



PLANNING COMMISSION APPLICATION

Please submit initial application digitally to the Township Zoning Administrator
Ryan Carrigan at zoningadmin@grattantownship.org.

Upon the Zoning Administrator's determination of application completion,
the hard copy application and payments must be submitted to the Township offices at the address below
or Monday- Thursday, 9:00 am.- 4:00 p.m.

Note: Applications must be deemed complete 21 days prior to the next scheduled meeting.

LAST REVISED MARCH 1, 2023
GRATTAN TOWNSHIP
12050 Old Belding Rd Ne, Belding, MI 48809



GRATTAN TOWNSHIP Planning Commission Application

Application Fee: \$575.00
Escrow Fee: \$1,500.00
Simple Site Plan Escrow: \$500.00

Applying for the following:

Private Road [] Site Plan Review [] Rezoning [] Simple Site Plan Review []
SLU Amendment [] Special Land Use [] PUD []

Date of Application _____

Applicant(s) _____

Please Print

If a corporation or business is the applicant, list name (s) and title (s) of contact person below and provide Affidavit of Agent Authorization

Address of Applicant(s) (where escrow funds and all mailings should be sent):

Street _____ City: _____ State: _____ Zip: _____

Phone: _____ EMAIL: _____

Address for Request:

Parcel (s) Number (s): 41-12 _____

PROJECT DESCRIPTION AND NARRATIVE- (Please provide information describing the proposed use and reasoning for the request.)

Required with all Applications:

- One hard and one digital copy of a site plan (requirements on page 6), building plans and scaled site plan meeting the requirements of the Zoning Ordinance. Additional hard copies may be required as determined by the Zoning Administrator.
- Proof of ownership.
- Legal description and/or survey of property under review.
- Application and escrow fee paid.
- Signed Zoning Ordinance Time Limits acknowledgement form.
- Signed Escrow Acknowledgment form.

YES/ NO

Planning Commission Members have my permission to visit the property site relating to this application.
Note to Applicant: This is optional and will not affect any decision related to your application.

***** OFFICE USE *****

Date Submitted to ZA _____ Application Deemed Complete _____ Incomplete _____

Preliminary Meeting Date: _____ Public Hearing Date : _____

\$575 Fee Paid/Check# _____ \$1,500 or \$500.00 Escrow Paid/Check# _____ Date Paid _____

Received by: _____ Entered in BS&A: _____

Information for the applicant

Escrow Account Requirements for Planning Application

In addition to the fixed application fees, all other expenses and cost incurred by the Township, which are directly associated with reviewing and processing an application, shall be paid (or reimbursed to the township) from the funds in the Escrow Account, established by the applicant as provided herein. The Township may draw funds from the Escrow Account to recover direct costs and expenses incurred by the Township relating to the application.

See Grattan Township Escrow Accounts Information You Should Know page included with this application.

Applications involving the following shall be subject to this Escrow Fund requirement:

- Site Plan reviews, whether by the full Planning Commission or Sub-Committee
- Planned Unit developments (PUD)
- Special Use Permits
- Plats and Site Condo
- Rezoning Requests
- Variance and/or Zoning interpretation necessitated by an applicant's request.

Deposits:

The Escrow Deposits for each application for uses specified above are established in \$500 increments, commencing with the initial \$1,500. The initial \$1,500 escrow fee shall be provided by the applicant to the Township Treasurer at the time of application. Additional deposits shall be made in increments of \$500 when the account balance reaches \$500 or less.

The Township Clerk shall maintain records regarding the Escrow Account and shall authorize the disbursement of escrow funds in writing. A statement of the account is provided upon return of any remaining escrow funds.

The Township shall collect and apply escrow funds in a reasonable fashion. Appeals or objections to the allocation of escrow funds must be made to the Township Board in writing, no less than thirty (30) days after the receipt of any Township bill regarding the application.

Refunds of remaining balances shall be made 60 days after final permit approval, which would include complying with all special conditions relating to approved Special Use Permit/Variance **or** after all billable invoices have been paid.

Permits and Final Approval:

No Building Permit or Final Township Approval or Permit shall be granted for an application until all outstanding charges or incurred expense have been reimbursed to the Township from the Escrow Account.

