

ALMONT TOWNSHIP
REZONING APPLICATION PACKAGE

- Re-zoning Application
- Rezoning Procedure Manual
- Rezoning Flow Chart
- Sketch Plan Review Checklist
- Review Agency Contact List
- Fee Schedule
- Affidavit of Receipt of Rezoning
- Application Materials

REZONING APPLICATION

APPLICATION NO. _____

REVIEW FEE: \$ 800.00

DATE RECEIVED: _____

CHECK/CASH: _____

APPLICANT'S NAME: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

EMAIL: _____

PARCEL IDENTIFICATION : _____

LEGAL DESCRIPTION: SEE ATTACHED

EXISTING ZONING: _____ PROPOSED ZONING: _____ ACRES: _____

LEGAL OWNER: _____
NAME ADDRESS PHONE

IF PETITIONER IS NOT THE LEGAL OWNER, STATE BASIS FOR REPRESENTATIVE (I.E. Attorney, Representative, Option -to - Buy): _____

*12 copies of each completed application package and feasibility sketch shall be submitted to the Zoning Administrator no later than 12:00 p.m. (noon) on the first Wednesday of the month to be considered for placement on the following month's Planning Commission Agenda. The applicant or representative **must** be present at the meeting. All plans must be folded when presented.*

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

Signature of Applicant

Signature of Legal Owner (if not Applicant)

(Please print/type name below signature)

(Please print/type name blow signature)

REZONING PROCEDURE MANUAL

PRELIMINARY SUBMISSION

Application Packet

The applicant shall obtain a Rezoning Application Packet from the Township. The Application Packet contains the following:

1. Rezoning Application
2. Rezoning Procure Manual
3. Submission Requirement Checklist
4. Rezoning Review Process Flowchart
5. Sketch Plan Review Checklist
6. Fee Schedule
7. Review Agency Contact List
8. Affidavit of Receipt of Rezoning Application Materials

The applicant is required to submit a sketch plan, demonstrating the feasibility of developing the property for its proposed use. The following information shall be required:

- Parcel size and shape
- Size and general location of all building(s) to be included on site
- Access to site and arrangement of the parking area
- Location and use of adjacent buildings

APPLICATION PROCESS

The applicant shall obtain the necessary application forms from Almont Township.

The applicant shall then return 12 copies of the completed application, accompanied by the fee as established by the Township Board. 12 copies of a feasibility sketch plan shall also be submitted along with the application. The sketch plan is provided for the purpose of the ascertaining the feasibility of developing the site for its intended purpose and to convey to the Planning Commission the intent and purpose of the request. Review of this sketch plan DOES NOT constitute site plan approval nor does it replace site plan submission requirements pursuant to Articles 4, 5, 6 and 7 of Almont Township's Zoning Ordinance 39, as amended.

DISTRIBUTION OF THE APPLICATION

Copies of the application, sketch plan and any other supporting documents/materials shall be submitted to the following: Planning Commission, Planning Consultant, all other applicable Township, State or County agencies or departments, as appropriate.

Once the Planning Commission has established a public hearing date, the application will be placed on the Planning Commission agenda providing all public notices have been appropriately published and mailed. At the public hearing, the Commission will hear the applicant's proposal and receive all public comments (written and oral) relating to said rezoning application. Upon deliberation of the facts presented and review of the Township's Master plan and considering the impact the proposal may have on the adjacent properties, the Planning Commission shall render a recommendation to the Township Board. The Planning Commission may also postpone a decision until the next meeting date if additional information is required.

