal owner of property)*

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

SIGNATURE OF APPLICANT

(Print/type name of Applicant)

SIGNATURE OF LEGAL OWNER

(Print/type name of Legal Owner)



Charter Township of Chesterfield

Planning and Zoning Department
47275 Sugarbush,
Chesterfield Township, MI 48047
Phone: (586) 949-0400
Fax: (586) 949-4108
www.chesterfieldtwp.org

Condominium Subdivision Review
Application Form

Office Use

Application # Receipt # Date Adm Fee
Planner Fee Eng Fee Fire

I. TYPE OF REVIEW

PRELIMINARY REVIEW FINAL REVIEW TREE PLAN

II. APPLICANT (A completed Applicant Information Form must accompany this application)

APPLICANT'S NAME ADDRESS CITY STATE ZIP PHONE FAX

INTEREST IN PROPERTY

III PROPERTY INFORMATION

PROPERTY ADDRESS GENERAL LOCATION LEGAL DESCRIPTION ATTACHED ON CONDOMINIUM PLAN PROPERTY SIZE IN ACRES FRONTAGE FEET EXISTING ZONING SURROUNDING ZONING NAME OF PROPOSED DEVELOPMENT NUMBER AND TYPE OF PROPOSED UNITS

IV CONDOMINIUM PLAN INFORMATION

DRAWINGS PREPARED BY CONTACT NAME CITY STATE ZIP PHONE FAX

V. SIGNATURES (This application form must be signed by both the applicant and legal owner of property)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

SIGNATURE OF APPLICANT (Print/type name of Applicant)

SIGNATURE OF LEGAL OWNER (Print/type name of Legal Owner)



Charter Township of Chesterfield

Planning and Zoning Department
47275 Sugarbush,
Chesterfield Township, MI 48047
Phone: (586) 949-0400
Fax: (586) 949-4108
www.chesterfieldtwp.org

APPLICANT INFORMATION FORM

Office Use

Application # _____

Date Received _____

I. TYPE OF APPLICATION

- checkbox SITE PLAN checkbox SLU checkbox REZONING checkbox SIGN SUBMITTAL
checkbox ZONING BOARD OF APPEALS checkbox SUBDIVISION checkbox CONDO SUB

II. APPLICANT INFORMATION

APPLICANT'S

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

III. SIGNATURES (This application form must be signed by both the applicant and legal owner of property)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

SIGNATURE OF APPLICANT

PRINT/TYPE NAME OF APPLICANT



Charter Township of Chesterfield

Planning and Zoning Department
47275 Sugarbush,
Chesterfield Township, MI 48047
Phone: (586) 949-0400
Fax: (586) 949-4108
www.chesterfieldtwp.org

Rezoning Request
Application Form

Office Use
Application # Receipt # Date
Adm Fee Planner Fee Sign Bond

I. APPLICANT (A completed Applicant Information Form must accompany this application)

APPLICANT'S NAME
ADDRESS
CITY STATE ZIP
PHONE FAX

INTEREST IN PROPERTY

II. PROPERTY INFORMATION

PROPERTY ADDRESS
GENERAL LOCATION
LEGAL DESCRIPTION ATTACHED ON SURVEY
PROPERTY IDENTIFICATION NO.
PROPERTY SIZE IN ACRES FRONTAGE FEET
EXISTING ZONING PROPOSED ZONING
CURRENT USE
PROPOSED USE

III. OWNERSHIP INFORMATION

LEGAL OWNER
ADDRESS
CITY STATE ZIP
PHONE FAX

IV. SIGNATURES (This application form must be signed by both the applicant and legal owner of property)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

SIGNATURE OF APPLICANT SIGNATURE OF LEGAL OWNER



(Print/type name of Applicant)

(Print/type name of

Legal Owner)

