

## **Planning Review Procedures**

### **Initial Application for Project Review**

This is the first step when applicants want to submit a project for review: an application form is filled out and the proposal is scheduled for an initial project review at the next Planning Commission meeting. If required and provided the application is complete, a public hearing will be scheduled for a subsequent Planning Commission meeting. Project review procedures are outlined below.

### **1- Special Land Use**

This is for uses that require special standards. Uses that require special land use approval are listed in each Zoning District.

Submittals must include information as described in Section 18.04 (page 18-1) of the Zoning Ordinance.

The Special Land Use review procedures involve:

1. Submittal of information specified in Section 18.04.
2. Review by Township Planner and Engineer.
3. Public Hearing at Planning Commission meeting.
4. Planning Commission's written recommendation to Township Board to approve, approve with conditions or deny the application.
5. Action by the Township Board to approve, approve with conditions or deny the application.

### **2- Rezoning**

Rezoning requests are requests to change zoning district.

Submittals must include information as described in Section 14.11 (page 24-5) of the Zoning Ordinance.

The review procedures include:

1. Submittal of information specified in Section 14.11.
2. Review by Township Planner.
3. Public Hearing at Planning Commission meeting.
4. Planning Commission's written recommendation to Monroe County Planning Department and Township Board to approve, approve with conditions or deny the application.
5. Review by County Planning.
6. Action by the Township Board to approve, approve with conditions or deny the application.

### **3- Site Plan**

Uses subject to site plan review are listed on the table included on the next page.

Submittals must include information as described in Section 19.03 (page 19-4) of the Zoning Ordinance.

The review procedures involve:

1. Submittal of information specified in Section 19.03.
2. Review by the Township Planner and Engineer.
3. Planning Commission meeting and written recommendation to Township Board to approve, approve with conditions or deny the application.
4. Action by the Township Board to approve, approve with conditions or deny the application.

**In all cases, actions may be postponed as needed and the applicant may need to resubmit additional information as requested before any recommendation and/or actions are made or taken.**

Sketch Plan submittals and Administrative Reviews are conducted internally without going to the Planning Commission.

<b>Table of Eligible Uses and Required Review Process</b>				
<b>Situation/Use</b>	<b>Required Review</b>			
	<b>Full Site Plan</b>	<b>Sketch Plan<sup>1</sup></b>	<b>Admin. Review<sup>2</sup></b>	<b>Exempt<sup>3</sup></b>
<b>New Development</b>				
Construction of one (1) Single Family Dwelling Unit on one (1) Lot in a Residential Zoning District				X
Multiple Family Dwellings	X			
Construction of any Nonresidential Use or Building	X			
Establishment of Special Land Uses in all Zoning Districts, Except Where Specifically Noted Elsewhere in this Table	X			
Erection of Wireless Communication Towers & other Communication Towers	X			
Construction of Essential Public Service Buildings & Storage Areas	X			
Golf Courses & Public/Private Parks		x 4		
Planned Unit Developments	X			
Minor Changes During Construction such as Changes in Landscape Species to a Similar Variety, Realignment of a Driveway or Road Due to an Unanticipated & Documented Constraint During Construction, or to Improve Safety or Protect Natural Features			X	
Minor Changes During Construction Required by Outside Agencies			X	
<b>Expansions</b>				
Expansion of one (1) Single Family Dwelling Unit on one (1) Lot in a Residential Zoning District				X
An Increase in the Floor Area up to 25% of the Existing Floor Area for a Use Requiring Site Plan Approval		X		
An Increase in the Floor Area greater than that Specified Above	X			
An Increase in Parking or Loading Area of up to 25% or 6,000 sq. ft. of Pavement Area without any Building Changes			x 5	
An Increase in Parking or Loading Area over 25% or 6,000 sq. ft. of		x 5		
Changes to Building Height that do not add additional floor area			X	
<b>Changes in Use<sup>6</sup></b>				
Any Change in the Use of Land or a Building to a More Intensive Use, in Terms of Parking Needs, Noise, Traffic Volumes, & Similar Impacts		X		
A Change in Use to a Similar or Less Intense Use Provided the Site shall Not Require any Significant Changes in the Existing Site Facilities such as Parking, Landscaping, Lighting, or Signs			X	
A Change from a Nonconforming Use, Building or Site, to a More Conforming Situation		X		
<b>Other Types of Projects</b>				
Accessory Buildings & Structures Constructed or Erected Accessory to a Permitted Single Family Dwelling Unit; & those up to 100 sq. ft. in Area in other Districts				x 4
Accessory Buildings & Structures Greater than 100 sq. ft Associated with a Non-Single Family Residential Use in any Zoning District			X	
Architectural Changes to a Non-Single Family Residential Structure (an Elevation Plan Describing Changes & Construction Materials is Required)			X	
Bike path, Pathway or Sidewalk Construction or Relocation			x 5	

