

GRATTAN TOWNSHIP PLANNING COMMISSION APPLICATION

Applying for the following:

Private Road []
Site Plan Review []
Rezoning []
Special Land Use []
SLU Amendment []
Other []

Assigned Meeting Date: _____
Date Application Rec'd: _____
Application Fee: **\$575.00**
Escrow: **\$1,500.00** (minimum)

NOTE: This application will not be processed in incomplete. All required material (18) copies must be submitted twenty-one (21) days Prior to the assigned meeting date.

NAME: _____

ADDRESS: _____ HOME PH: _____

CELL: _____ FAX: _____ EMAIL: _____

PROPERTY INFORMATION:

Address: _____
Permanent Parcel #: 41-12-_____ Current Zoning: _____

PROOF OF OWNERSHIP

COPY OF DEED REQUIRED WITH APPLICATION: _____ Received: _____

Description of Proposed Request:

I hereby attest that the information on this application is, to the best of my knowledge, true and accurate.

Signature Date

I hereby grant permission for members of the Grattan Township Planning Commission to enter the above-described property for the purpose of gathering information related to this application. Note: This is optional and will not affect any decision related to your application.

Signature Date

-----OFFICE USE-----

MEETING DATE: _____ APPLICATION APPROVED _____ EXPIRATION DATE _____

_____ \$575 FEE PAID/CHECK# _____ \$1,500 ESCROW PAID/CHECK# _____ DATE: _____

_____ Entered in BS&A _____ Entered in Monthly Reminder/Outlook Received by: _____

Applicant Information

Required with all Applications

- Eighteen (18) copies of a site plan, meeting the requirements of the Zoning Ordinance
- Legal description and survey of property under review
- Proof of ownership: Copy of deed to property
- Application fee and escrow deposit paid
- Completed application form and signed Zoning Ordinance Time Limits information form

Escrow Account Requirements for Planning Application

In addition to the fixed application fees, all other expenses and cost incurred by the Township, which are directly associated with reviewing and processing an application, shall be paid (or reimbursed to the township) from the funds in the Escrow Account, established by the applicant as provided herein. The Township may draw funds from the Escrow Account in order to recover direct costs and expenses incurred by the Township relating to the application. See Grattan Township Escrow Accounts Information You Should Know page included with this application

Applications involving the following shall be subject to this Escrow Fund requirement:

- Site Plan reviews, whether by the full Planning Commission or Sub-Committee
- Planned Unit developments (PUD)
- Special Use Permits
- Plats and Site Condo
- Rezoning Requests
- Variance and/or Zoning interpretation necessitated by an applicant's request.

Deposits:

The Escrow Deposits for each application for uses specified above are established in \$500 increments, commencing with the initial \$1,500. The initial \$1,500 escrow fee shall be provided by the applicant to the Township Treasurer at the time of application. Additional deposits shall be made in increments of \$500 when the account balance reaches \$500 or less.

The Township Clerk shall maintain records regarding the Escrow Account and shall authorize the disbursement of escrow funds in writing. The applicant shall receive periodic statements of account activity.

The Township Clerk shall maintain records regarding the Escrow Account and shall authorize the disbursement of escrow funds in writing. A statement of the account is provided upon return of any remaining escrow funds.