Charter Township of Chesterfield

Planning and Zoning Department
47275 Sugarbush,
Chesterfield Township, MI 48047
Phone: (586) 949-0400
Fax: (586) 949-4108
www.chesterfieldtwp.org

on Review
on Form

Office Use

Application # _____ Receipt # _____ Date _____
Adm Fee _____ Planner Fee _____ Eng Fee _____ Fire _____

I. TYPE OF REVIEW

TENTATIVE PREL PLAT FINAL PREL PLAT FINAL PLAT

II. APPLICANT (A completed Applicant Information Form must accompany this application)

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

INTEREST IN PROPERTY _____

III. PROPERTY INFORMATION

PROPERTY ADDRESS _____

GENERAL LOCATION _____

LEGAL DESCRIPTION ATTACHED ON PLAT

PROPERTY SIZE IN ACRES _____ FRONTAGE FEET _____

EXISTING ZONING _____ SURROUNDING ZONING _____

NAME OF PROPOSED SUBDIVISION _____

NUMBER OF PROPOSED UNITS _____

IV. PLAT INFORMATION

DRAWINGS PREPARED BY _____

CONTACT NAME _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

V. SIGNATURES (This application form must be signed by both the applicant and legal owner of property)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

SIGNATURE OF APPLICANT

SIGNATURE OF LEGAL OWNER

SIGNATURE OF APPLICANT

PRINT/TYPE NAME OF APPLICANT

All sign applications shall be accompanied by a sign drawing and site plan illustrating the location of the sign on the plan. The following information shall be provided:

- 1) A scaled plan showing the location of the sign and all structures located within one hundred (100) feet of the sign, both on and off the site. This plan must be submitted for each sign application submitted with that individual sign highlighted. You must submit 13 copies of this site plan.
- 2) The location of the sign in relation to all existing and proposed streets, parking areas, and site entrances within one hundred (100) feet. (Including existing signs)
- 3) A scaled drawing of the proposed sign specifying the height of the sign above the ground, the surface area and material of the sign, the lettering as it will appear on the sign, method of illumination, and any other information the Planning Administrator deems necessary to the understanding of the requested application. (See Example on next page)
- 4) Address must be shown on sign with minimum of 6" high and 1" wide stroke width.
- 5) If submitting color drawings, you must submit 12 copies. NOTE: ALL INFORMATION ON THE FRONT OF THE APPLICATION MUST BE COMPLETED INCLUDING ZONING DISTRICT. IF ANY PART IS INCOMPLETE, APPLICATION WILL BE RETURNED TO SENDER.
- 6) Fees: Sign Resurface \$75.00
New Sign \$100.00

Applications must be submitted at least fourteen (14) days prior to the regularly scheduled Planning Commission meeting by 12:00 (noon) on the deadline date.

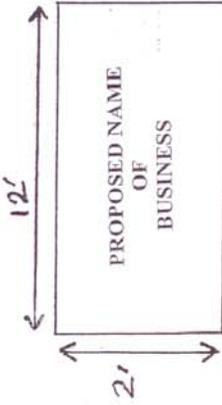
Date: _____
Applicant's Signature _____

IF SIGN COMPANY CAN NOT ATTEND, A REPRESENTATIVE MUST BE PRESENT.

