

# PLANNING COMMISSION PACKAGE

- *Township Policy for Applications*
- *Article 16 of Zoning Ordinance*
- *Application requirements*
- *Application*
- *Fee Schedule for Planning Commission*



## ***Oregon Township***

*Lapeer County Michigan*

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### **POLICY FOR APPLICATIONS MADE UNDER THE OREGON TOWNSHIP ZONING ORDINANCES**

All applications for matters to be decided by the Oregon Township Planning Commission or the Oregon Township Zoning Board of Appeals (rezoning, special land use, site plans and variances) shall be submitted to the Township office no later than **thirty (30)** days prior to the next meeting of the Planning Commission or the Zoning Board of Appeals. The **thirty-day (30)** filing requirement shall apply to the completed application, which shall include the application form, any required plans or drawings; any required supporting documentation and full payment of fees.

Additional supporting information may be submitted by the applicant at any time. Subsequent to receipt of all required application items, the Zoning Administrator shall review the entire application and shall determine whether or not the application items submitted comply with all Township requirements for submission to the Planning Commission or Zoning Board of Appeals.

If the Zoning Administrator determines the application is insufficient, the Zoning Administrator shall communicate the deficiencies to the applicant.

Motion #088-09  
Adopted - June 3, 2009

**ARTICLE 16**  
**Site Plan Review by Planning Commission**

**Section 16.01. SCOPE.** A site plan shall be prepared and submitted for every construction project and every proposed change in land use, except that no site plan shall be required for single-family residences, farm buildings, or buildings which are accessory to single-family residences.

**Section 16.02. PROCEDURE.** All site plans shall be submitted first to the Zoning Administrator, who shall review the plans for compliance with the requirements of the Zoning Ordinance. The Zoning Administrator shall then refer the site plan to the Planning Commission for review and decision. Once a site plan is approved by the Planning Commission, it shall not be altered without the consent of the Planning Commission.

**Section 16.03. CONTENT.** Each site plan shall include the following:

- A. Area of the site.
- B. Date, north point, and scale of not less than one (1) inch equals one hundred (100) feet.
- C. Dimensions of all property lines.
- D. Location and dimensions of all existing and proposed structures on the property or on adjacent properties within one hundred (100) feet of the property lines.
- E. Location and dimensions of all existing and proposed roads (including rights-of-way), driveways, sidewalks, and parking areas (see Article 12).
- F. Location of all existing and proposed utility lines, wells, septic systems, and storm drainage.
- G. Location, dimensions and details of proposed plantings, greenbelts and landscaped areas (see Section 13.08).
- H. Exterior drawings of proposed new buildings or existing buildings to which major additions are proposed.
- I. Location, dimensions, and drawings of existing and proposed signs (see Section 13.06).
- J. Name, address, and telephone number of the person who prepared the site plan.

**Section 16.04. STANDARDS.** In determining whether to approve, modify, or deny a site plan, the Planning Commission shall consider the following:

- A. Adequacy of traffic ingress, egress, circulations, and parking.
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- B. Adequacy of landscaping to protect adjoining properties and enhance the environment of the community.
- C. Location and design of proposed structures so as to ensure that detrimental effects on adjacent properties will be minimized.
- D. Adequacy of storm drainage.
- E. Location and design of signs so as to prevent highway visibility obstructions, driver distractions, encroachments, and adverse impacts on the community environment.

**Section 16.05. DEPOSIT.** A cash deposit, performance bond, or bank letter of credit shall be posted with the Township as a guarantee that the project will be completed in accordance with the approved site plan. Upon the completion of the project in accordance with the approved site plan, the deposit shall be released. The amount of the deposit shall be five (5%) percent of the project cost, but in no case less than One Thousand (\$1,000.00) dollars.

**Section 16.06. TIME FOR COMPLETION.** Each site plan shall be fully complied with and all construction completed within one (1) year of the date the building permit is issued. Site plan approval shall expire two (2) years from the date the Planning Commission granted initial approval, unless the site plan has been fully completed or unless an extension has been granted by the Planning Commission.