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<b>Situation/Use</b>	<b>Full Site Plan</b>	<b>Sketch Plan<sup>1</sup></b>	<b>Admin. Review<sup>2</sup></b>	<b>Exempt<sup>3</sup></b>
Construction of an Entrance Feature Associated with a Non-Single Family Residential Use (Walls, Landscaping, etc.)		X		
Fences Associated with a Non-Single Family Residential Use, Installed or Improved			x 5	
Home Occupations		X		
Internal Construction or Change in the Floor Plan that Does not Increase Gross Floor Area, Increase the Intensity of Use or Affect Parking Requirements on a Site which Meets all Site Design Standards of this Ordinance				X
Landscape Changes to Similar Species & that are Consistent with the Standards of this Ordinance			X	
Modifications to Upgrade a Non-Single Family Residential Building to Improve Barrier-Free Design, or to Comply with the Americans with Disabilities Act or Other Federal, State or County Regulations			X	
Parking Lot Improvements Provided the Total Number of Spaces shall Remain Constant			x 5	
Private Roads	X			
Residential Care Facilities Licensed by the State that Require Special Land Use Approval		X		
Sign Relocation or Replacement Provided it Meets the Dimensional & Location Standards of this Ordinance			X	
Site Improvements such as Installation of Walls, Fences, Lighting or Curbing Consistent with Ordinance Standards			X	
Temporary Uses, Sales & Seasonal Events		X		
Utility System Improvements				x 5
Waste Receptacle Relocation to a More Inconspicuous Location or Installation of Screening around the Waste Receptacle			X	
Other projects not specifically listed in this Table			X	
Footnotes: 1. Requires review & approval by the Planning Commission 2. If the modifications are not deemed minor, then normal site plan review by the planning commission shall be required. Planning Commission review shall be required for all site plans that involve a request for a variance, or special land use 3. A building permit is still required 4. For a golf course, a general layout of holes, ball trajectory & natural features is required; full site plan review is required for buildings, structures & parking areas that illustrate the area around such facilities 5. Construction plans must be approved by the township engineer 6. The new use must be fully described & all applicable utility fees paid				

#### **4- Planned Unit Development**

This is a method for residential land development which allows flexibility and deviations from the strict Zoning Ordinance regulations.

Submittals must include information as described in Section 16.05 (page 16-7).

The PUD review procedures involve:

1. Pre-Application workshop with Planning Commission.
2. Submittal of a preliminary PUD plan.
3. Review by Township Planner/Engineer.
4. Public Hearing at Planning Commission meeting on proposed rezoning/preliminary PUD plan.
5. Planning Commission's approval, approval with conditions, or denial of preliminary PUD plan.
6. Review by County Planning.
7. Action by the Township Board to approve, approve with conditions or deny the PUD application.
8. Submittal of a final PUD plan and PUD Agreement.
9. Review by Township Planner/Engineer.
10. Planning Commission's written recommendation to Township Board to approve, approve with conditions or deny the PUD application.
11. Action by the Township Board to approve, approve with conditions or deny the PUD application.

#### **5- Site Condominium**

This is a form of ownership which allows the development of unplatted residential land development.

Submittals must include information as described in the Michigan Condominium Act, Act 59 of 1978.

<http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-59-of-1978.pdf>

The Site Condominium review procedures involve:

1. Pre-Application workshop with Planning Commission.
2. Submittal of a preliminary site condominium plan and draft condominium documents.
3. Review by Township Planner/Engineer/Attorney.
4. Public Hearing at Planning Commission meeting on proposed preliminary site condominium plan.
5. Planning Commission's approval, approval with conditions, or denial of preliminary site condominium plan.
6. Action by the Township Board to approve, approve with conditions or deny the preliminary site condominium application.
7. Submittal of a final site condominium plan and Master Deed or Bylaws.
8. The applicant shall provide proof of approvals by all county and state agencies having jurisdiction over the improvements in the site condominium development, including but not limited to the Monroe County Drain Commissioner, the Monroe County Health Department, the Monroe County Road Commission, the Michigan Department of Environmental Quality, and the Michigan Department of Transportation.
9. Review by Township Planner/Engineer/Attorney.
10. Planning Commission's written recommendation to Township Board to approve, approve with conditions or deny the application.
11. Action by the Township Board to approve, approve with conditions or deny the final Site condominium plan and documents.

## **6- Subdivision**

This is a method for a platted residential development.

Submittals must include information as described in the Land Division Act, Act 288 of 1967.

The Subdivision review procedures are as follows and illustrated in the flow chart:

1. Pre-Application workshop with Planning Commission.
2. Submittal of a preliminary plat.
3. Review by Township Planner/Engineer.
4. Public Hearing at Planning Commission meeting on proposed preliminary plat.
5. Planning Commission's approval, approval with conditions, or denial of preliminary plat.
6. Action by the Township Board to tentatively approve, approve with conditions or deny the preliminary plat application.
7. Submittal of preliminary plat to all county and state agencies having approval authorities such as, the Monroe County Drain Commissioner, the Monroe County Health Department, the Monroe County Road Commission, the Michigan Department of Environmental Quality, and the Michigan Department of Transportation.
8. Action by the Township Board to approve, approve with conditions or deny the preliminary plat application.
9. Applicant proceeds to prepare final plat and seek approvals from Monroe County and the State of Michigan agencies.
10. Submittal of final plat.
11. Review by Township Planner, Engineer and Attorney.
12. Planning Commission's written recommendation to Township Board to approve, approve with conditions or deny the application.
13. Action by the Township Board to approve, approve with conditions or deny the final plat and documents.

**FLOW CHART – LAND DIVISION ACT  
ACT 288 OF 1967**