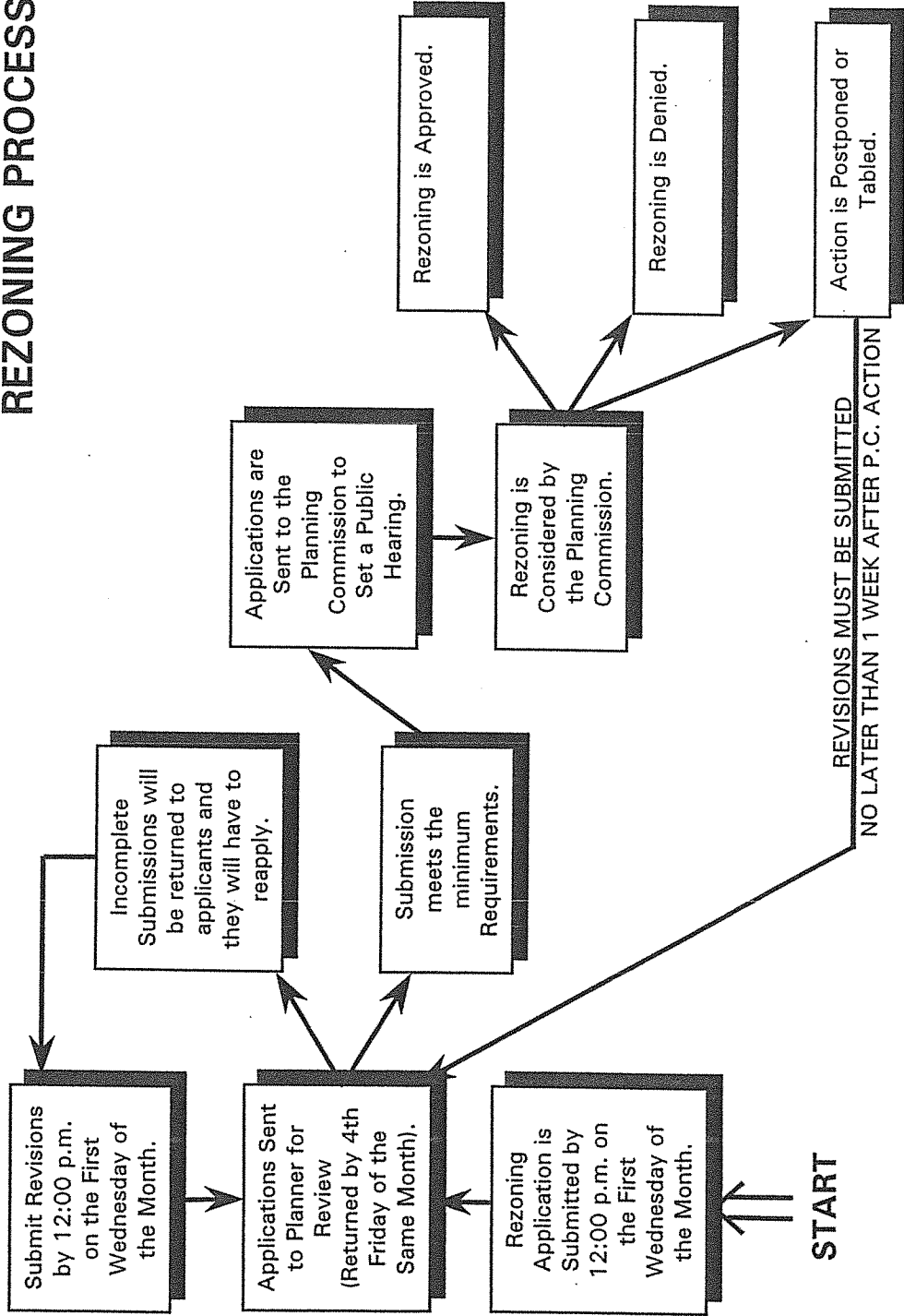
Upon receiving the recommendation from the Planning Commission regarding the proposed rezoning, the Township Board shall place said item on their next available agenda and render a final decision to either approve as presented, amend the recommendation as presented, or to deny the recommendation as presented. The Township Board has the sole power to approve or disapprove any amendment to the Zoning Ordinance text or map. All amendments shall be placed in ordinance format by the Township attorney prior to their enactment.

The zoning amendment shall be published in the newspaper. In case of an amendment to an existing Zoning Ordinance, either the entire text or a summary of the regulatory effect of the amendment shall be published together with the effective date of the ordinance and the place and time where a copy of the ordinance may be purchased or inspected.

There is a statutory provision for a referendum on the adopted Zoning Ordinance or subsequent amendments. If, within 30 days after passage, there is a petition filed with the Township Clerk bearing the signatures of qualified and registered voters not less than 8 percent of the total vote cast for Governor at the last preceding general election.