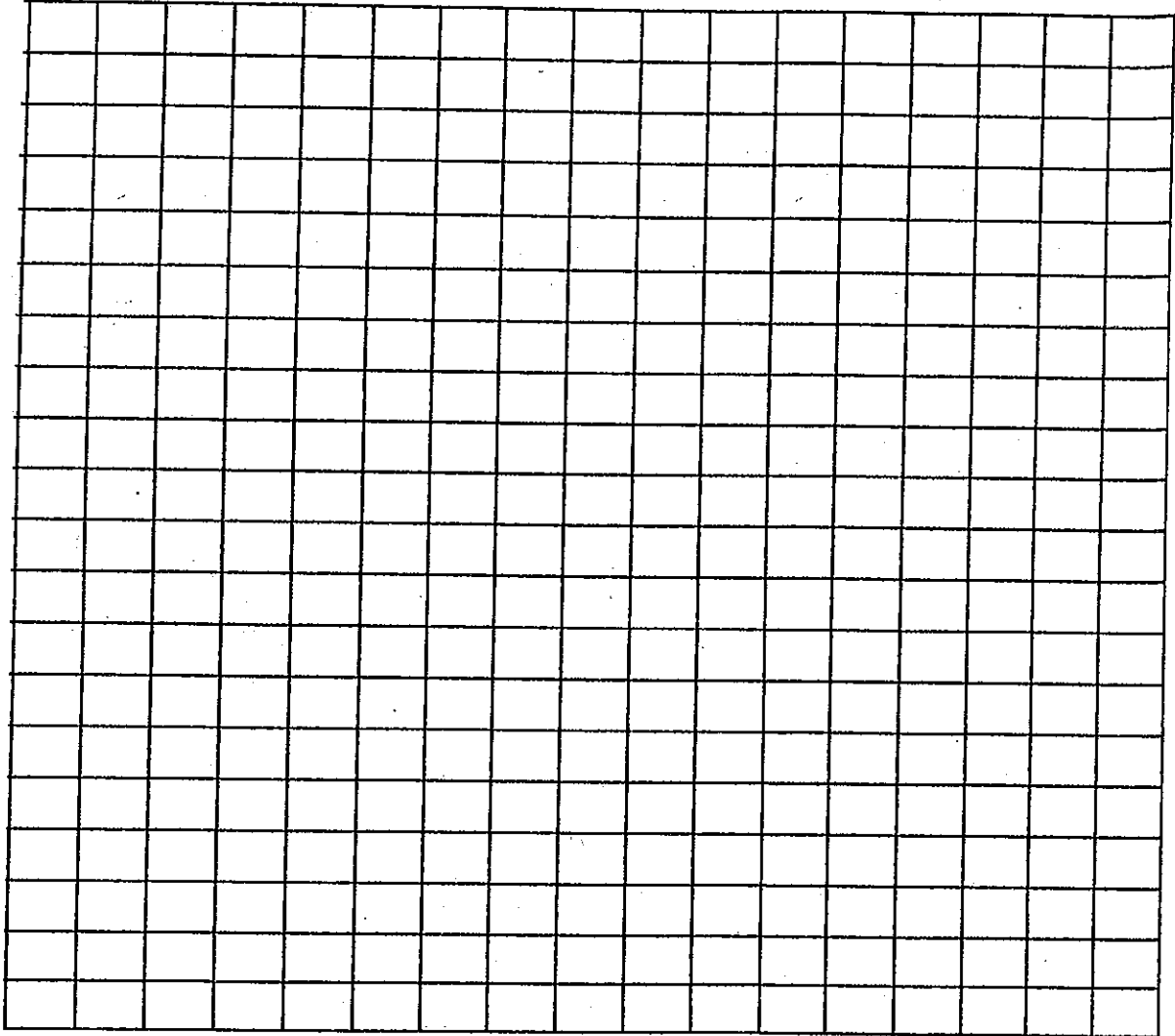
The Township shall collect and apply escrow funds in a reasonable fashion. Appeals or objections to the allocation of escrow funds must be made to the Township Board in writing, no less than thirty (30) days after the receipt of any Township bill regarding the application.

Refunds of remaining balances shall be made 60 days after final permit approval, which would include complying with all special conditions relating to approved Special Use Permit/Variance or after all billable invoices have been paid.

Permits and Final Approval:

No Building Permit or Final Township Approval or Permit shall be granted for an application until all outstanding charges or incurred expense have been reimbursed to the Township from the Escrow Account.

Site Plan Diagram



GRATTAN TOWNSHIP ESCROW ACCOUNTS

INFORMATION YOU SHOULD KNOW

Thank you for submitting your application and application fees to Grattan Township.

