

COURTLAND TOWNSHIP
PLANNING COMMISSION APPLICATION

Application For:

☐ Rezoning ☐ Special Lane Use ☐ Planned Unit Development
☐ Site Plan Review ☐ Other _____

APPLICANT INFORMATION

Name _____

Address _____

Phone _____ E-mail _____

PROPERTY INFORMATION

Name (if different than applicant) _____

Address or Location _____

Permanent Parcel # _____

Current Zoning _____

DESCRIPTION OF PROPOSED USE/REQUEST (attached additional pages if needed)

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

I hereby grant permission for members of the Courtland Township (Planning Commission, Township Board, Zoning Administrator) to enter the above-described property) or as described in the attached) for the purpose of gathering information related to the application **(Note to Applicant: This is optional and will not affect any decision on your application.)**

Signature of Applicant _____ Date _____

DO NOT WRITE BELOW THIS LINE

Date Received _____ Application Fee Paid _____

Escrow Fee Paid _____ Additional Escrow Fee Paid _____

Submitted Materials: ☐ Site Plan ☐ Application ☐ Legal Description

Accept by _____ Date _____

SEE: WWW.COURTLANDTWPMI.GOV for Zoning Ordinance Regulations

COURTLAND TOWNSHIP APPLICATION INFORMATION
(COPY TO APPLICANT)

Your application requires approval by the:

- ☐ Planning Commission
- ☐ Township Board

As a:

- ☐ Rezoning
- ☐ Subdivision
- ☐ Special Land Use
- ☐ Site Plan Review
- ☐ Special Land Use (Planned Unit Development)
- ☐ Other _____

The following materials, at a minimum, are required to be submitted as part of this review. The application will not be considered complete, and will not be accepted, until all of the items have been submitted.

- ☐ Digital/PDF and 3 or more paper copies of a site plan meeting the requirements of the Zoning/Subdivision Ordinance.
- ☐ Storm Water Permit and Preliminary Storm Water Plans to Township, if applicable.
Review Fee \$ _____.
- ☐ Legal Description of the property noted on the application.
- ☐ Completed application form.
- ☐ Review fee \$ _____.
- ☐ Escrow Fee \$ _____.

For earliest consideration by the Planning Commission this application, and all of the required materials, must be submitted to the Township Zoning Administrator no later than 4:00 p.m. **47 days** prior to the Planning Commission meeting you wish to attend. **SITE PLAN REVIEWS (PUD'S) MUST MAKE APPOINTMENT WITH THE ZONING ADMINISTRATOR FOR PRELIMINARY REVIEW WITH TOWNSHIP REVIEW COMMITTEE.**

If a completed application and all required materials are received by the Submission date and if a preliminary review was done by the review committee (if needed) you will be added to the agenda of the earliest possible Planning Commission meeting. Attendance by a **representative of the applicant is required**. All meetings, unless otherwise notified, will be held at the Courtland Township Hall, 7450 14 Mile Rd, at 7:00 p.m.

Note: Any re-submitted site plans, etc. must be submitted to the Zoning Administrator 15 days prior to the Planning Commission meeting to be put on the agenda.



Published on Courtland Township, MI (<https://www.courtlandtwp.org>)

[Home](#) > Fee Schedule

Fee Schedule

Application fees and escrow deposits must be made at the time of application. Escrow fees, in addition to the initial deposit, shall be paid in \$1,000.00 increments when the Escrow Account drops below \$500.00.

**Misc. Escrow amounts may be set by the Zoning Administrator to cover additional costs as needed in increments of \$500.00.

E=Escrow

Application Type / Fee Amount	
Zoning Board of Appeals	\$500.00 + Escrow**
Construction Board of Appeals	\$200.00 + Escrow**
Zoning Compliance Permit	\$200.00 + Escrow**
Site Plan Review	\$500.00 + \$2,000.00 Escrow
Special Use	\$600.00 + \$2,000.00 Escrow
Rezoning (other than PUD)	\$600.00 + \$2,000.00 Escrow
Planned Unit Development (PUD)	\$600.00 + \$4,000.00 Escrow
Plat (Subdivision) or Site Condo	\$600.00 + \$4,000.00 Escrow
Private Road (Special Use)	\$500.00 + \$4,000.00 Escrow
Mineral Extraction-Special Use Annual Permit	\$2,000.00 + \$4,000.00 Escrow \$500.00
Storm Water Permit	\$200.00
Other/Miscellaneous	\$200.00 + Escrow**
Special Meeting Planning Commission or ZBA	\$500.00 + Application Fee
Land Division Application	\$50.00
Cemetery Fees	