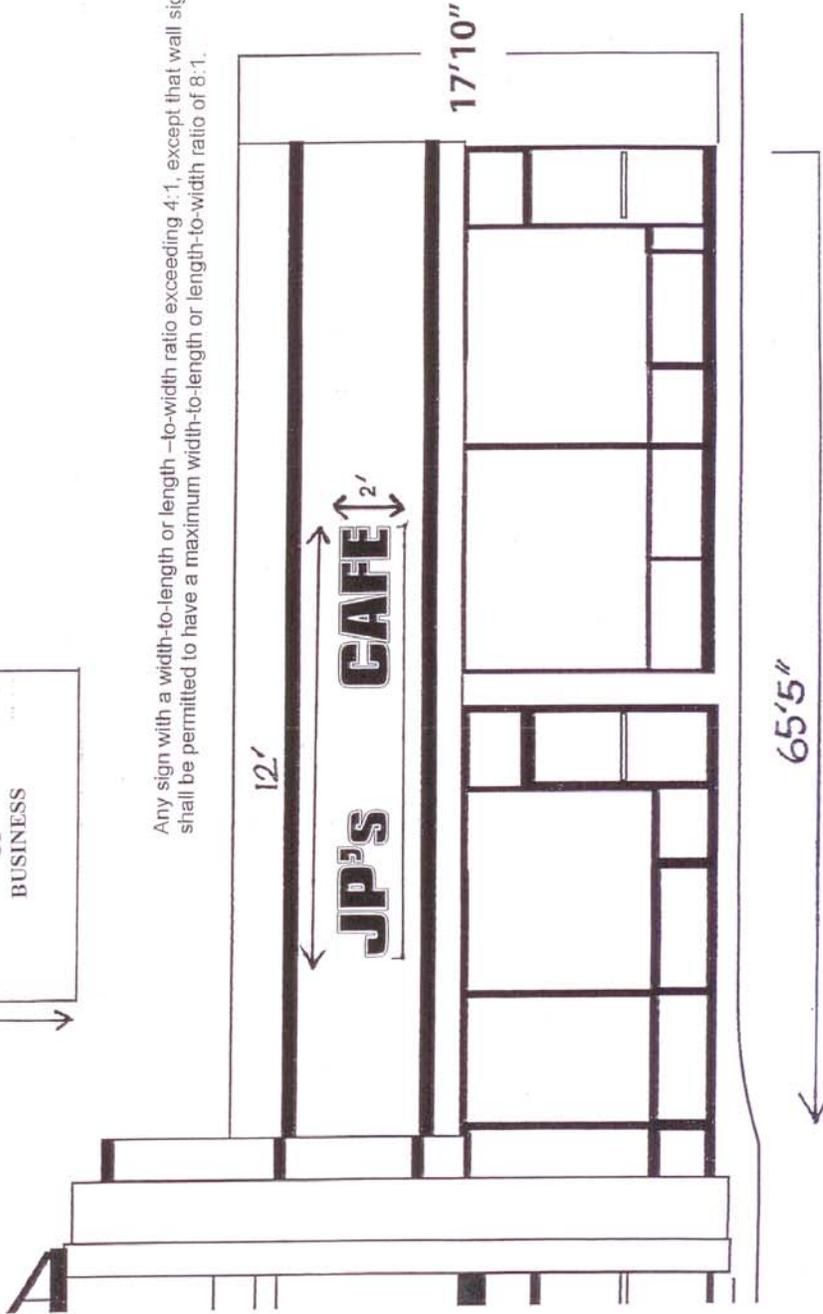
** ALL APPROVED APPLICATIONS MUST BE SUBMITTED TO THE BUILDING DEPARTMENT FOR ISSUANCE OF A BUILDING PERMIT** ELECTRICAL PERMIT IS REQUIRED FOR ALL LIGHTED SIGNS.

JP's Cafe 33157 23 mile road

Wall signs shall not exceed one square foot for each linear foot of store frontage on which the sign is to be placed, or 20 square feet, whichever is greater. In no case shall a wall sign exceed 64 square feet (except as permitted below in subsection 76-805(p)(5)).