Under the Zoning Escrow Fee Resolution adopted by the Township Board, the Board has established a policy that the costs and expenses incurred by the Township in the consideration and review of the application, is to be reimbursed to the Township by the applicant through the application fee and an escrow account. In this way, these Township expenses are borne by the party making the review application, rather than by Township taxpayers in general. The reimbursement of the Township's costs and expenses is obtained through an escrow account, in addition to the application fee.

Escrow accounts are set up when an individual applies for a permit/variance which involves meeting with Planning Commission, Zoning Board of Appeals, Wetlands Review Board, Safety Board of Appeals and Storm Water Permits. Grattan Township sets this money aside specifically to cover any expenses that occur that are directly related to an applicant's request. Some of the specific uses for the escrow account are:

- Paying for newspaper Notices for Public Hearings
- Paying for preparation of 300 ft. Notices to neighboring parcels.
- Paying for any legal fees relating to the applicant's case.
- Paying for the costs of any special meetings regarding individual's case
- Paying for technical writing/composing resolutions for each case.
- Paying for services by a professional planner or engineer, if needed, for follow-up on special conditions for Special Land Use or Private Road.

The Township does much of the composing and writing resolutions as well as technical writing, but there are cases when an attorney will be consulted for legal issues. In such cases the costs of the funds due to attorney fees are charged to the escrow account. **Note: There have been cases that have consumed the original escrow account and it is necessary to request additional escrow funds.**

Many requests are fairly simple and do not require the need for legal advice. In these simple cases a substantial amount of the escrow could be returned 60 days after the final meeting.

When a case for a Special Land Use involves Special Conditions that need to be met, escrow funds may not be returned until all of the special conditions are completed.

No building permits or other Township permits can be issued until all fees are paid relating to an applicant's case.

To indicate your understanding of the Township's policy on reimbursement of these costs and expenses, and your agreement to abide by that policy, please sign in the space indicated below.

I have read the above information regarding the use of the Escrow Funds. I understand the use of the funds and that I am responsible for the reimbursement to the Township of its actual expenses incurred in connection with my case. I further understand the potential that my escrow account could be depleted during the course of my case and that additional funds could be requested or held until special conditions, if any, on my case are completed.

Applicant: _____ Date: _____
Signature

Office Use:
Date Signed and Received by Applicant: _____
Date Initials

- F. Before granting a special land use, in addition to finding that all of the previously stated requirements have been satisfied (as well as other applicable requirements stated elsewhere in this Ordinance), the Planning Commission must find that:
1. The special land use will not adversely affect adjacent uses or properties and shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent properties in the surrounding area.
 2. The special land use shall not change the essential character of the surrounding area or the neighborhood.
 3. The special land use shall not place demands on public services, roads and facilities in excess of their current capacities.
 4. The proposed special land use shall be harmonious and consistent with the intent of the Township Zoning Ordinance and Master Plan.
 5. The proposed special land use will not establish a precedent for developments or uses which could adversely affect the long-term goals of the Township Zoning Ordinance and Master Plan.
 6. The special land use shall be designed to preserve environmental features, such as lakes, streams, flood plains, agricultural areas and natural areas.

13.02 TIME LIMITATION ON SPECIAL LAND USES; REVOCATION OF SPECIAL LAND USES

- A. The construction or other work authorized by a special land use shall be commenced and shall reasonably proceed toward completion not later than one year after the granting of the special land use; if such construction or other work is not so commenced, or if commenced, if it has not reasonably proceeded toward completion within such one-year limitation, the special land use shall be null and void and of no further effect as of the end of such one-year period, subject to other provisions in this section.
- B. Upon request of the applicant, the Zoning Administrator may grant an extension of up to one year, following the initial one-year limitation stated in subsection A, if the Zoning Administrator finds that extenuating circumstances have prevented the completion of the authorized work or if the Administrator determines that such an extension is otherwise justified in the circumstances. The applicant shall apply for any such extension within the initial one-year limitation as stated in subsection A; provided, however, that if the applicant fails to apply within such initial one year, but if such failure is the result of extremely extenuating circumstances or unusual hardship, in the sole opinion of the Zoning Administrator, then the administrator may consider, and may grant, up to a one-year extension, but such extension shall commence no later than the end of the initial one-year limitation.