## PLANNING COMMISSION

*The following requirements are needed to process your application. If the requirements are not met this would delay your meeting date. The application will have to be sent back to you for the lack of detailed information not submitted.*

### (1) APPLICATION:

Must submit **ten (10)** copies of the application and site plan, if required.

### (2) SITE DRAWING:

1. The site plan **MUST INCLUDE:** showing location, property line dimensions, and set back of **ALL** buildings, driveways existing on the subject property and specific uses on the site.
2. Indicate the size and location of any **PROPOSED** buildings and/or uses on the subject site.
3. Indicate **PROPOSED** setbacks to buildings on the subject site and to buildings on adjacent parcels along any common property lines.

### (3) SEE ATTACHED FEE SCHEDULE

# APPLICATION FOR PLANNING COMMISSION OREGON TOWNSHIP

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Legal Owner: (if other than applicant) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Name of Proposed Development: (if applicable) \_\_\_\_\_

Parcel Identification Number: 44-017- \_\_\_\_\_ Zoning: \_\_\_\_\_

**Attach complete Legal Description.**

**Special Land Use:** (See Ordinance) Briefly describe the proposed land use and attach a written narrative addressing the "standards for approval" pursuant to section \_\_\_\_\_ of the Oregon Township Zoning Ordinance.

\_\_\_\_\_

**Rezoning:** (See Ordinance) Is this proposed rezoning consistent with the Oregon Township Master Plan? \_\_\_ Yes \_\_\_ No If not, explain below the reasons why the applicant feels the subject property should be rezoned.

\_\_\_\_\_

**Site Plan Review:** (See Ordinance)

Name of Proposed Developers: \_\_\_\_\_

Estimated Total Cost of Project: \_\_\_\_\_

Brief Description of Proposed Land Use \_\_\_\_\_

\_\_\_\_\_

**Outdoor Assembly:** (See Ordinance 4001)

Date of Assembly: \_\_\_\_\_ Hours: \_\_\_\_\_

Maximum # of Attendees: \_\_\_\_\_

*I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. Board members have my permission to perform on-site reviews, as required, of my property.*

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Legal Owner's Signature Date  
(Required if not Applicant)

***This application will not be accepted if incomplete. All required materials must be submitted no later than 30 calendar days prior to a Planning Commission Meeting.***

**PLANNING COMMISSION FEES  
AND  
ZONING BOARD OF APPEALS FEES**

**PLANNING COMMISSION FEES:**

**OUTDOOR ASSEMBLY APPLICATION:** ..... \$700.00  
(\$200.00 of fee is refunded if the Assembly is conducted in compliance with Ordinance #4000 & 4001)

**REZONE :**

- Simple Rezone – no development (no escrow deposit required).....\$500.00
- Complex Rezone – for current or future development
  - Section 19 of Zoning Ordinance (Amendments and Rezoning) .....** \$1,400.00
    - Site Plan Review Required (see additional fees below)
    - Escrow Deposit Required .....\$3,500.00
  - Section 20 of Zoning Ordinance (Voluntary Rezoning Agreement) ...** \$1,400.00
    - Site Plan Review Required (see additional fees below)
    - Escrow Deposit Required .....\$3,500.00

**SITE PLAN REVIEW:**

- Performance Bond .....see Zoning Ordinance Section 16.05
- Residential ( if required )..... \$ 500.00
- Commercial..... \$1,500.00
  - Escrow Deposit Required.....\$3,500.00
- Moving lot lines in a platted sub ONLY..... \$ 350.00

**SPECIAL LAND USE.....** \$ 500.00  
➢ If Site Plan Review required, see additional fees above

**TENTATIVE / FINAL / PRELIMINARY PLAT.....**(Origination fee) \$1,000.00\*  
\*Plus actual costs, and all other costs and fees required by statute or required by law.

**ZONING BOARD OF APPEALS APPLICATION FEES:**

Variance request.....\$ 500.00

**SPECIAL MEETINGS** Planning Commission or Zoning Board of Appeals ( additional ) .....\$ 500.00  
(Special meeting requests require thirty (30) day notice to allow for necessary publication and mailing)

**~All fees are non-refundable with the exception of undisbursed escrow deposit monies~**