

*Almont Township*  
*819 N. Main Street, Almont, MI 48003*  
*Phone: 810-798-8521/Fax: 810-798-7097*  
*Web: [almonttownship.org](http://almonttownship.org)*

## *SITE PLAN & SPECIAL LAND USE REVIEW PACKAGE*

- APPLICATION
- REVIEW PROCEDURE MANUAL
- REVIEW PROCESS FLOWCHART
- SUBMISSION REQUIREMENT CHECKLIST
- REVIEW AGENCY CONTACT LIST
- FEE SCHEDULE
- AFFIDAVIT OF RECEIPT OF APPLICATION MATERIALS

Almont Township Site Plan/Special Land Use Application

- o Site Plan (permitted use pursuant to Article \_\_\_\_\_ Section ( \_\_\_\_\_ ))
- o Special Land Use

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

Application No.: \_\_\_\_\_ Review Fee: \_\_\_\_\_ Ck. No.: \_\_\_\_\_

Received by: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Parcel ID No.: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Acres/Lot size: \_\_\_\_\_

Site Plan Preparer: \_\_\_\_\_

If petitioner is not the owner, state basis for representative: (i.e. attorney, representative, option-to-buy, etc.) \_\_\_\_\_

Twelve (12) copies of the completed application package and site plans shall be submitted to the Zoning Administrator no later than 12:00 p.m. (noon) on the 1<sup>st</sup> Wednesday of the month to be considered for the placement on the next **available** Planning Commission Agenda. The site plan and all related documents shall include all information required by the Almont Township Zoning Ordinance, Almont Township Engineering Standards Ordinance and any information required by this procedural package. **The applicant or representative must be present at the Planning Commission meeting.** All plans must be folded when presented.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of legal owner if not applicant

\_\_\_\_\_  
Print/type name below signature

\_\_\_\_\_  
Print/type name below signature

## Application Procedures

### WHEN IS A SITE PLAN REQUIRED?

A site plan is required whenever the following conditions apply:

1. Whenever a building permit is required for the erection or structural alterations of a building (other than a farm structure, single-family home and accessory building to such dwelling).
2. Wherever a parking or storage area is to be used or constructed.
3. For any substantial change in use or class of use.
4. For all applications for Special Land Use,

### WHEN IS A SPECIAL LAND USE APPLICATION REQUIRED?

1. Whenever a use is proposed that is not permitted by right or when a proposed use is considered a “special land use” under the zoning section in which the property is located.

The Planning Commission shall hold a public hearing in consideration of all special land use applications. One (1) public hearing notice shall be published in a newspaper of general circulation in the Township. The notice shall appear in the paper not more than 15 days prior to the public hearing date. The notice of public hearing shall also be sent to the owners and occupants of property within 300 feet from the property lines of the property which is the subject of the request for special land use approval. Notices shall observe the same timing requirement noted above and shall contain the following information:

1. The nature of special land use request.
2. The proper which is the subject of the special land use request.
3. Where and when the request will be considered.
4. Where and when written comments will be received concerning the request.

### PRELIMINARY SUBMISSION

The applicant obtains a Site Plan/ Special Land Use Review Application Packed from the Township. The Application Packet shall contain the following:

1. Site Plan/Special Land Use Application
2. Procedure Manual
3. Submission Requirement Checklist
4. Review Checklist
5. Review Process Flowchart
6. Fee Schedule
7. Review Agency Contact List
8. Affidavit of Receipt of Special Land Use Application Materials

## SUBMISSION REQUIREMENTS

The Zoning Administrator shall verify the complete site plan application packages have been submitted. If a complete application package has been submitted 1 copy of the site plan and completed application package shall be mailed to each Planning Commission member, the Township Engineer and the Township Planner for review.

If an incomplete packet is received than said application will not be forward to the Planning Commission, Township Engineer and Township Planner until such time the application is complete.