- C. If at any time during the one-year period immediately following the granting of a special land use, the applicant concludes that the authorized work may not be completed within one year, or if the applicant apprehends that the Township may conclude that such work has not reasonably proceeded toward completion on a timely basis, the applicant may apply at any time during such one-year period for an extension as authorized hereunder.
- D. The provisions of this section shall apply to all previously granted special land uses, as of the effective date of this section, as to which the authorized construction or other work has not been commenced or has not reasonably proceeded toward completion, and if such construction or other work remains uncompleted, except as follows:
1. The applicant, or its successor, for the original special land use shall have up to one year from the effective date of this section in which to apply to the Zoning Administrator for a one-year extension of the original approval, but any such one-year extension shall commence as of the effective date of this section. The Zoning Administrator shall grant such extension, if it is timely applied for. In the absence of such timely application, the special land use shall be of no further force or effect if such construction or other work remains uncompleted as of one year after the effective date of this section.
 2. The Township shall notify such applicants or their successors by letter sent by first-class U.S. mail to their current tax-roll addresses, describing the provisions of this section, including the opportunity to apply for an extension as stated in this subsection D. Such letter shall be mailed within 30 days of the effective date of this section. The Township shall keep an accurate record of the mailing date of such letter, but the Township shall not be required to attend to the delivery thereof, except for the deposit of the letter into a U.S. mail receptacle. The failure of an applicant or successor to receive such letter shall not excuse a failure to timely apply for an extension, nor result in any additional right on the part of the applicant.
 3. The special land uses described in this subsection D shall continue to be effective according to their terms during the period authorized in this subsection for an application for an extension, and also during any extension granted by the Zoning Administrator; thereafter, however, any such special land use shall be void and of no further effect if such construction or other work is not completed by the end of the above-stated notification period or by the end of any granted extension. In such event, the applicant may apply for a new special land use, but the approval thereof shall be in the sole discretion of the Planning Commission, in the same manner and to the same extent as is the case with all other such applications.

7. Modification of parking up to 10 percent of the total parking area, provided there is no change in the approved driveway location(s).
 8. Changes required or requested by the Township, the Kent County Road Commission, or other county, state, or federal regulatory agency in order to conform to other laws or regulations.
- C. A proposed change that the Zoning Administrator determines is not a minor change shall be submitted to the Planning Commission as a site plan amendment, and shall be reviewed in the same manner as the final site plan, including payment of an application fee.

17.07 TIME LIMITATION ON APPROVAL OF SITE DEVELOPMENT PLAN

- A. The construction or other work authorized by a site plan approval shall be commenced and shall reasonably proceed toward completion not later than one year after the granting of the site plan approval; if such construction or other work is not so commenced, or if commenced, if it has not reasonably proceeded toward completion within such one-year limitation, the site plan approval shall be null and void and of no further effect as of the end of such one-year period, subject to other provisions in this section.
- B. Upon request of the applicant, the Zoning Administrator may grant an extension of up to one year, following the initial one-year limitation stated in subsection A, if the Zoning Administrator finds that extenuating circumstances have prevented the completion of the authorized work or if the Administrator determines that such an extension is otherwise justified in the circumstances. The applicant shall apply for any such extension within the initial one-year limitation as stated in subsection A; provided, however, that if the applicant fails to apply within such initial one year, but if such failure is the result of extremely extenuating circumstances or unusual hardship, in the sole opinion of the Zoning Administrator, then the administrator may consider, and may grant, up to a one-year extension, but such extension shall commence no later than the end of the initial one-year limitation.
- C. If at any time during the one-year period immediately following the granting of a site plan approval, the applicant concludes that the authorized work may not be completed within one year, or if the applicant apprehends that the Township may conclude that such work has not reasonably proceeded toward completion on a timely basis, the applicant may apply at any time during such one-year period for an extension as authorized hereunder.
- D. The provisions of this section shall apply to all previously granted site plan approvals as to which the authorized construction or other work has not been commenced or has not reasonably proceeded toward completion, and if such construction or other work remains uncompleted, except as follows:
1. The applicant, or its successor, for the original site plan approval shall have up to one year from the effective date of this section in which to apply to the