GRATTAN TOWNSHIP ESCROW ACCOUNTS ACKNOWLEDGEMENT

Under the Zoning Escrow Fee Resolution adopted by the Township Board, the Board has established a policy that the costs and expenses incurred by the Township in the consideration and review of the application, is to be reimbursed to the Township by the applicant through the application fee and an escrow account. In this way, these Township expenses are borne by the party making the review application, rather than by Township taxpayers in general. The reimbursement of the Township's costs and expenses is obtained through an escrow account, in addition to the application fee.

Escrow accounts are set up when an individual applies for a permit/variance which involves meeting with Planning Commission, Zoning Board of Appeals, Wetlands Review Board, Safety Board of Appeals and Storm Water Permits. Grattan Township sets this money aside specifically to cover any expenses that occur that are directly related to an applicant's request. Some of the specific uses for the escrow account are:

- Paying for newspaper Notices for Public Hearings
- Paying for preparation of 300 ft. Notices to neighboring parcels.
- Paying for any legal fees relating to the applicant's case.
- Paying for the costs of any special meetings regarding individual's case
- Paying for technical writing/composing resolutions for each case.
- Paying for services by a professional planner or engineer, if needed, for follow-up on special conditions for Special Land Use or Private Road.

The Township does much of the composing and writing resolutions as well as technical writing, but there are cases when an attorney will be consulted for legal issues. In such cases the costs of the funds due to attorney fees are charged to the escrow account. **Note: There have been cases that have consumed the original escrow account and it is necessary to request additional escrow funds.**

Many requests are simple and do not require the need for legal advice. In simple cases the remaining amount of the unused escrow could be returned 60 days after the final meeting.

When a case for a Special Land Use involves Special Conditions that need to be met, escrow funds may not be returned until all the special conditions are completed.

No building permits or other Township permits can be issued until all fees are paid relating to an applicant's case.

To indicate your understanding of the Township's policy on reimbursement of these costs and expenses, and your agreement to abide by that policy, please sign in the space indicated below.

I have read the above information regarding the use of the Escrow Funds. I understand the use of the funds and that I am responsible for the reimbursement to the Township of its actual expenses incurred in connection with my case. I further understand the potential that my escrow account could be depleted during my case and that additional funds could be requested or held until special conditions, if any, on my case are completed.

Applicant: _____ Date: _____
Signature

Applicant: _____ Date: _____
Signature

GRATTAN TOWNSHIP ZONING ORDINANCE

TIME LIMITS FOR SPECIAL LAND USES AND PLANNED UNIT DEVELOPMENTS

Below are important Zoning Ordinance Time Limits information. Applicants are required to sign to acknowledge receipt of form and Zoning Ordinance Time Limits information.

This document is to ensure that all applicants, who apply for Special Land Uses or Planned Unit Developments or any construction with the Township that requires a site plan, understand that there are Time Limits set in the Grattan Township Zoning Ordinance. A copy of Sections 13.02-Time Limitation on Special Land Uses and 14A.11-Time Limitations is included below. The Grattan Township Zoning Ordinances are subject to change.

13.02 TIME LIMITATION ON SPECIAL LAND USES; REVOCATION OF SPECIAL LAND USES

A. The construction or other work authorized by a special land use shall be commenced and shall reasonably proceed toward completion not later than one year after the granting of the special land use; if such construction or other work is not so commenced, or if commenced, if it has not reasonably proceeded toward completion within such one-year limitation, the special land use shall be null and void and of no further effect as of the end of such one-year period, subject to other provisions in this section.

B. Upon request of the applicant, the Zoning Administrator may grant an extension of up to one year, following the initial one-year limitation stated in subsection A, if the Zoning Administrator finds that extenuating circumstances have prevented the completion of the authorized work or if the Administrator determines that such an extension is otherwise justified in the circumstances. The applicant shall apply for any such extension within the initial one-year limitation as stated in subsection A; provided, however, that if the applicant fails to apply within such initial one year, but if such failure is the result of extremely extenuating circumstances or unusual hardship, in the sole opinion of the Zoning Administrator, then the administrator may consider, and may grant, up to a one-year extension, but such extension shall commence no later than the end of the initial one-year limitation.