AFFIDAVIT OF AUTHORIZATION

As property owner, I _____, hereby grant

Authority to Applicant, _____, to act on

My behalf for the following request: _____

Address: _____

Signature of Property Owner

Date

ESCROW FEE POLICY

(Copy to applicant)

The escrow fees for each application are established by the attached Fee Schedule as noted commencing with an initial \$2,000.00 deposit (\$4,000.00 for PUD's, plats, site condos, private roads, and mineral extraction) by the applicant with the Township. The initial escrow fee shall be provided by the applicant to the Township at the time of application. No application shall be processed prior to the required escrow fee having been deposited with the Township. Any excess funds remaining in the Escrow Account after the application has been fully processed, reviewed and the final Township decision has been rendered regarding the project, will be refunded to the applicant with no interest to be paid on those funds. At no time prior to the Township's final decision on an application shall the balance in the Escrow Account fall below \$500.00. If the funds in the Escrow Account drop below \$500.00, an additional deposit of \$1,000.00 by the applicant into the Escrow Account shall occur before the application review process will be continued. Additional amounts above \$2,000.00 may be required to be placed in the Escrow Account by the applicant at the discretion of the Township.

No building permit or final Township approval or permit shall be granted for an application until all outstanding out-of-pocket costs and expenses incurred by the Township have been reimbursed to the Township from the Escrow Account.

The Township Clerk shall maintain records regarding the Escrow Account and shall authorize the disbursement of escrow funds in writing.

If an applicant objects to the disbursement of escrow funds or how the escrow funds have been applied, the applicant can appeal the Township's determination regarding these matters to the Township Board. All such appeals shall be in writing and shall be made not later than thirty (30) days after final Township action regarding the application.

I have read and understand the above Escrow Policy.

Signed

Date

CHAPTER 11

SITE PLAN REVIEW

SECTION 11.01 PURPOSE

The purpose of this Chapter is to provide for consultation and cooperation between the applicant and the Planning Commission and Township Board in order that the applicant may accomplish planned objectives in the utilization of land within the regulations of this Zoning Ordinance. It is also intended to ensure that the development may be completed with minimum adverse effect on the use of adjacent streets and highways, and on existing and future uses and environment in the immediate area and vicinity.

SECTION 11.02 SITE PLANS REVIEWED

- A. The Zoning Administrator shall not issue a Zoning Compliance Permit for any principal use until a Final Site Plan has been reviewed and approved by the Township Board under the following circumstances:
1. Permitted Uses in Residential Districts, except farms, single family dwellings (unless part of a site condominium project), state licensed residential family care facilities, family day care homes, home occupations, and accessory buildings and uses.
 2. Act 177 Cluster Developments.
 3. Permitted Uses in the C and LI Districts.
 4. Special Land Uses in any District.
 5. As otherwise might be required in this Ordinance.
- B. All plans not reviewed by the Township Board shall be approved by the Zoning Administrator, who shall ensure that the site plan is in conformance with the Zoning Ordinance.

SECTION 11.03 APPLICATION PROCEDURES

- A. An application for Site Plan Review shall be submitted at least forty five (45) days prior to the next Planning Commission meeting through the Zoning Administrator who will review the application and plans for completeness, then transmit it to the Planning Commission.
- B. An application for either a Preliminary or Final Site Plan Review shall consist of the following:
1. Ten (10) copies of the Preliminary or Final Site Plan.
 2. A completed application form, as provided by the Township.
 3. Payment of a fee, in accordance with a fee schedule, as determined by the Township Board from time to time.
 4. A legal description, including permanent parcel number, of the entire property, which is the subject of the Site Plan Review.
 5. Other materials as required in this Chapter.