Zoning Administrator for a one-year extension of the original approval, but any such one-year extension shall commence as of the effective date of this section. The Zoning Administrator shall grant such extension, if it is timely applied for. In the absence of such timely application, the site plan approval shall be of no further force or effect if such construction or other work remains uncompleted as of one year after the effective date of this section.

2. The Township shall notify such applicants or their successors by letter sent by first-class U.S. mail to their current tax-roll addresses, describing the provisions of this section, including the opportunity to apply for an extension as stated in this subsection D. Such letter shall be mailed within 30 days of the effective date of this section. The Township shall keep an accurate record of the mailing date of such letter, but the Township shall not be required to attend to the delivery thereof, except for the deposit of the letter into a U.S. mail receptacle. The failure of an applicant or successor to receive such letter shall not excuse a failure to timely apply for an extension, nor result in any additional right on the part of the applicant.
3. The site plan approvals described in this subsection D shall continue to be effective according to their terms during the period authorized in this subsection for an application for an extension, and also during any extension granted by the Zoning Administrator; thereafter, however, any such site plan approval shall be void and of no further effect if such construction or other work is not completed by the end of the above-stated notification period or by the end of any granted extension. In such event, the applicant may apply for a new site plan approval, but the approval thereof shall be in the sole discretion of the Planning Commission, in the same manner and to the same extent as is the case with all other such applications.

17.08 CONDITIONS OF APPROVAL

- A. As part of a final site plan approval, the Planning Commission may impose reasonable terms and conditions.
- B. Approval of a site plan, including conditions made as part of the approval, shall apply to the property described as part of the application and to all subsequent owners.
- C. A record of conditions shall be maintained. The conditions shall remain unchanged unless an amendment to the site plan is approved in accordance with this Ordinance.
- D. A record of the decision of the Planning Commission, the reason for the decision reached, and any conditions attached to such decision shall be kept and made a part of the minutes of the Planning Commission.
- E. The Zoning Administrator may make periodic inspections of developments for which site plans have been approved. Noncompliance with the requirements and conditions of the approved site plan shall be considered violations of this Ordinance.

- D. That the authorizing of such variance will not be of substantial detriment to the adjacent and nearby properties and will not be contrary to the spirit and purpose of this Ordinance.
- E. No nonconforming use of nearby lands, structures or buildings shall in itself be considered grounds for the issuance of a variance.

In approving a use variance, the Board of Appeals may include such terms and conditions that the Board deems reasonably necessary to carry out the intent and purposes of this Ordinance and for the protection and advancement of the public interest. Among other terms and conditions, the Board may require that the applicant prepare and submit a site plan depicting the land, buildings or other structures, the current condition of the land and the condition thereof if the requested variance were approved.

18.08 TIME LIMITATIONS ON VARIANCES

- A. The construction or other work authorized by a variance shall be commenced and shall reasonably proceed toward completion not later than one year after the granting of the variance; if such construction or other work is not so commenced, or if commenced, if it has not reasonably proceeded toward completion within such one-year limitation, the variance shall be null and void and of no further effect as of the end of such one-year period, subject to other provisions in this section.
- B. Upon request of the applicant, the Zoning Administrator may grant an extension of up to one year, following the initial one-year limitation stated in subsection A, and if the Zoning Administrator finds that extenuating circumstances have prevented the completion of the authorized work or if the Administrator determines that such an extension is otherwise justified in the circumstances. The applicant shall apply for any such extension within the initial one-year limitation as stated in subsection A; provided, however, that if the applicant fails to apply within such initial one year, but if such failure is the result of extremely extenuating circumstances or unusual hardship, in the sole opinion of the Zoning Administrator, then the administrator may consider, and may grant, up to a one-year extension, but such extension shall commence no later than the end of the initial one-year limitation.
- C. If at any time during the one-year period immediately following the granting of a variance, the applicant concludes that the authorized work may not be completed within one year, or if the applicant apprehends that the Township may conclude that such work has not reasonably proceeded toward completion on a timely basis, the applicant may apply at any time during such one-year period for an extension as authorized hereunder.
- D. The provisions of this section shall apply to all previously granted variances, as of the effective date of this section, as to which the authorized construction or other work has not been commenced or has not reasonably proceeded toward completion within one year after the granting of the variance, and if such construction or other work remains uncompleted, except as follows:

1. The applicant, or its successor, for the original variance shall have up to one year from the effective date of this section in which to apply to the Zoning Administrator for a one-year extension of the original approval, but any such one-year extension shall commence as of the effective date of this section. The Zoning Administrator shall grant such extension, if it is timely applied for. In the absence of such timely application, the variance shall be of no further force or effect if such construction or other work remains uncompleted as of one year after the effective date of this section.
2. The Township shall notify such applicants or their successors by letter sent by first-class U.S. mail to their current tax-roll addresses, describing the provisions of this section, including the opportunity to apply for an extension as stated in this subsection D. Such letter shall be mailed within 30 days of the effective date of this section. The Township shall keep an accurate record of the mailing date of such letter, but the Township shall not be required to attend to the delivery thereof, except for the deposit of the letter into a U.S. mail receptacle. The failure of an applicant or successor to receive such letter shall not excuse a failure to timely apply for an extension, nor result in any additional right on the part of the applicant.
3. The variances described in this subsection D shall continue to be effective according to their terms during the period authorized in this subsection for an application for an extension, and also during any extension granted by the Zoning Administrator; thereafter, however, any such variance shall be void and of no further effect if such construction or other work is not completed by the end of the above-stated notification period or by the end of any granted extension. In such event, the applicant may apply for a new variance, but the approval thereof shall be in the sole discretion of the Board of Appeals, in the same manner and to the same extent as is the case with all other such applications.

18.09 APPEALS AND OTHER APPLICATIONS FOR RELIEF

- A. An appeal from an order, decision or determination by the Zoning Administrator or other person authorized to enforce or administer this Ordinance may be taken by any person aggrieved by such order, decision or determination.
- B. An application for an appeal, a variance or other authorized relief shall be accompanied by payment of the required application fee.
- C. An application or appeal shall be filed not later than 30 days after the order, decision or determination as to which the application or appeal is taken.
- D. An applicant seeking relief within the jurisdiction of the Board of Appeals shall apply for such relief by means of an application form provided by the Township and shall pay the required application fee and deposit any required sum into a Township

GRATTAN TOWNSHIP ZONING ORDINANCE
TIME LIMITS FOR VARIANCE'S, SPECIAL LAND USE SITE PLANS AND PLANNED UNIT
DEVELOPMENTS (PUD)

This document is to insure that all applicants, who apply for Zoning Variances, Special Land Uses, Planned Unit Developments or any construction within the Township that requires a site plan, understand that there are Time Limits set in the Grattan Township Zoning Ordinance.

A copy of Sections 18.08, 13.02 and 17.07 – Time Limits on Variances, Special Land Uses and Site Plan Approvals (updated in January of 2011) is attached for your review.

The Grattan Township Zoning Ordinances are subject to change. Please view the current Ordinances available on the Grattan website at www.grattantownship.org . A copy for viewing or purchase is available at the Grattan Township Office.

I have read the above information and attached information from the Zoning Ordinance regarding Time Limits. I understand the issues of Time Limits that apply to my requested application.

Estimated date to begin project: _____

Estimated completion date: _____

Applicant Signature

Date

<i>Office Entry</i>
<i>Deadline for Extension:</i> _____

Questions regarding Zoning Ordinances Contact Grattan Township Zoning Administrator: Gregg Converse – 691-7431 or email ggconverse@comcast.net

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Office Entry

Date Signed and Received by Applicant _____
Date

Initials