C. If at any time during the one-year period immediately following the granting of a special land use, the applicant concludes that the authorized work may not be completed within one year, or if the applicant apprehends that the Township may conclude that such work has not reasonably proceeded toward completion on a timely basis, the applicant may apply at any time during such one-year period for an extension as authorized hereunder.

D. The provisions of this section shall apply to all previously granted special land uses, as of the effective date of this section, as to which the authorized construction or other work has not been commenced or has not reasonably proceeded toward completion, and if such construction or other work remains uncompleted, except as follows:

1. The applicant, or its successor, for the original special land use shall have up to one year from the effective date of this section in which to apply to the Zoning Administrator for a one-year extension of the original approval, but any such one-year extension shall commence as of the effective date of this section. The Zoning Administrator shall grant such extension, if it is timely applied for. In the absence of such timely application, the special land use shall be of no further force or effect if such construction or other work remains uncompleted as of one year after the effective date of this section.

2. The Township shall notify such applicants or their successors by letter sent by first-class U.S. mail to their current tax-roll addresses, describing the provisions of this section, including the opportunity to apply for an extension as stated in this subsection D. Such letter shall be mailed within 30 days of the effective date of this section. The Township shall keep an accurate record of the mailing date of such letter, but the Township shall not be required to attend to the delivery thereof, except for the deposit of the letter into a U.S. mail receptacle. The failure of an applicant or successor to receive such letter shall not excuse a failure to timely apply for an extension, nor result in any additional right on the part of the applicant.

3. The special land uses described in this subsection D shall continue to be effective according to their terms during the period authorized in this subsection for an application for an extension, and also during any extension granted by the Zoning Administrator; thereafter, however, any such special land use shall be void and of no further effect if such construction or other work is not completed by the end of the above-stated notification period or by the end of any granted extension. In such event, the applicant may apply for a new special land use, but the approval thereof shall be in the sole discretion of the Planning Commission, in the same manner and to the same extent as is the case with all other such applications.

**GRATTAN TOWNSHIP ZONING ORDINANCE
TIME LIMITS FOR SPECIAL LAND USES AND
PLANNED UNIT DEVELOPMENTS
CONTINUED**

14A.11 TIME LIMITATIONS

Each PUD development permitted pursuant to this article shall have undergone substantial construction within one year after the date of approval by the Township Board. If this requirement is not met, the Township Board may, in its discretion, grant an extension not exceeding one year, provided that the applicant submits reasonable evidence to the effect that unforeseen difficulties or special circumstances have been encountered, causing delay in the commencement of the PUD. If the PUD development has not undergone substantial construction within the above-stated time period, or within any authorized extension thereof, any building permits issued for the PUD development or any part thereof shall be of no further effect, and no additional building permit shall be granted for the PUD. The applicant shall then be required to seek renewed approval from the Planning Commission and Township Board under the terms of this article in order to obtain PUD approval.

14B.11 TIME LIMITATIONS FOR DEVELOPMENT

Each development approved and permitted pursuant to this article shall be under substantial construction within one year after the date of approval of the site plan and PUD by the Planning Commission and Township Board. If this requirement is not met, the Planning Commission may, at its discretion, grant an extension not exceeding one year, provided that the applicant submits reasonable evidence showing that unforeseen difficulties or special circumstances have occurred which caused excusable delay in the commencement of the cluster or open space development. If the approved development has not been commenced within the above-stated time period or any authorized extension thereof, any zoning permits and building permits issued for the development or any part thereof shall be of no further effect. The applicant shall then be required to seek a new approval (as if starting over again) from the Planning Commission and Township Board pursuant to the requirements of this article.

Estimated Date to begin project _____ Estimated Date to Complete Project _____

I have read the above information from the Zoning Ordinance regarding Time Limits. I understand the issues of Time Limits that apply to my requested application.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

SITE PLAN REQUIREMENTS

(Not required for interior remodeling)

Complete Site Plans Must Include:

- Dimension of the lot and/or acreage (all sides).
- The location, with distances to the lot lines (including wetlands/shorelines), of existing and proposed structures.
- The dimension (LxWxH) of all existing and proposed structures.
- The location of all roads bordering or on the property.
- The location of any power or gas lines on the property.
- The location of any lakes, rivers, stream, or wetlands on or near the property.
- The location of any sewer or other easements on the property.
- Measure
- An arrow indicating direction of north.