## PRELIMINARY SITE PLAN/SPECIAL LAND USE REVIEW

**Providing the submission is complete, the applicant if he/she wishes to schedule a pre-application meeting with the Township Planner, Township Engineer, Township Supervisor, Township Zoning Administrator and 1 Planning Commission member may do so. There is no cost to the applicant for the pre-application meeting.**

The Township Engineer and Township Planner shall review the site plan/special land use based on the requirements of the Zoning Ordinance and based on preliminary engineering concerns. Reviews shall be completed and submitted to Township by the 4<sup>th</sup> Friday of the month and the item will be placed on the next available agenda as determined by the Township Planner, the Township Engineer, and the Chairperson of the Planning Commission.

## PLANNING COMMISSION ACTION

The Planning Commission shall review the preliminary site plan with reference to all applicable requirements of the Almont Township Zoning Ordinance and the comments of the Township Engineer, Township Planner and shall act on the proposed plan as follows:

**Table or Postpone Action:** In some cases, the Commission may decide to table or postpone action on a site plan or special land use to allow the applicant time to make minor modifications to the plan. Those that have had agenda items tabled or postponed must submit revised plans to the Township Zoning Administrator no later than 1 week after the Planning Commission action to table or postponed.

**Approval:** Upon determination that a site plan is in compliance with the Zoning Ordinance, the site plan shall be approved. The Planning Commission may require a cash bond or letter of credit covering the estimated cost of all site improvements. When approval has been granted, the Planning Commission Chairperson shall stamp, date and sign 4 sets of plans, noting any special condition or requirements on each set of plans. The Township shall keep 1 set of signed and stamped plans, the Township Engineer receives 1 set of signed and stamped plans, the Township Planner receives 1 set signed and stamped plans, and the applicant shall receive 1 set of signed and stamped plans. Planning Commission approval does not constitute approval of final engineering plan. Preliminary site plan approval is however, a prerequisite for applying for final engineering review. Upon approval of the site

plan, the applicant may then submit any required documents, plans, etc. to the Building Department for review and issuance of all necessary permits.

**Conditional Approval:** If, upon determination by the Planning Commission that a site plan is in compliance with all applicable requirements, except for some minor changes, said revisions shall be so indicated on the site plan. When these changes have been adequately provided, the applicant may resubmit the site plans to the Planning Commission and/or Engineer for approval. Applicant will not proceed to final engineering review until such time that conditions of a preliminary site plan approval are completed and submitted to the Township.

**Disapproval:** If substantial revisions to the site plan are necessary to meet the Zoning Ordinance requirements, the site plan shall be disapproved and the applicant shall be required to file a new application, site plan and fee before plans for development of the site will again be reviewed. In this case “Disapproved” shall be written on the site plan and the reasons for disapproval indicated on the plans and in the official minutes of the Planning Commission.

#### **FINAL ENGINEERING REVIEW/APPROVAL**

4 sets of plans shall be forward to the Township to be placed on the next available Planning Commission agenda once the Township Engineer has approved them for compliance with the Zoning Ordinance and/or Engineering Standards Ordinance, and any special land use conditions placed on said approval.

Upon approval of the final engineering plans by the Township Planning Commission, all 4 sets of the “as built” shall be stamped and signed by the Planning Commission Chair. 1 set shall be kept on file with the Township, 1 set shall be given to the Township Engineer, 1 set shall be given to the Township Planner, and one set given to the Applicant.

#### **APPROVAL PERIOD**

Preliminary site plan approval and final site plan approval shall be valid for 1 year from the date of approval by the Planning Commission. Physical improvements to the site must begin within 1 year of final site plan approval and be completed within 2 years or the plan approval will expire, unless renewed by the Planning Commission. Planning Commission shall review progress of the approved site plan on or near the anniversary of the said approval of the site plan in order to consider granting extending approval time if necessary.