After adoption, a copy of the ordinance shall be posted in the Township Ordinance Book or in the Township Master Plan.

ALMONT TOWNSHIP REZONING PROCESS



* All applicants shall be afforded due process. The Planning Commission shall act on a third submission unless the applicant requests to be held from the agenda. An applicant may be placed on an agenda at any time by the Planning Commission Chairman. **NO SUBMISSIONS WILL BE ACCEPTED BY THE TOWNSHIP IN DECEMBER!**

SUBMISSION REQUIREMENT CHECKLIST

12 copies of a completed rezoning application package that includes the following:

- A completed Rezoning Application
- A signed affidavit of Receipt of Rezoning Application Materials
- A letter of intent defining and describing the proposed use and operation of the use
- A completed Sketch Plan Review Checklist
- 12 copies of the sketch plan
- The required fees as established by resolution of the Almont Township Board

NOTE: All submissions are due no later than 12 p.m. (noon) on the first Wednesday of the month to be considered for the following month's agenda.

SKETCH PLAN REVIEW CHECK LIST

Disclaimer: This checklist is intended to assist the applicant in meeting the sketch plan submittal criteria and not to be a substitute for the Zoning Ordinance. Rather, it is intended to be used as a guide with the Zoning Ordinance. Each applicant is responsible for ensuring compliance with all Zoning Ordinance requirements.

- Lot size and shape
- Zoning of site and surrounding sites
- Size and general location of all buildings (existing and proposed)
- Access to the site and arrangement of the parking area(s)
- Locations and uses of adjacent buildings

ALMONT TOWNSHIP REVIEW AGENCY CONTACT LIST

Almont Township Zoning Administrator:

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

Almont Township Building Department:

Joseph E. Israel – Building Official, Building Inspector, Plan Reviewer
Brad Bletch – Electrical Inspector and Plan Reviewer
Tim Israel – Mechanical and Plumbing Inspector, Plan Reviewer
Phone: 810-798-8521, ext. 206/207 Fax: 810-798-7097
Email: illoyd@almonttownship.org

Almont Township Assessor:

Thomas Valentine (Chief)
Debbie Valentine (Assistant)
Phone: 810-798-8521, ext. 208/209 Fax: 810-798-7097
Email: almontassessor@yahoo.com

Almont Township Planning Commissioners

Contact 810-798-8521 or www.almonttownship.org

Almont Township Planning Consultant:

ROWE Professional Services Company
Caitlyn L. Habben
Office: 810-341-7500
540 S. Saginaw St., Suite 200, Flint, MI 48502
Email: chabben@rowepsc.com

Almont Township Engineering Consultants:

Davis Land Surveying & Engineering, PC
Mr. Cory Mabery, PE
Phone: 810-664-6789 Fax: 810-667-8980
415 W. Nepessing Street
Lapeer, Michigan 48446
Email: info@davislandsurv.com

Almont Township Review Agency contact List

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Lapeer County Road Commission:

Phone: 810-664-6272

820 Davis Lake Road

Lapeer, Michigan 48446

Lapeer County Health Department

Phone: 810-667-0391

1800 Imlay City Road

Lapeer, Michigan 48446

Lapeer County Drain Commission

Phone: 810-667-0371

287 W. Nepeasing Street, Lapeer, Michigan 48446

Lapeer County Soil Erosion & Sedimentation

Phone: 810-245-4753

1800 Imlay City Road

Lapeer, Michigan 48446

Michigan Department of Transportation (MDOT)

Davison Division – Phone (810-653-7470)

Saginaw Division – Phone (517-313-3946/517-754-7433)

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>\$500.00</u>	<u>\$1,500.00</u>	<u>\$2,100.00</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.

Affidavit of Receipt of Rezoning Application Materials

I have received a complete rezoning application package, which includes the following:

1. Rezoning Application
2. Rezoning Procedure Manual
3. Rezoning Review Process Flowchart
4. Submission Requirement Checklist
5. Sketch Plan Review Checklist
6. Review Agency Contact List
7. Fee Schedule

I also certify that i have purchased or already have in possession a current copy of the Almont Township Master Plan and Almont Township Zoning Ordinance.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

REZONING APPLICATION #: _____