

Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
734.461.6201
734.461.6441 fax

PROCEDURES MANUAL

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Public Hearing Notice Procedures

Rezoning

Newspaper Notice. Must appear twice in a newspaper of general circulation in the Township. Notice should contain a description of the proposed change, legal description of the property, the address to which written comments may be sent, and the date, time, and place of the hearing.

- First notice - must appear at least 20 days but not more than 30 days prior to the hearing.
- Second notice - must appear not more than 8 days prior to the hearing.

Written Notice. Must be delivered personally or by regular U.S. Mail to 1) the owner of the subject parcel; 2) the owners of all property within 300 feet of the subject parcel; 3) the occupants of all single and two family dwellings within 300 feet of the subject parcel; and 4) each gas, electric, pipeline, and telephone public utility company, and each railroad operating within the district affected, that registers its name and address with the Township for purposes of such notices. Notice should contain the same information as the newspaper notice.

- Must be made not less than 8 days prior to the hearing.

Zoning Ordinance Text Amendment

Newspaper Notice. Must appear twice in a newspaper of general circulation in the Township. Notice should contain a description of the proposed change, the address to which written comments may be sent, the time and location at which the proposed amendment may be examined, and the date, time, and place of the public hearing.

- First notice - must appear at least 20 days but not more than 30 days prior to the hearing.
- Second notice - must appear not more than 8 days prior to the hearing.

Special Exception Use

Newspaper Notice. Must appear once in a newspaper of general circulation in the Township. Notice should contain a description of the special exception use request, location of the subject site, the address to which written comments may be sent, and the date, time, and place of the hearing.

- Must appear at least 5 days but not more than 15 days prior to the hearing.

Written Notice. Must be delivered personally or by regular U.S. Mail to 1) the owner of the subject parcel; 2) the owners of all property within 750 feet of the subject parcel; 3) the occupants of all structures (homes and businesses) within 750 feet of the subject parcel (for structures with more than 4 units, written notice may be sent to the owner or manager who shall be requested to post the notice for all occupants to see). Notice should contain the same information as the newspaper notice.

- Must be made at least 5 days but not more than 15 days prior to the hearing.

Zoning Board of Appeals

Newspaper Notice. Must appear once in a newspaper of general circulation in the Township. Notice should contain a description of the proposed petition, legal description of the property (if applicable), the address to which written comments may be sent, and the date, time, and place of the hearing.

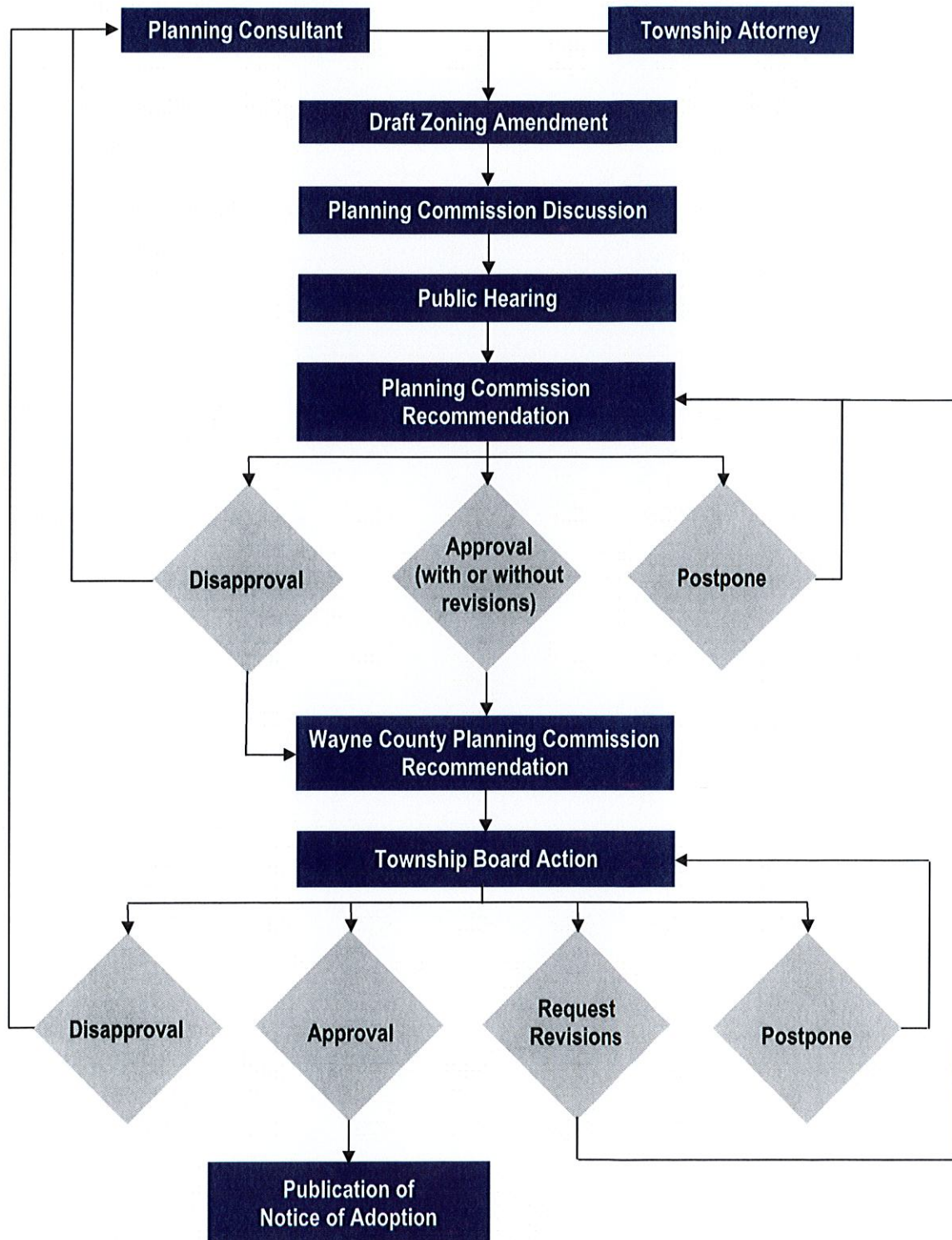
- Must appear at least 5 days but not more than 15 days prior to the hearing.

Written Notice. Must be delivered personally or by regular U.S. Mail to 1) the owner of the subject parcel; and 2) the owners of all property and occupants of all structures within 300 feet of the subject parcel. Notice should contain the same information as the newspaper notice.

- Must be made at least 5 days but not more than 15 days prior to the hearing.

Zoning Ordinance Text Amendment Process

Zoning Amendment Flowchart



SUMPTER TOWNSHIP SCHEDULE OF DEVELOPMENT FEES

	Planning Fees (1)	Engineering Fees	Administrative Fees
Pre-Application Conference (2)	\$275	No Charge	-
Concept Plan Review (3)	\$475	\$450	-
Rezoning	\$600 + \$4 per acre	n/a	15% of Review Fee
Special Exception Use	\$225 + site plan fee	n/a	15% of Review Fee
Site Plan (7)			
Residential	\$450 + \$1 per unit	\$450 (5)	10% of Review Fee
Non-Residential	\$450 + \$7 per 1,000 sq.ft.(4)	\$450 (5)	10% of Review Fee
Non-Residential (uses Without principal buildings)	\$450 + \$10 per acre	\$450 (5)	10% of Review Fee
Subdivision/Condominium Plan			
Tentative Preliminary Plan	\$550 + \$2 per unit	\$1000 (5)	5% of Review Fee
Final Preliminary Plan	\$500 + \$1 per unit	\$2000 (5)	5% of Review Fee
Pre-Construction Meeting		\$300	
Final Plat	\$500 + \$1 per unit	\$1000 (5)	5% Of Review Fee
Land Division			
Private Road Review	\$250 + \$10 per lot	\$500 (5)	\$75 per lot
Parcels Accessible By Private Easement or Public Road			\$500
Zoning Board of Appeals (8)			\$675
Special Planning Commission	\$500	n/a	\$575
Construction Inspection	n/a	varies (6)	<u>\$5% of inspection fee</u>

NOTE: All fees shall be paid in full prior to Township services and are non-refundable unless authorized by the Board of Trustees. For all reviews, the applicant is responsible for paying additional charges should the amount be insufficient.