Upon preliminary approval of special land use the enforcing officer may issue a building permit in conformity with the particular special land use so approved. Application for a building permit in pursuance thereof must be made and received by the Township not later than 12 months thereafter, or such approval shall automatically be revoked, however, the Planning Commission may grant an extension thereof for good cause shown under such

terms and conditions and for such period of time not exceeding 6 months as it shall determine to be necessary and appropriate.

## ZONING COMPLIANCE AND OCCUPANCY PERMITS

Approval of the final site plan and/or special land use approval as submitted or with additions, corrections, or alterations by the Planning Commission and approval of the engineering plans by the Township Engineer shall satisfy the requirements of the Zoning Ordinance for a Zoning Compliance Permit. It shall not exempt the petitioner from compliance with other Township Ordinances. **The Building Official shall withhold issuance of a Certificate of Occupancy permit until all site improvements are completed or appropriate measures are taken to assure completion and the Planning Commission has approved the “as built” plans. (See Final Engineering Review/Approval)**

## CERTIFICATE OF OCCUPANCY CONDITIONS

1. Final approval from the Lapeer County Health Department for a sewage disposal system.
2. Final approval from the Lapeer County Health Department for well.
3. Final approval from the Lapeer County Road Commission and/or Michigan Department of Transportation for driveway access and any other work conducted within the road right-of-way.
4. Completion of the inspection process (final approval on electrical, plumbing and mechanical permits).
5. Final building approval for the building permit.
6. All documents, inspection reports, etc. on file with the Almont Township Building Department.
7. Final engineering inspection/site plan approval from Township Engineer.
8. Contractor/owner resolution of all open site/engineering concerns.
9. Engineering inspection reports filed with Township Permit Clerk and inserted into job file.
10. All outstanding issues resolved including but not limited to the permit costs, inspection fees, etc.
11. Upon receipt of a certificate of occupancy from the Township, all remaining cash bond fees will be returned to the contractor/applicant. Banks will be notified in writing when all irrevocable letter of credits has been posted with the Township.

**ALMONT TOWNSHIP PLANNING COMMISSION  
SITE PLAN/SPECIAL LAND USE SUBMISSION  
REQUIREMENT CHECKLIST**

*A site plan/special land use application package will not be considered as “completed” and shall not be processed for review until such time that the Township Zoning Administrator verifies that the package includes the following:*

- A completed Application
- A completed Review Checklist
- A signed Affidavit of Receipt of Application Materials.
- A Letter of Intent defining and describing the proposed use and operation of the use.
- Twelve (12) site plan prints, which include the professional seal and signature of the design professional. The plans must be dated and include revision dates, if any.
- The required fees as established by resolution of the Almont Township Board.

**NOTE: ALL SUBMISSIONS ARE DUE NO LATER THAN 12:00 P.M. (NOON) ON THE FIRST WEDNESDAY OF THE MONTH TO BE CONSIDERED FOR THE NEXT AVAILABLE PLANNING COMMISSION MEETING.**

# AFFIDAVIT OF RECEIPT OF SPECIAL LAND USE APPLICATION MATERIALS

I have received a complete site plan/special land use application package, which includes the following:

1. Site Plan/Special Land Use Review Application
2. Review Procedure Manual
3. Review Flowchart
4. Submission Requirement Checklist
5. Site Plan Review Checklist (as provided by ROWE Professional Services)
6. Review Agency Contact List
7. Fee Schedule

I also certify that I have/will secure a copy on line at: [almonttownship.org](http://almonttownship.org) the Almont Township Zoning Ordinance as amended, and a current copy of Almont Township Engineering Standards Ordinance.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICATION NO.: \_\_\_\_\_



## ALMONT TOWNSHIP REVIEW AGENCY CONTACT LIST

### **Almont Township Zoning Administrator:**

Ida L. Lloyd  
819 N. Main, Almont, MI 48003  
Phone: 810-798-8521, ext. 206  
Email: [illoyd@almonttownship.org](mailto:illoyd@almonttownship.org)  
Fax: 810-798-7097