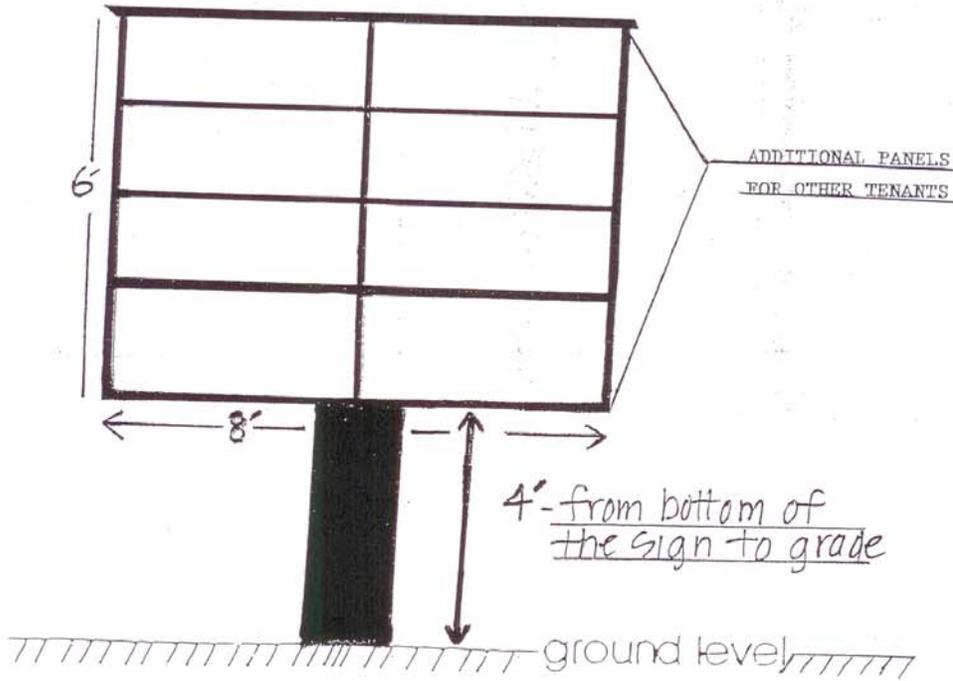


Any sign with a width-to-length or length-to-width ratio exceeding 4:1, except that wall signs shall be permitted to have a maximum width-to-length or length-to-width ratio of 8:1.



EXAMPLE OF POLE SIGN

No more than thirty (30%) percent of a Permanent free standing sign shall be utilized for changeable copy or LED.