1. Planning fee for re-review of revised plans submitted within 6 months of previous submittal = 75% of original fee.
2. Pre-Application Conference fee of \$275 covers a meeting at the Planning Consultant's office to explain Sumpter Township's regulations and procedures to the applicant. Conference fee increases to \$495 if requested to be held at Sumpter Township Hall.
3. Concept Plan Review fee covers Planning consultant's pre-review of concept plan prior to a pre-application meeting.
4. Non-Residential Site Plan fee is based on Gross Floor Area of buildings.
5. Deposit for first submittal. Final fee will be based on actual project review time. Additional fee deposit will be requested as required.
6. Deposit determined on project-by-project basis by Township Engineer. Additional deposits may be required with excess refunded to developer upon satisfactory project completion.
7. **After site plan review and approval, developers will be required to submit detailed engineering plans for review and approval of their approved site developments prior to starting construction. The engineering plan review fee shall be 1.5 percent of the engineer's cost estimate to construct the project with a minimum fee required of \$450.00.**
8. Hardship cases only. Cannot be self-created. Letter of denial from Building Department must accompany application.

Zoning Ordinance and Map	\$30
Subdivision Control Ordinance	\$30
Master Plan & Future Land Use Map	\$30
Zoning Map	\$5
Future Land Use Map	\$5

(Effective March 12, 2019 Resolution 2019-06, Exhibit A)

SUMPTER TOWNSHIP

23480 Sumpter Road
Belleville, MI 48111
Ph: 734.461.6201
Fx: 734.461.6441

APPLICATION # _____
FEE: \$ _____
RECEIVED BY: _____
DATE RECEIVED: _____, 20____
CHECK #: _____

**APPLICATION FORM
TEMPORARY USE PERMIT**

APPLICANT'S NAME _____
ADDRESS _____
CITY / STATE / ZIP _____ PHONE _____

PROJECT NAME AND TYPE _____
PROJECT ADDRESS _____
LEGAL DESCRIPTION OF SUBJECT PROPERTY _____

DESCRIBE TEMPORARY USE BEING REQUESTED _____

Temporary Use Granted: _____

Conditions: 1. _____
2. _____
3. _____

DATE PERMIT GRANTED: _____ CASE NO. _____
DATE PERMIT EXPIRES: _____

Signature of Applicant _____ *Date* _____

Signature of Township Clerk _____ *Date* _____

SUMPTER TOWNSHIP

23480 Sumpter Road
Belleville, MI 48111
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Fx: 734.461.6441

APPLICATION # _____
FEE: \$ _____
RECEIVED BY: _____
DATE RECEIVED: _____, 20____
CHECK #: _____

**CONFERENCE REQUEST
PRE-APPLICATION MEETING**

APPLICANT'S NAME _____

ADDRESS _____

CITY / STATE / ZIP _____ PHONE _____

ADDRESS / LOCATION OF SITE WHICH IS SUBJECT OF REQUESTED PRE-APPLICATION
CONFERENCE _____

DETAILED EXPLANATION OF PROPOSED ACTIVITY _____

EXISTING ZONING OF SITE _____ EXISTING USE _____

SITE SKETCH ATTACHED? ☐ Yes ☐ No (Not required but very useful to allow planner to prepare for meeting.)

ESTIMATED START & COMPLETION DATES OF PROPOSED PROJECT _____

Signature of Applicant

Date

Provide two (2) copies of this completed form and all attachments.

Overview

Site Plan Review Flowchart

Site Plan Checklist

Site Plan Application Form

Hazardous Substances
Reporting Form

Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
734.461.6201
734.461.6441 fax

SITE PLAN REVIEW

Site Plan Review

Overview

A site plan shall be submitted before the establishment, change, or conversion of any use or the construction of any building in RM, RMH, C-1, C-2, C-3, LI and GI districts; for any addition to an existing principal or accessory building where the addition is greater than 1,000 square feet, represents a ten percent increase in the size of the structure, or will require a variance from ordinance standards; and for all Special Exception Uses in every district.

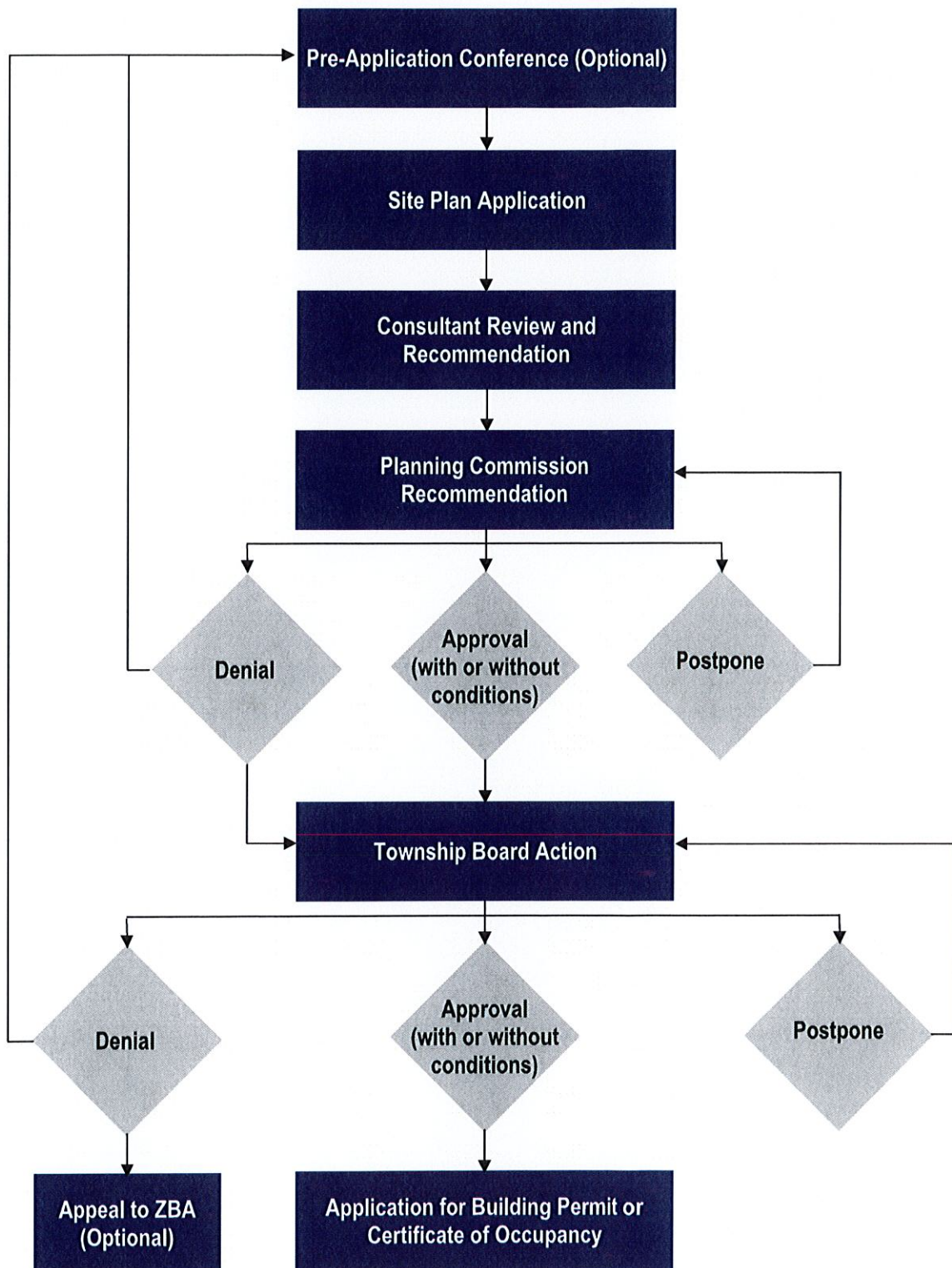
Prior to the issuance of a building permit or a certificate of occupancy, all required information shall be shown on a site plan drawing filed with the application form provided by the Township Clerk. If the required thirteen (13) copies of the application and the site plan drawing are received at least twenty-one (21) days prior to a regular meeting, the site plan will be forwarded to the Township Planner, Township Engineer, and Township Attorney (where necessary) and placed on the Planning Commission's meeting agenda. All site plans shall be accompanied by a completed Sumpter Township site plan checklist.