SECTION 11.04

REVIEW PROCEDURES

A. Public Information Meeting

1. Upon receipt of a valid application for a Final Site Plan Review, the Planning Commission shall hold a public information meeting for the purpose of receiving comments relative to the Site Plan Review application.
2. Notice of the public information meeting for the Final Site Plan Review shall be given in accordance with the following requirements:
 - a. A written notice of the public information meeting shall be sent by mail or personal delivery to the owners of property for which approval is being considered and to all persons to whom real property is assessed within three-hundred (300) feet of the boundary of the property in question.
 - b. Such notice shall be given not less than five (5) and not more than fifteen (15) days before the application will be considered.
 - c. The notice shall describe the nature of the site plan review request, indicate the property which is the subject of the site plan review request, state when and where the site plan review request will be considered, and indicate where and when written comments will be received concerning the request.

B. Preliminary Site Plan Review

1. If desired by the applicant, a preliminary site plan may be submitted for review by the Planning Commission prior to final site plan submittal. The purpose of such procedure is to allow discussion between the applicant and the Planning Commission, to better inform the applicant of the acceptability of the proposed plans prior to incurring extensive engineering and other costs which might be necessary for final site plan approval.
2. Preliminary site plans shall include the following, unless deemed unnecessary by the Zoning Administrator.
 - a. Small scale sketch of properties, streets and use of land within one half (1/2) mile of the area.
 - b. A Site Plan at a scale of not more than one (1) inch equals one hundred (100) feet (1"=100') showing any existing or proposed arrangement of:
 - (1) Existing adjacent streets and proposed streets
 - (2) Lots
 - (3) Parking lots and access points
 - (4) Proposed buffer strips or screening
 - (5) Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, floodplains, hills, and similar natural assets.
 - (6) Location of any signs not attached to the building
 - (7) Existing and proposed buildings.

- (8) General topographical features including contour intervals no greater than two (2) feet. (12-16-03)
- (9) All buildings and driveways within one hundred (100) feet of all property lines. (10-19-93)

c. A narrative describing:

- (1) The overall objectives of the proposed development.
- (2) Number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
- (3) Dwelling unit densities by type, if applicable.
- (4) Proposed method of providing sewer and water service, as well as other public and private utilities.
- (5) Proposed method of providing storm drainage.

3. The Planning Commission shall review the preliminary site plan and make such recommendations to the applicant that will cause the plan to be in conformance with the review standards required by this Chapter.

SECTION 11.05 FINAL SITE PLAN REVIEW

A. If desired by the applicant, a final site plan may be submitted for review without first receiving approval of a preliminary site plan. Final site plans shall include the following information, unless deemed unnecessary by the Zoning Administrator:

1. Legal description of the property, including permanent parcel number.
2. Small scale sketch of properties, streets and use of land within one half (½) mile of the area.
3. A narrative describing the items indicated in Section 11.04, B, 2, c. (10-19-93)
4. Ten (10) copies of a site plan at a scale not to exceed one (1) inch equals one hundred (100) feet (1" = 100'). The following items shall be shown on the plan:
 - a. Date of preparation/revision.
 - b. Name and address of the preparer.
 - c. The topography of the site at a minimum of two (2) foot intervals and its relationship to adjoining land.
 - d. Existing man-made features.
 - e. Dimensions of setbacks, locations, heights and size of buildings and structures.
 - f. Street rights-of-ways, indicating proposed access routes, internal circulations, and relationship to existing rights-of-ways.
 - g. Proposed grading.
 - h. Location and type of drainage, sanitary sewers, storm sewers, and other utilities.
 - i. Location and type of fences, landscaping, buffer strips, and screening.
 - j. Location and type of signs and on-site lighting.

- k. Proposed parking areas and drives. Parking areas shall be designated by lines showing individual spaces and shall conform with the provisions of Chapter 13.
 - l. Easements, if any.
 - m. Dimensions and number of proposed lots.
 - n. All buildings and driveways within one hundred (100) feet of all property lines. (10-19-93)
- B. The Planning Commission, prior to granting approval of a Final Site Plan, may request from the applicant any additional graphics or written materials, prepared by a qualified person or persons, to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to, aerial photography, photographs; traffic impacts; impact on significant natural features and drainage; soil tests; and other pertinent information.
- C. The Planning Commission shall approve, deny, or approve with conditions, the final site plan based on the purposes, objectives and requirements of this Ordinance, and specifically, the standards of Section 11.06.