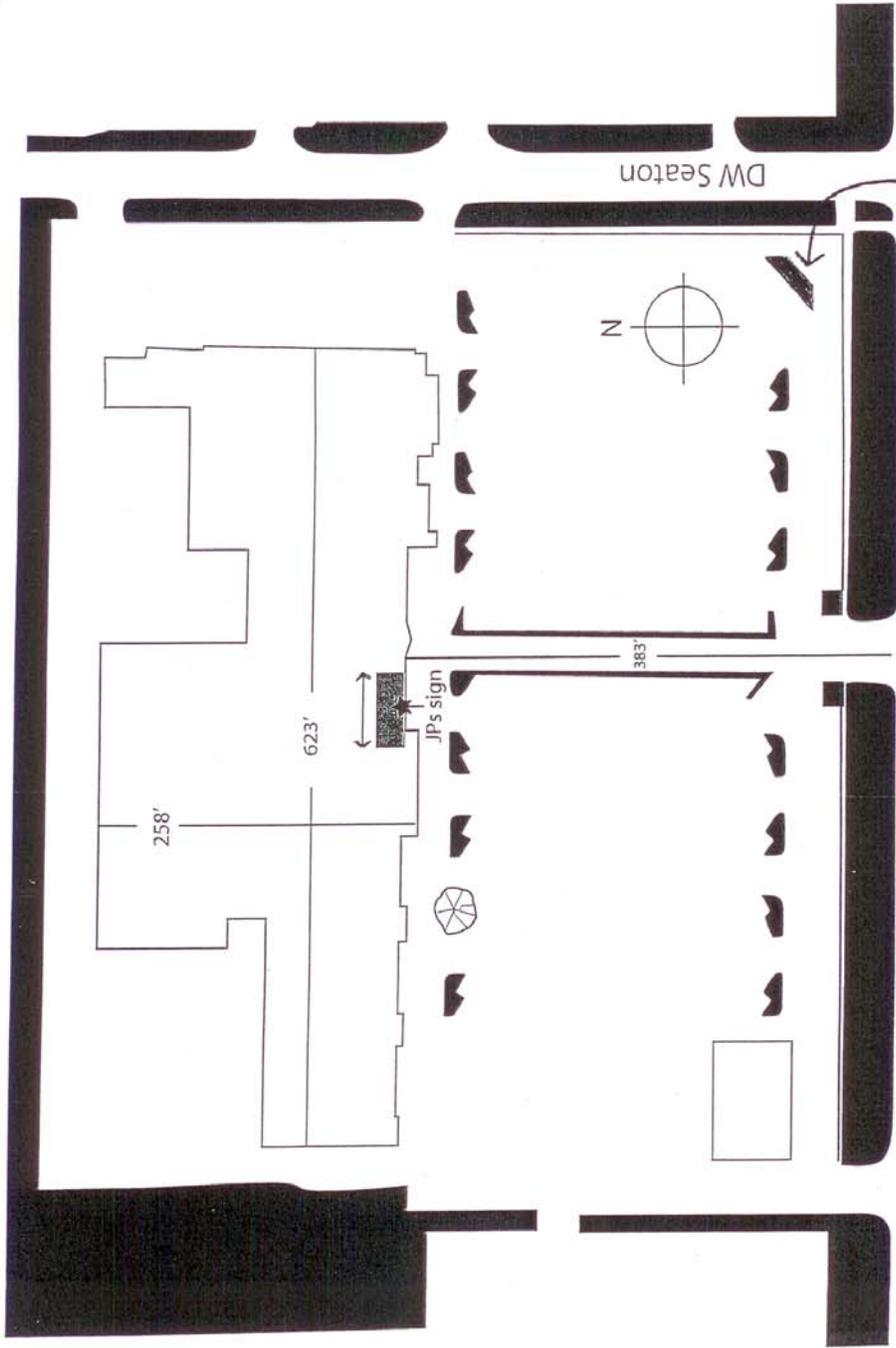




PLOT PLAN FOR PROPOSED SIGN FOR 23 MILE RD.



★ Example of Site Drawing
* Showing Ground Sign Location.

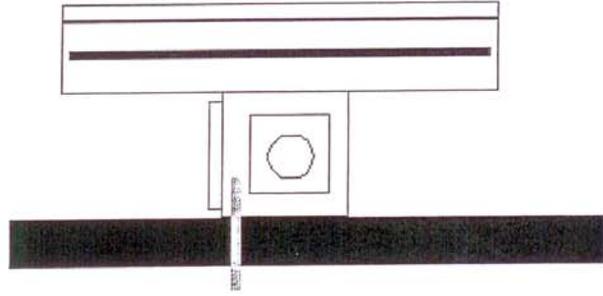


23 mile road Proposed Ground Sign

JP'S CAFE

SIDE VIEW

WALL



8"X8" ALUMINUM RACEWAY PAINTED TO MATCH THE BUILDING. G.F.I. TRANSFORMERS AND WIRING INSIDE

4" BLACK ALUMINUM CHANNEL LETTER

7328 WHITE PLEXIGLASS FACE WITH TRANSLUCENT GREEN VINYL (SECOND SURFACE) W/ 1" BLACK TRIMCAP

15MM DOUBLE ROW 6500 WHITE NEON

THRU-BOLT W/ 3/8" THREADED ROD



When a structure or planned group of structures has frontage on more than one major, secondary or collector street, as designated in the master plan, one additional wall sign shall be permitted facing such street. The size of the such sign shall be the same as the maximum permitted in this section, however, this article shall require a reduction of the size of the sign for buildings not meeting the required setbacks. The reduction shall be directly proportional to the percentage of the required setback being met (e.g., building setback = 20 feet, required building setback = 100 feet, then sign area = 20 percent of maximum permitted sign area).