The Planning Commission will make a recommendation for approval, revision, or denial after the Commission has received a report from all Township departments, Planner, Engineer and/or Attorney, where necessary. Once the Planning Commission has reviewed the site plan and made a recommendation, the petition will be placed on the agenda of a Township Board meeting. The Board will review the recommendation of the Planning Commission and make a motion for approval, approval with revisions, or denial of the site plan. Site plan approval is valid for one (1) year. A one (1) year extension may be granted by the Township Board if requested in writing by the applicant.

Four (4) copies of a final approved site plan shall be filed by the petitioner and maintained on record with the building inspector. Each copy shall have the signature of the Planning Commission Chair and Secretary and the Township Supervisor and Clerk.

Site Plan Review

Site Plan Review Flowchart



Site Plan Review

Site Plan Checklist

The following information and exhibits must be submitted with a complete application form to the Township Clerk:

Gross acreage and legal description of property including all existing utility easements

Written approval from Wayne County for a driveway curb cut

Completed Hazardous Substances Reporting Form

Site plan drawing, of a scale not less than fifty (50) feet to one (1) inch for properties under three (3) acres and not less than one hundred (100) feet to one inch for properties greater than three (3) acres, including:

Title block and revision dates

North arrow

Seal of land surveyor or civil engineer registered in the State of Michigan

Location or vicinity sketch

Names of abutting subdivisions / condominiums and property owners names and addresses of all adjacent property

All property lines, dimensioned

Location and height of all existing and proposed buildings and structures on and within one hundred (100) feet of subject property

Location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, parking areas, unloading areas, and recreation areas on and within one hundred (100) feet of subject property

Location, pavement type, and right-of-way width of all abutting roads, streets, alleys, or other easements

Location and screening of all rubbish receptacles and transformer pads

Size and location of all existing and proposed utilities including proposed connections to public sewer or water supply systems or private septic systems

Location of all fire hydrants and designation of fire lanes

Size and location of all surface drainage facilities

Existing and proposed contours at a minimum two (2) foot interval

Dimensioned floor plans for all buildings, setback and yard dimensions, typical elevations of proposed structures, description of exterior wall construction, finished floor and grade elevations, proposed building heights and floor areas, and location and size of exterior doors

Site Plan Review

Site Plan Checklist (continued)

Other physical features, including:

Location and size of interior and exterior areas and structures intended to be storage, use, loading/unloading, recycling, or disposal of hazardous substances

Location of all underground and above ground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated stormwater or wastewater, and all similar uses for which a Pollution Incidence Prevention Plan is required

Location of exterior drains, dry wells, catch basins, retention/detention areas, and other facilities designed to collect, store, or transport stormwater or wastewater

Delineation of areas that are known or suspected to be contaminated and a report on the status of site cleanup

Dimensioned parking spaces, number and calculations used to determine the number of spaces, loading spaces, and method of surfacing

Exterior lighting locations, fixture details, and illumination pattern

Location and description of all existing and proposed buffer areas, landscaping, berms, fences, and walls

Sign locations and size, including entrance and exit signs

Natural features, including:

Soil characteristics

Location of existing drainage courses, lakes, ponds, rivers, and streams including their surface water elevation, floodplain elevation, and ordinary high water mark

Location and size of wetlands

Delineation of flood hazard areas

Location of all woodland area accurate to the nearest foot, the perimeter drip line of woodland areas, all landmark trees with drip line, delineation of tree protection boundaries beyond which no disturbance shall occur during construction, location of permanent protective barriers and soil erosion measures, detailed description of all mitigation measures for loss of woodlands

Site Plan Review

Site Plan Checklist (continued)

Additional requirements for multiple family and cluster development:

- Density calculations

- Designation of units by type in each building

- Carport locations and details, where proposed

- Location and details of open space and recreation areas and facilities

- Details of community building(s) and swimming pool fencing, where proposed

Additional requirements for commercial and industrial development:

- Loading and unloading areas

- Gross and usable floor area

- Number of employees at peak usage

- List of all hazardous materials and processes

- Pollution Incidence Prevention Plan

- List of materials potentially emitted into the environment

SUMPTER TOWNSHIP

23480 Sumpter Road

Belleville, MI 48111

Ph: 734.461.6201

Fx: 734.461.6441

APPLICATION # _____

FEE: \$ _____

RECEIVED BY: _____

DATE RECEIVED: _____, 20____

CHECK #: _____

**APPLICATION FORM
SITE PLAN REVIEW**

APPLICANT'S NAME _____

ADDRESS _____

CITY / STATE / ZIP _____ PHONE _____

PROJECT NAME AND TYPE _____

COMMON DESCRIPTION OF PROPERTY LOCATION AND ADDRESS, IF ISSUED, _____

PARCEL ID(S) _____ TOTAL LAND AREA (in acres) _____

COMPLETE LEGAL DESCRIPTION ☐ Attached ☐ Included on site plan

PRESENT ZONING _____ PRESENT USE _____

PROPOSED USE(S) _____

ESTIMATED PROJECT COMPLETION DATE _____

ARE YOU THE SOLE LEGAL OWNER OF THE PROPERTY? ☐ Yes ☐ No

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	Name (Please Print)	Address	Interest	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I hereby do swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant_____
Date

Provide thirteen (13) copies of this completed form and site plan. The site plan shall comply with all requirements of Article 22 of the Sumpter Township Zoning Ordinance. The applicant is responsible for obtaining a copy of the Zoning Ordinance from the Township Clerk. The applicant or representative must be present at the Planning Commission meeting or no action will be taken. The attached checklist is designed to assist in preparing the site plan. Acceptance of incomplete site plans by the Township does not absolve the petitioner from providing the information.

SUMPTER TOWNSHIP

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Belleville, MI 48111

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APPLICATION # _____

DATE RECEIVED: _____, 20__

**REPORTING FORM
HAZARDOUS SUBSTANCES – SITE PLAN REVIEW**

Note: This form should be completed and submitted as part of the site plan for facilities which may use, store or generate hazardous substances or polluting materials (including petroleum-based products).

NAME OF BUSINESS _____

BUSINESS OWNER _____

ADDRESS _____

CITY / STATE / ZIP _____ PHONE _____

INFORMATION COMPILED BY: _____

I AFFIRM THAT THE INFORMATION SUBMITTED IS ACCURATE. _____

*Owner's Signature***PART 1: MANAGEMENT OF HAZARDOUS SUBSTANCES AND POLLUTING MATERIALS**

1. Y N Will the proposed facility store, use or generate hazardous substances or polluting materials, (including petroleum-based products) nor or in the future? If yes, please complete this form and submit with your site plan.
2. Y N Will hazardous substances or polluting materials be reused or recycled on-site?
3. Y N Will any hazardous substances or polluting materials be stored on-site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structure here or on an attached page: _____

4. Y N Will new underground storage tanks be located less than 2,000 feet from drinking water wells serving two or more establishments, or less than 200 feet from a single family drinking water well?
5. Y N Are existing underground storage tanks on-site less than 200 feet from a drinking water well serving more than a single household?

If the answers to #4 or #5 are yes, you may be in violation of State of Michigan underground storage tank regulation. Contact the State Police Fire Marshal Division, Lansing Central office for specific requirements. Telephone (517) 322-5470 or 1-800 MICH UST.