### **Almont Township Building Department:**

Joseph Israel – Building Official/Inspector/Plan Reviewer  
Brad Bletch – Electrical Inspector/Plan Reviewer  
Tim Israel – Mechanical & Plumbing Inspector/Plan Reviewer  
819 N. Main Street, Almont, MI 48003  
Phone: 810-798-8521, ext. 206  
Fax: 810-798-7097

### **Almont Township Assessor:**

Tom Valentine  
Debbie Valentine (assistant)  
Phone: 810-798-8521, ext. 208/209  
Email: [almontassessor@yahoo.com](mailto:almontassessor@yahoo.com)  
Fax: 810-798-7097

### **Almont Township Planning Consultants:**

ROWE PROFESSIONAL SERVICES  
540 S. Saginaw St., Ste. 200, Flint, MI 48502  
Phone: 810-341-7500  
Caitlyn L. Habben  
Email: [chabben@rowepsc.com](mailto:chabben@rowepsc.com)

### **Almont Township Engineering Consultants:**

DAVIS LAND SURVEYING & ENGINEERING, PC  
Mr. Cory Mabery, PE  
415 W. Nepessing St., Lapeer, MI 48446  
Phone: 810-667-6789  
Cory Mabery, PE  
Email: [info@davislandsurv.com](mailto:info@davislandsurv.com)

# ALMONT TOWNSHIP REVIEW AGENCY CONTACT LIST

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**Lapeer County Road Commission:**

820 Davis Lake Road, PO Box 678, Lapeer, Michigan 48446-0678

Phone: 810-664-6272

Email: [bschroeder@lcronline.com](mailto:bschroeder@lcronline.com)

Web: [www.lcronline.com](http://www.lcronline.com)

**Lapeer County Health Department:**

1800 Imlay City Road, Lapeer, MI 48446

Phone: 810-667-0391

**Lapeer County Soil Erosion & Sedimentation:**

1800 Imlay City Road, Lapeer, MI 48446

Phone: 810-667-0392

**Lapeer County Drain Commission:**

255 Clay Street, Lapeer, MI 48446

Phone: 810-667-0371

**Michigan Department of Transportation (MDOT):**

Davison Division Phone: 810-653-7470

Saginaw Division Phone: 517-313-3946/754-7433

## ALMONT TOWNSHIP PLANNING COMMISSION SITE PLAN SPECIAL LAND USE FEE SCHEDULE

### ZONING BOARD OF APPEALS:

APPLICATION	REGULAR HEARING	TOTAL	VIOLATION HEARING
<u>\$50.00</u>	<u>\$400.00</u>	<u>\$450.00</u>	<u>\$500.00</u> (NON REFUNDABLE)

### SITE PLAN/SPECIAL LAND USE/PRIVATE ROAD/SUBDIVISION/CONDOMINIUM/PUD: (initial submission)

APPLICATION	PLANNER & ENGINEER	TOTAL
<u>\$100.00</u>	<u>\$3,000.00</u>	<u>\$ 3,100.00</u>

*(special land use only – does not require Engineer review)*

<i>APPLICATION</i>	<i>PLANNER</i>	
<u><i>\$ 100.00</i></u>	<u><i>\$ 900.00</i></u>	<u><i>\$ 1,000.00</i></u>

### RE-ZONING

APPLICATION	PLANNER	ENGINEER	TOTAL
<u>\$100.00</u>	<u>\$700.00</u>	N/A	<u>\$800.00</u>

*Please note that all resubmissions are subject to additional planner and engineering fees. All outstanding invoices must be paid in full to maintain active status with the Planning Commission and before any permits can be issued.*

A REQUEST FOR A SPECIAL (NON-SCHEDULED) MEETING WITH THE PLANNING COMMISSION IS \$600.00. APPROVAL FROM THE PLANNING COMMISSION MUST FIRST BE OBTAINED BEFORE SAID MEETING WILL BE HELD AND NOTICES POSTED.