*frontage on more than one major, secondary or collector street, use this formula.

Example using C-3 Zoning District:

Required Building setback = 93'
 Actual Building setback = 63'
 Percentage of setback met = 63, divided by 93' = .677 or 67.7%

Signage allowed = 1 square foot for each linear foot, not to exceed 64' as stated in C-3 Sign Ordinance.
 Store Front = 40 foot
 Square foot of signage normally permitted = 40'

Reduction due to setback deficiency = 40 x .677 = approximately 27'



Charter Township of Chesterfield

Planning and Zoning Department
47275 Sugarbush,
Chesterfield Township, MI 48047
Phone: (586) 949-0400
Fax: (586) 949-4108
www.chesterfieldtwp.org

Zoning Board of Appeals
Application Form

Office Use

Application # Receipt # Date Fee

I. TYPE OF REQUEST

- VARIANCE INTERPRETATION APPEAL TEMPORARY STRUCTURE

II. APPLICANT (A completed Applicant Information Form must accompany this application)

APPLICANT'S NAME
ADDRESS
CITY STATE ZIP
PHONE FAX
INTEREST IN PROPERTY

III. PROPERTY INFORMATION

PROPERTY ADDRESS
GENERAL LOCATION
LEGAL DESCRIPTION ATTACHED ON SITE/SKETCH PLAN
PROPERTY IDENTIFICATION NUMBER
PROPERTY SIZE IN ACRES FRONTAGE FEET
EXISTING ZONING SURROUNDING ZONING
CURRENT USE

IV. REQUEST DETAIL

- VARIANCE FROM ORDINANCE SECTION #
INTERPRETATION FROM ORDINANCE SECTION #
APPEAL OF ACTION BY DATE OF ACTION
PROPOSED TEMPORARY STRUCTURE

SIGNATURES (This application form must be signed by both the applicant and legal owner of property)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

SIGNATURE OF APPLICANT

SIGNATURE OF LEGAL OWNER

(Print/type name of Applicant)

(Print/type name of Legal Owner)

Review Fees:

Below is a list of review fees required when you submit your application to the Planning Department for review:

Site Plan:

\$300 + \$50 per acre + \$140 + 8.50 per acre + \$600 + \$75.00 + Tree Fee

Example: A two acres site would be \$300 + \$100 + \$140 + \$17.00 + \$600 + \$75.00 + Tree Fee

Note: Make sure you round all acreage up to the nearest dollar. (1.34 acres would round up to 2 acres)

Special Land Use

\$300 + \$50 per acre + \$140 + \$8.50 per acre + \$900 + \$75 + Tree Fee

Zoning Board of Appeals

\$250 for residential \$400 for commercial & industrial

Rezoning

\$300 + \$20 per acre + \$950 + \$400 (Bond for sign refundable)

Subdivision

Tentative Preliminary - \$300 + \$6 per lot + \$450 + \$5 per lot + \$300 + \$6 per lot + \$75.00

Final Preliminary - \$300 + \$3 per lot + \$450 + \$5 per lot + \$300 + \$6 per lot + \$75.00

Final Plat - \$100 + \$2 per lot + \$535 + \$6 per lot + \$300 + \$6 per lot + \$75.00

Condominium Subdivision

Preliminary Review - \$350 + \$6 per unit + \$450 + \$6 per unit + \$300 + \$7 per unit + \$75 + Tree fees

Final Review - \$300 + \$5 per unit + \$535 + \$6 per unit + \$300 + 7 per unit (Min of \$600 per site) + \$75

Attorney Fee for reviewing Master Deed and By-Laws is \$80 per hour and requires a \$150 deposit.

Signs

Review for all new wall signs is \$100 per sign and goes in front of the Planning Commission for review.

Sign Resurface (new panel insert) is \$50 and is reviewed in house.

PUD

Call the Township Planning Department for these fees at 586-949-0400 extension #1167.