6. Y N Will the interior of the facility have general purpose floor drains?* If yes, will the floor drain connect to:
☐ Sanitary sewer system
☐ On-site holding tank
☐ One-site system approved by the Michigan Department of Natural Resources in accordance with groundwater discharge permit requirements (Tel. Waste Management Division, SE Michigan office at (313) 953-0241).
7. Y N Will hazardous substances or polluting materials be stored, used, or handled out-of-doors near storm drains which discharge to lakes, streams, or wetlands? If yes, describe the type of catch basin or spill containment facilities, which will be used (use an attached sheet with diagram, if appropriate).

Additional information may be requested by the Township to assure that site plans comply with local, county and state environmental protection requirements.

Overview

Special Exception Use
Review Flowchart

Special Exception Use
Application Form

Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
734.461.6201
734.461.6441 fax

SPECIAL EXCEPTION USE REVIEW

Special Exception Use Review

Overview

Special Exception Use Applications are available from the Township Clerk. If the required thirteen (13) copies of the application and the site plan drawing are received at least twenty-one (21) days prior to a regular meeting, the site plan will be forwarded to the Township Planner, Township Engineer, and Township Attorney (where necessary) and placed on the Planning Commission's meeting agenda. The applicant should refer to the site plan review procedures when preparing the site plan.

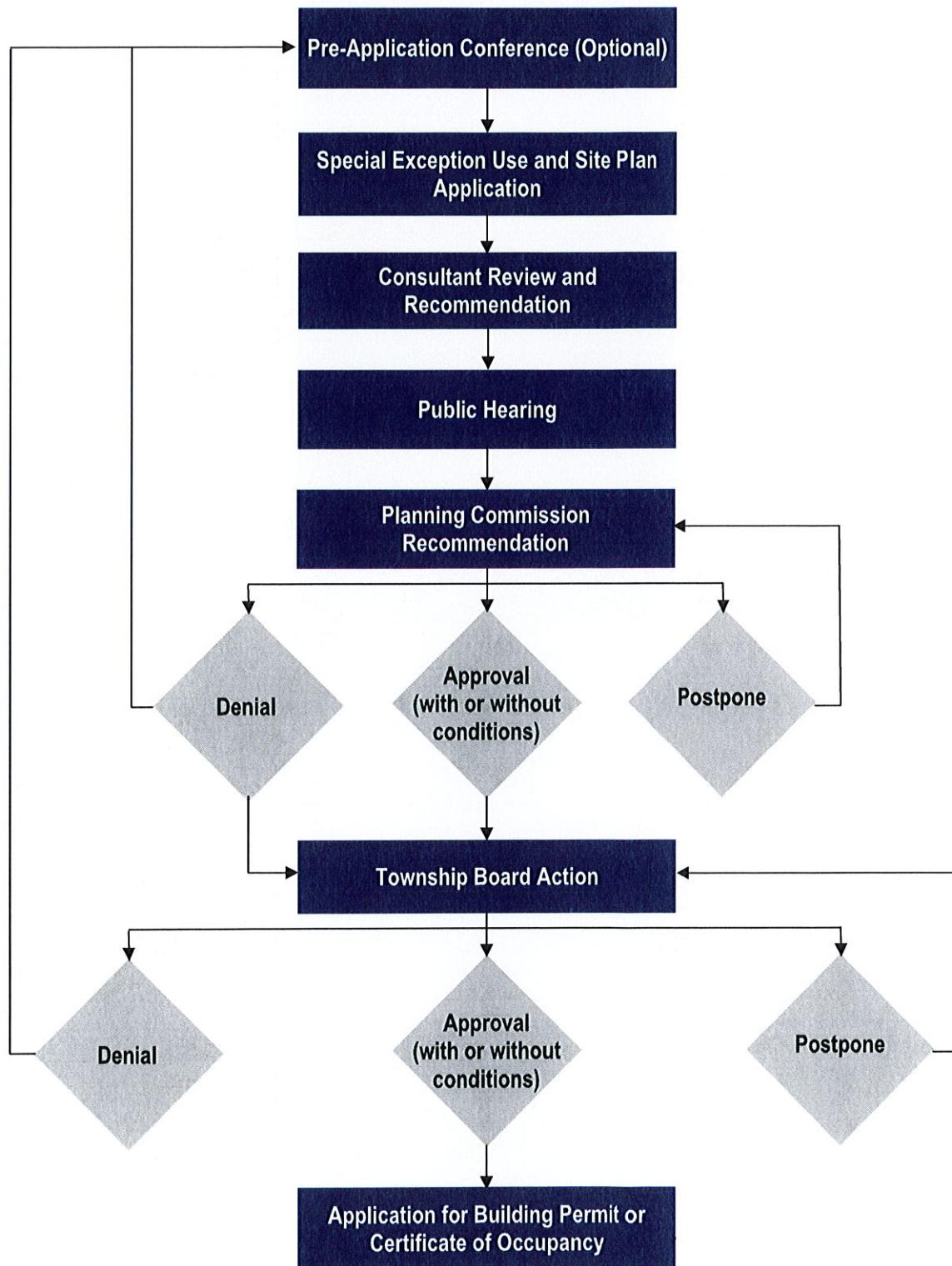
The applicant will be allowed to present his proposal and plans to the Commission for their review. The Commission will schedule a public hearing on the special exception use request, give notice of the hearing in the newspaper and by first class U.S. Mail to the applicant and all owners and occupants within 750 feet of the subject property.

After the public hearing is held, the Planning Commission will review the application and plans, comments of interested persons at the hearing, and any reports received from the Planner, Engineer, Attorney and/or Fire Chief and will make a recommendation to the Township Board to approve, approve with conditions, or deny the issuance of a Special Exception Use Permit. Once the Planning Commission has reviewed the application and made a recommendation, the petition will be placed on the agenda of a Township Board meeting. The Board will review the recommendation of the Planning Commission and make a motion for approval, approval with conditions, or denial of the Special Exception Use Permit.

If the Special Exception Use is approved by the Township Board, the Clerk will draft a written permit that includes all conditions of approval to be filed with the approved application and site plan. The permit shall have the signature of the applicant, Planning Commission Chair and Secretary, and the Township Supervisor and Clerk. One signed copy of the permit shall be returned to the applicant.

Special Exception Use Review

Special Exception Use Review Flowchart



SUMPTER TOWNSHIP

23480 Sumpter Road

Belleville, MI 48111

Ph: 734.461.6201

Fx: 734.461.6441

APPLICATION # _____

FEE: \$ _____

RECEIVED BY: _____

DATE RECEIVED: _____, 20____

CHECK #: _____

**APPLICATION FORM
SPECIAL EXCEPTION USE PERMIT**

APPLICANT'S NAME _____

ADDRESS _____

CITY / STATE / ZIP _____ PHONE _____

PROJECT NAME AND TYPE _____

COMMON DESCRIPTION OF PROPERTY LOCATION AND ADDRESS, IF ISSUED, _____

PARCEL ID(S) _____ TOTAL LAND AREA (in acres) _____

COMPLETE LEGAL DESCRIPTION ☐ Attached ☐ Included on site plan

PRESENT ZONING _____ PROPOSED SEU UNDER SECTION _____

PROPOSED USE(S) _____

ESTIMATED PROJECT COMPLETION DATE _____

ARE YOU THE SOLE LEGAL OWNER OF THE PROPERTY? ☐ Yes ☐ No

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	Name (Please Print)	Address	Interest	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I hearby do swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant_____
Date

Provide thirteen (13) copies of this completed form and the site plan. The site plan shall comply with all requirements of Article 22 of the Sumpter Township Zoning Ordinance. The applicant is responsible for obtaining a copy of the Zoning Ordinance from the Township Clerk. The applicant or representative must be present at the Planning Commission meeting or no action will be taken. The attached checklist is designed to assist in preparing the site plan. Acceptance of incomplete site plans by the Township does not absolve the petitioner from providing the information.

Overview

Rezoning Review Flowchart

Rezoning Application Form

Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
734.461.6201
734.461.6441 fax

REZONING REVIEW

Rezoning Review

Overview

Application forms for rezoning are available from the Township Clerk. Fifteen (15) copies of the completed application form and required attachments must be submitted to the Township Clerk by the first business day of the month to be placed on the agenda of the next regularly scheduled Planning Commission meeting.