SECTION 11.06 SITE PLAN REVIEW STANDARDS

- A. The Planning Commission and Township Board, as applicable, shall review the Preliminary and Final Site Plan and approve, approve with conditions, or deny the application based on the purposes, objectives and requirements of this Ordinance, and specifically, the following considerations when applicable:
 - 1. The uses proposed will not harm the public health, safety, or welfare. All elements of the site plan shall be designed to take into account the site's topography, the size and type of plot, the character of adjoining property and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
 - 2. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points.
 - 3. The arrangement of public or common ways for vehicular and pedestrian circulation and their connection to existing or planned streets in the area shall be planned to operate in the safest and most efficient means possible.
 - 4. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission may require that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

5. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or nearby bodies of water. Provisions shall be made to accommodate stormwater, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water. (10-19-93)
6. All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department and Sheriff's Department. (10-19-93)
7. All loading and unloading areas and outside storage areas, including refuse storage stations, shall be screened from the view of the street and/or adjacent properties. (10-19-93)
8. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted. (10-19-93)
9. Off-street parking and loading areas shall be provided where required, with particular attention to noise, glare and odor effects of each use in the plan on adjoining properties and properties in the proposed development. (10-19-93)
10. The general purposes and spirit of this Ordinance and the Master Plan of the Township. (10-19-93)

SECTION 11.07 APPROVED SITE PLANS

- A. Upon approval of the Preliminary and Final Site Plans, the Chairman of the Planning Commission shall sign two (2) copies thereof. One (1) signed copy shall be made a part of the Commission's files and one (1) copy shall be returned to the applicant. Upon approval of the Final Site Plan by the Township Board, the Township Supervisor, or the Township Board member acting as Chairman for the meeting, shall sign three (3) copies thereof. One (1) signed copy shall be made a part of the Township's files; one (1) shall be forwarded to the Building Inspector for issuance of a building permit; and one (1) copy shall be returned to the applicant. (10-19-93)
- B. Each development shall be under construction within one (1) year after the date of approval of the Final Site Plan by the Township Board, except as noted below.
 1. The Planning Commission may grant one (1) six (6) month extension provided the applicant applies for such extension prior to the date of the expiration of the Final Site Plan.
 2. The extension shall be approved if the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties beyond the control of the applicant, but is then ready to proceed.
 3. Should neither of the aforementioned provisions be fulfilled or a six (6) month extension has expired without construction underway, the Final Site Plan approval shall be null and void.

C. Amendments to an approved Final Site Plan may occur only under the following circumstances:

1. The holder of a valid Final Site Plan shall notify the Zoning Administrator of any proposed amendment to such approved site plan.
2. Minor changes may be approved by the Zoning Administrator upon certification in writing to the Township Board that the proposed revision does not alter the basic design nor any specified conditions of the plan as agreed upon by the Township Board. In considering such a determination, the Zoning Administrator shall consider the following to be a minor change:
 - a. Reduction of the size of any building and/or sign.
 - b. Movement of buildings and/or signs by no more than ten (10) feet.
 - c. Plantings approved in the site plan landscape plan may be replaced by similar types of landscaping on a one-to-one or greater basis.
 - d. Changes of building materials to a higher quality, as determined by the Zoning Administrator.
 - e. Changes in floor plans, which do not alter the character of the use.
 - f. Internal rearrangement of a parking lot, which does not affect the number of parking spaces or alter access locations or design.
 - g. Changes required or requested by the Township for safety reasons shall be considered a minor change.
3. Should the Zoning Administrator determine that the requested modification to the approved site plan is not minor, resubmission to the Planning Commission for an amendment shall be required and conducted in the same manner as an original application.

SECTION 11.08 ACT 177 CLUSTER DEVELOPMENT PURPOSE AND INTENT
(adopted 12-17-2002)

Sections 11.08 through 11.12 are adopted for the purpose of implementing Act 177 of the Public Acts of Michigan of 2001 ("Act 177"). In Act 177, the State Legislature mandated that townships which meet certain qualifying conditions (as does Courtland Township) must provide for clustered residential housing at the developer's option. The provisions for Act 177 Cluster Developments are in addition to provisions made for Planned Unit Developments under Chapter 9 of the Zoning Ordinance.

SECTION 11.09 QUALIFYING CONDITIONS

Land may be developed as an Act 177 Cluster Development only if all of the following conditions are satisfied:

- A. The subject land is in the R-R, R-1, or R-2 Zoning District (subject to the density provisions below);