A public hearing, as required by State Law, will be scheduled by the Planning Commission if all required information has been supplied by the applicant. Copies of the full application will be forwarded for review and recommendation by the Township Planner, Township Engineer, and Township Attorney (where necessary). A notice of public hearing will be sent to the applicant and all residents and property owners within 300 feet of the subject property and published twice in the newspaper, as required by law. The applicant or his representative must appear at the public hearing and make a brief presentation explaining the request. After public comment has been heard on the request, the public hearing will be closed by the Planning Commission.

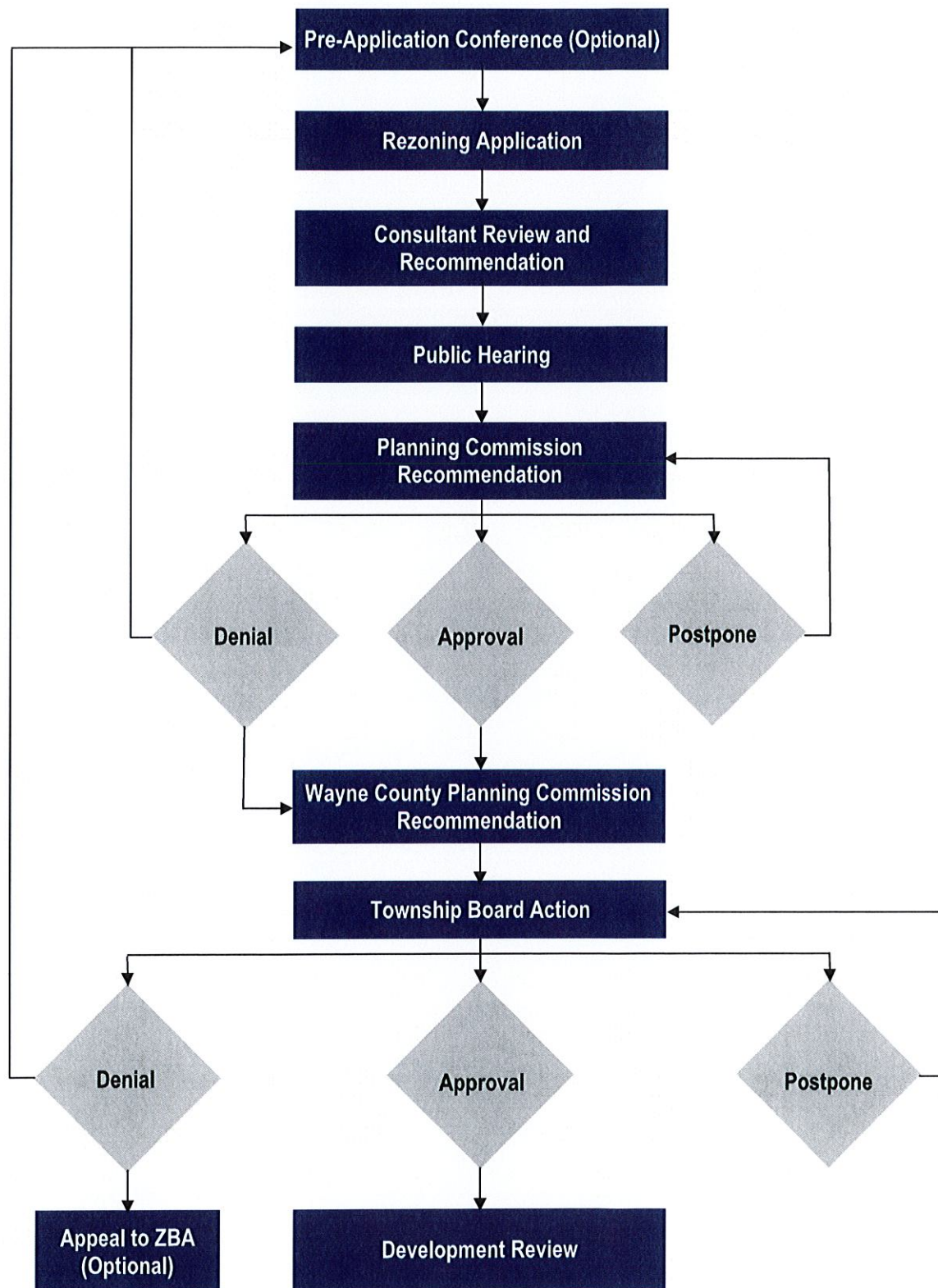
The Planning Commission will make a recommendation for approval or denial to the Township Board after the public hearing or at a subsequent regular meeting. A copy of the Commission's recommendation will also be forwarded to the Wayne County Planning Commission. The County has a Statutory period of 30 days to review the matter and also forward its recommendation to the Township Board. Once the Township Board has received the recommendations of the Township Planning Commission and the County Planning Commission, they will take final action to approve or deny the request at a regular meeting. The Township Board may choose to hold an additional public hearing prior to approving or denying the rezoning.

If the rezoning is approved by the Township Board, a notice of adoption will be published in the newspaper within fifteen (15) days of the Board's action. The rezoning will take effect seven (7) days following publication of the notice of adoption.

Important note: Rezoning approval does not authorize construction or use of land. If the requested rezoning is approved, specific development requests require review for conformance with applicable standards. Permits to allow construction or use will only be granted after the appropriate development review process.

Rezoning Review

Rezoning Review Flowchart



SUMPTER TOWNSHIP

23480 Sumpter Road

Belleville, MI 48111

Ph: 734.461.6201

Fx: 734.461.6441

APPLICATION # _____

FEE: \$ _____

RECEIVED BY: _____

DATE RECEIVED: _____, 20____

CHECK #: _____

APPLICATION FORM**REZONING**

APPLICANT'S NAME _____

ADDRESS _____

CITY / STATE / ZIP _____ PHONE _____

PROJECT NAME AND TYPE _____

COMMON DESCRIPTION OF PROPERTY LOCATION AND ADDRESS, IF ISSUED, _____

PARCEL ID(S) _____ TOTAL LAND AREA (in acres) _____

LEGAL DESCRIPTION (or on separate sheet) _____

ESTIMATED PROJECT COMPLETION DATE _____

PRESENT ZONING _____ ZONING REQUESTED _____

PURPOSE FOR REQUEST TO REZONE _____

ARE YOU THE SOLE LEGAL OWNER OF THE PROPERTY? ☐ Yes ☐ No

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I hereby do swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

*Signature of Applicant*_____
*Date****Provide fifteen (15) copies of this completed form.***

Overview

Subdivision Review
Flowchart

Subdivision Checklist

Subdivision Application Form

Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
734.461.6201
734.461.6441 fax

SUBDIVISION REVIEW

Subdivision Review

Overview

Application forms for subdivision review are available from the Township Clerk. Review and approval of subdivision plats must go through a three-phase process: 1) Tentative Preliminary Plat; 2) Final Preliminary Plat; and 3) Final Plat.

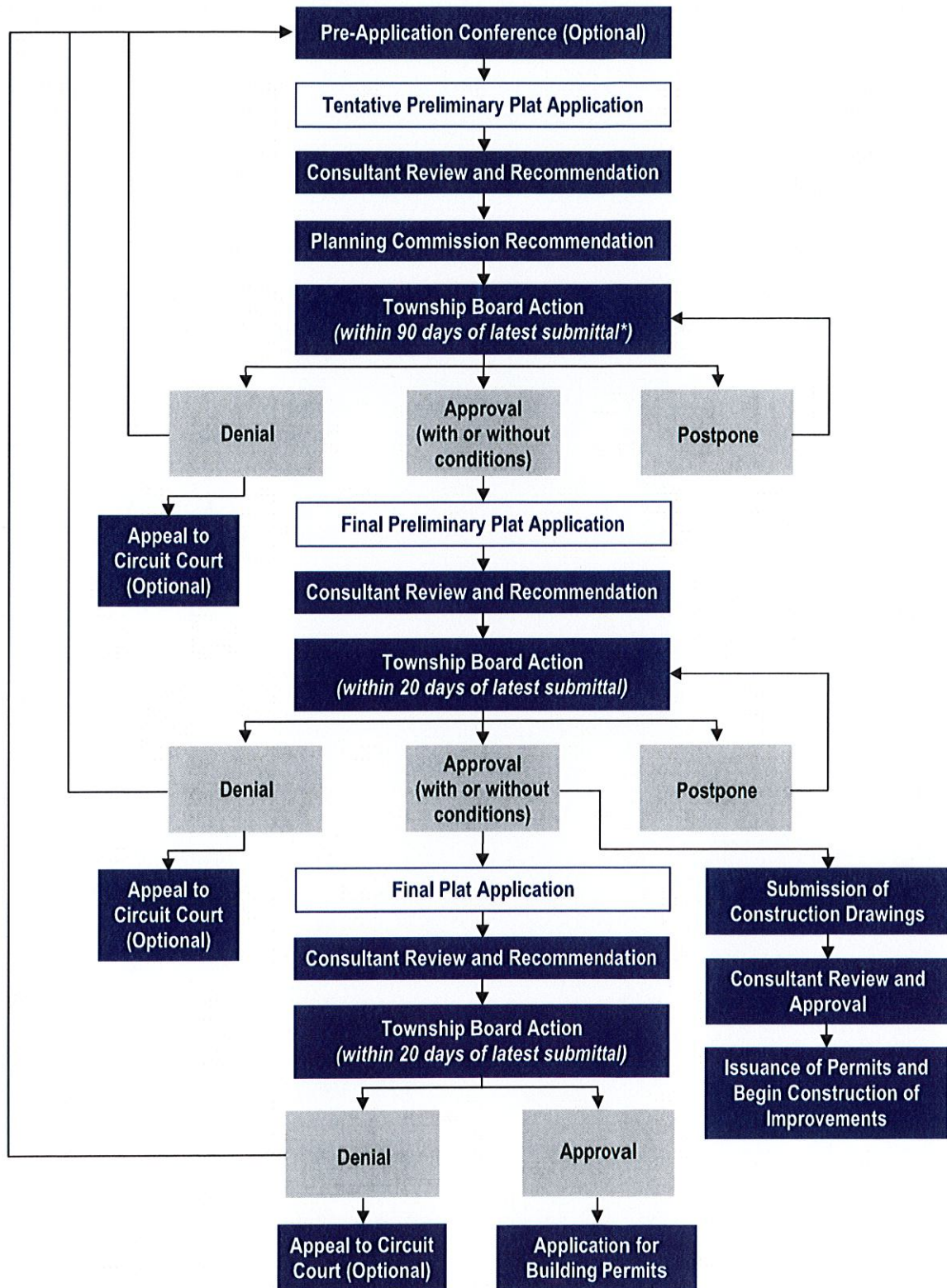
Tentative Preliminary Plat. If sixteen (16) copies of the completed application form and required attachments have been received by the Township Clerk at least thirty (30) days prior to a regular meeting, the plat will be forwarded to the Township Planner, Township Engineer, and Township Attorney (where necessary) and placed on the Planning Commission's meeting agenda. All subdivision plat applications shall be accompanied by a completed Sumpter Township subdivision checklist. The Planning Commission will make a recommendation for approval or denial to the Township Board. Once the Township Board has received the recommendation of the Township Planning Commission, they will take final action to approve or deny the request at a regular meeting. Township Board action on a Tentative Preliminary Plat must occur within ninety (90) days of submission of a complete application package (sixty (60) days if a pre-application conference is held prior to submittal). Tentative Preliminary Plat approval is valid for one (1) year. One (1) year extensions may be granted by the Township Board if requested in writing by the applicant.

Final Preliminary Plat. Ten (10) copies of the completed application form and required attachments must be submitted to the Township Clerk. The Clerk will forward copies to the Township Planner, Township Engineer, and Township Attorney (where necessary) and place the application on the next Township Board meeting agenda. The Township Board must take final action to approve or deny the request within twenty (20) of submission of a complete application package. Final Preliminary Plat approval is valid for two (2) years. Extensions may be granted by the Township Board if requested in writing by the applicant. Construction of development improvements may begin upon approval of the Final Preliminary Plat, engineering construction plans, and all other necessary agency permits.

Final Plat. A completed application form and required attachments must be submitted to the Township Clerk. The Clerk will forward copies to the Township Planner, Township Engineer, and Township Attorney (where necessary) and place the application on the next Township Board meeting agenda. The Township Board must take final action to approve or deny the request within twenty (20) of submission of a complete application package.

Subdivision Review

Subdivision Review Flowchart



* within 60 days if pre-application conference is held prior to submittal

Subdivision Review

Subdivision Checklist

The following information and exhibits must be submitted with a complete application form to the Township Clerk:

Tentative Preliminary Plat

Legal description of property including all existing utility easements

Tentative preliminary plat drawing, of a scale not more than one hundred (100) feet to one (1) inch, including:

- Title block and revision dates

- North arrow

- Seal of land surveyor or civil engineer registered in the State of Michigan

- Location or vicinity sketch

- Names of abutting subdivisions / condominiums and property owners names and addresses of all adjacent property

- Layout of streets, street names, right-of-way widths, street connections with adjoining streets/land, and width and location of alleys, easements, and public walkways

- Zoning classification of subject property and all adjacent property

- Layout, lot numbers, area in square feet, and dimensions of lots, including building setback lines and proposed road right-of-way width

- Indication of parcels of land intended to be dedicated or set aside for public use or for the common use of property owners in the development

- The exact location of all areas as defined by the most recent Flood Insurance Rate Map (FIRM) issued by FEMA

- Location of any existing and proposed sanitary sewers, water mains, storm drains, stormwater detention/retention basins, and other underground utilities within or adjacent to the tract proposed for subdivision, including the location and dimension of any associated easements

- If the proposed development is not to be served by public sewer and water systems, a site report, in a form acceptable to the Wayne County Health Department as described in the rules of the State of Michigan Department of Public Health, shall be submitted. If available, such report shall include soil boring and percolation test data for a representative portion of the development

- Contours at five (5) foot intervals where the slope is greater than ten (10) percent and two (2) foot intervals where the slope is ten (10) percent or less

- Indication of the ownership as well as the existing and proposed use of any parcels identified as "excepted" on the proposed drawing

Subdivision Review

Subdivision Checklist (continued)

Number, type, size, and location of existing trees to be preserved and to be removed with a diameter at breast height (dbh) six (6) inches or greater

Number, type, size, and location of trees proposed to be planted

Location of all regulated wetland areas

One hundred (100) year floodplain contour line

Preliminary engineering plans for streets, proposed grades, surface drainage, water and sewage treatment, sewers, and other required public improvements

If a central sewage disposal facility is proposed, additional information may be required

Final Preliminary Plat

All information required for the Tentative Preliminary Plat

List of all authorities reviewing the proposed plat

Written approvals from all agencies, as required by the Land Division Act, Act 288 of the Public Acts of Michigan of 1967, as amended

Proposed protective covenants and deed restrictions

SUMPTER TOWNSHIP

23480 Sumpter Road
Belleville, MI 48111
Ph: 734.461.6201
Fx: 734.461.6441

APPLICATION # _____
FEE: \$ _____
RECEIVED BY: _____
DATE RECEIVED: _____, 20____
CHECK #: _____

APPLICATION FORM
TENTATIVE PRELIMINARY, FINAL PRELIMINARY, FINAL SUBDIVISION PLAT

	<u>APPLICANT</u>	<u>DESIGN ENGINEER</u>	<u>OTHER DESIGN PROFESSIONALS</u>
NAME (print)	_____	_____	_____
ADDRESS	_____	_____	_____
	_____	_____	_____
PHONE	_____	_____	_____
FAX	_____	_____	_____

NAME OF PROPOSED SUBDIVISION (PLAT) _____

PROJECT LOCATION _____

COMPLETE LEGAL DESCRIPTION ☐ Attached ☐ Included on Plat

PARCEL ID(S) _____ TOTAL LAND AREA (in acres) _____

PRESENT ZONING _____ PRESENT USE _____

PROPOSED USE(S) _____ NUMBER OF LOTS PROPOSED _____

ESTIMATED PROJECT COMPLETION DATE _____

APPLICATION IS HEREBY MADE FOR:

- ☐ Tentative Preliminary Plat Review (Date of Pre-Application Meeting, if applicable _____)
- ☐ Final Preliminary Plat Review
- ☐ Review of Detailed Subdivision Engineering Drawings
- ☐ Final Plat Review

ARE YOU THE SOLE LEGAL OWNER OF THE PROPERTY? ☐ Yes ☐ No

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I hereby do swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant _____
Date

Provide sixteen (16) copies of this completed form and all required attachments.

Overview

Condominium Review
Flowchart

Condominium Checklist

Condominium Application
Form

Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
734.461.6201
734.461.6441 fax

CONDOMINIUM REVIEW

Condominium Review

Overview

Application forms for condominium review are available from the Township Clerk. Review and approval of condominium plans must go through a three-phase process: 1) Tentative Preliminary Plan; 2) Final Preliminary Plan; and 3) Final Condominium Plan.

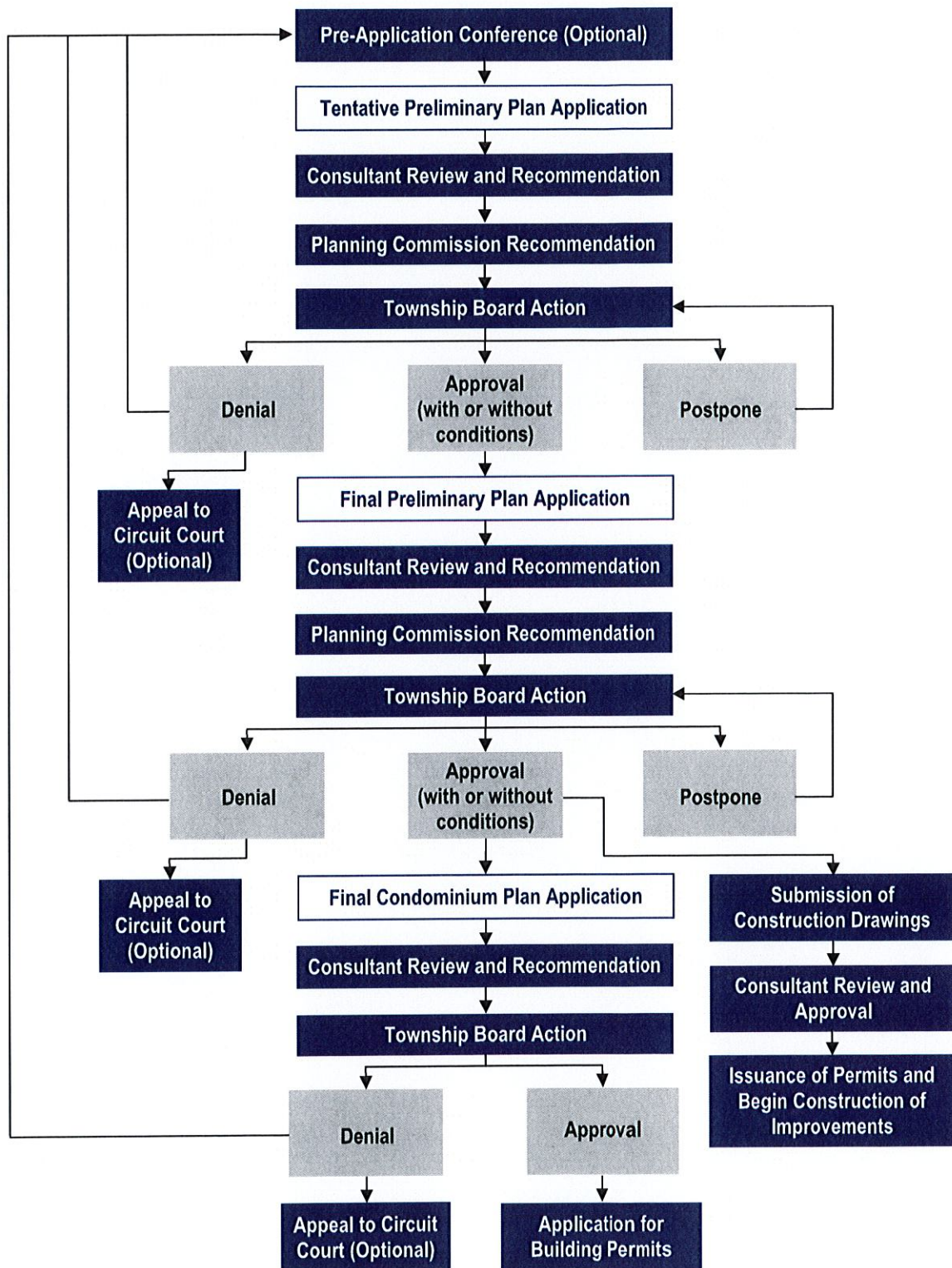
Tentative Preliminary Plan. If sixteen (16) copies of the completed application form and required attachments have been received by the Township Clerk at least thirty (30) days prior to a regular meeting, the plan will be forwarded to the Township Planner, Township Engineer, and Township Attorney (where necessary) and placed on the Planning Commission's meeting agenda. The applicant should refer to the condominium review checklist when preparing the plan. The Planning Commission will make a recommendation for approval or denial to the Township Board. Once the Township Board has received the recommendation of the Township Planning Commission, they will take final action to approve or deny the request at a regular meeting. Tentative Preliminary Plan approval is valid for one (1) year. One (1) year extensions may be granted by the Township Board if requested in writing by the applicant.

Final Preliminary Plan. If sixteen (16) copies of the completed application form and required attachments have been received by the Township Clerk at least thirty (30) days prior to a regular meeting, the plan will be forwarded to the Township Planner, Township Engineer, and Township Attorney (where necessary) and placed on the Planning Commission's meeting agenda. The applicant should refer to the condominium review checklist when preparing the plan. The Planning Commission will make a recommendation for approval or denial to the Township Board. Once the Township Board has received the recommendation of the Township Planning Commission, they will take final action to approve or deny the request at a regular meeting. Final Preliminary Plan approval is valid for two (2) years. Extensions may be granted by the Township Board if requested in writing by the applicant. Construction of development improvements may begin upon approval of the Final Preliminary Plan, engineering construction plans, and all other necessary agency permits.

Final Condominium Plan. Ten (10) copies of the completed application form and required attachments must be submitted to the Township Clerk. The Clerk will forward copies to the Township Planner, Township Engineer, and Township Attorney (where necessary) and place the application on the next Township Board meeting agenda. The Township Board will take final action to approve or deny the request at a regular meeting.

Condominium Review

Condominium Review Flowchart



Condominium Review

Condominium Checklist

The following information and exhibits must be submitted with a complete application form to the Township Clerk:

Tentative Preliminary Plan

Legal description of property including all existing utility easements

Tentative preliminary plan drawing, of a scale not more than one hundred (100) feet to one (1) inch, including:

Title block and revision dates

North arrow

Seal of land surveyor or civil engineer registered in the State of Michigan

Location or vicinity sketch

Names of abutting subdivisions / condominiums and property owners names and addresses of all adjacent property

Layout of streets, street names, right-of-way or road easement widths, street connections with adjoining streets/land, and width and location of alleys, easements, and public walkways

Zoning classification of subject property and all adjacent property

Layout, unit numbers, area in square feet, and dimensions of units, including building setback lines and proposed road right-of-way or easement width

Indication of parcels or areas of land intended to be dedicated or set aside for public use or for the common use of property owners in the development

The exact location of all areas as defined by the most recent FIRM issued by FEMA

Location of any existing and proposed sanitary sewers, water mains, storm drains, stormwater detention/retention basins, and other underground utilities within or adjacent to the subject property, including the location and dimension of any associated easements

If the proposed development is not to be served by public sewer and water systems, a site report, in a form acceptable to the Wayne County Health Department as described in the rules of the State of Michigan Department of Public Health, shall be submitted. If available, such report shall include soil boring and percolation test data for a representative portion of the development

Contours at five (5) foot intervals where the slope is greater than ten (10) percent and two (2) foot intervals where the slope is ten (10) percent or less

Condominium Review

Condominium Checklist (continued)

Indication of the ownership as well as the existing and proposed use of any parcels identified as "excepted" on the proposed drawing

Number, type, size, and location of existing trees to be preserved and to be removed with a diameter at breast height (dbh) six (6) inches or greater

Number, type, size, and location of trees proposed to be planted

Location of all regulated wetland areas

One hundred (100) year floodplain contour line

Preliminary engineering plans for streets, proposed grades, surface drainage, water and sewage treatment, sewers, and other required public improvements

If a central sewage disposal facility is proposed, additional information may be required

Final Preliminary Plan

All information required for the Tentative Preliminary Plan

List of all authorities reviewing the proposed plan

Written approvals from all agencies noted above

Proposed master deed and by-laws

SUMPTER TOWNSHIP

23480 Sumpter Road
Belleville, MI 48111
Ph: 734.461.6201
Fx: 734.461.6441

APPLICATION # _____
FEE: \$ _____
RECEIVED BY: _____
DATE RECEIVED: _____, 20____
CHECK #: _____

APPLICATION FORM
TENTATIVE PRELIMINARY, FINAL PRELIMINARY, FINAL CONDOMINIUM PLAN

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____

PROJECT NAME AND TYPE _____

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED, _____

PARCEL ID(S) _____ TOTAL LAND AREA (in acres) _____

COMPLETE LEGAL DESCRIPTION ☐ Attached ☐ Included on site plan

PRESENT ZONING _____ PRESENT USE _____

PROPOSED USE(S) _____ NUMBER OF UNITS _____

ESTIMATED PROJECT COMPLETION DATE _____

APPLICATION IS HEREBY MADE FOR:

- ☐ Tentative Preliminary Plan
☐ Final Preliminary Plan
☐ Final Plan

ARE YOU THE SOLE LEGAL OWNER OF THE PROPERTY? ☐ Yes ☐ No

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	Name (Please Print)	Address	Interest	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I hereby do swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant_____
Date

Provide sixteen (16) copies of this completed form and all required attachments. The application and plan must satisfy all of the design and approval requirements of the Sumpter Township Subdivision Regulations and Zoning Ordinance. Any changes in the original submission shall require a new application and reprocessing.

Overview

Land Division Review
Flowchart

Land Division Checklist

Land Division Application
Form

Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
734.461.6201
734.461.6441 fax

LAND DIVISION REVIEW

Land Division Review

Overview

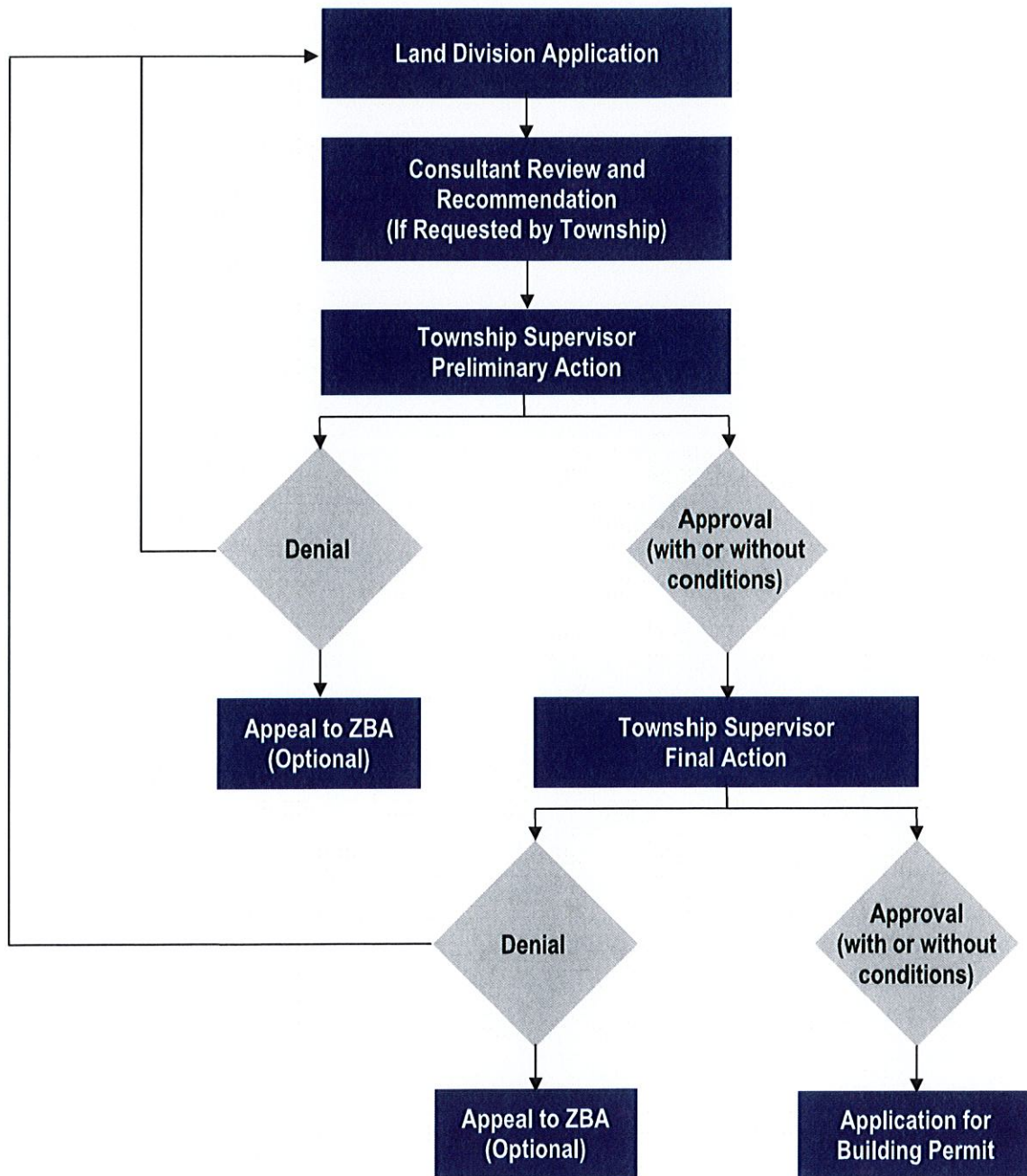
Application forms for land division review are available from the Township Supervisor. Applicants must submit a complete application and plot plan to the Township Supervisor for preliminary review. Applicants should refer to the land division checklist when preparing a land division application package. If the proposed land division(s) comply with all Township ordinance standards and the requirements of the Land Division Act (P.A. 288 of 1967, as amended), preliminary approval will be granted.

Upon preliminary approval, the applicant shall submit a certified survey of the proposed division(s); complete legal descriptions of the parent parcel and all proposed parcels, including the remainder; proof of ownership and land division rights of the parent parcel; and all other information and exhibits required by the Township. Final approval will be granted by the Township Supervisor upon receipt of all required information and determination of compliance with all Township ordinances and State laws.

Note: Refer to the private road review process for land divisions proposed as part of a private road development.

Land Division Review

Land Division Review Flowchart



Land Division Review

Land Division Checklist

The following information and exhibits must be submitted with a complete application form to the Township Supervisor:

Preliminary Review

Plot plan of proposed property division(s) / combination(s), drawn to scale, including:

- Title block

- North arrow

- Property lines of parcel if in existence prior to March 31, 1997

- Parent parcel property lines if parcel was created after March 31, 1997

- Dimensions of proposed parcels (must not exceed 4:1 depth to width ratio)

- Locations, dimensions, and distances from proposed property lines of all existing buildings, structures, septic systems, driveways, utilities (gas, water, electric), and public road rights-of-way (local zoning and county setbacks shall be adhered to)

- Locations, dimensions, and distances from proposed property lines of all proposed buildings, structures, septic systems, driveways, utilities (gas, water, electric), and public road rights-of-way (local zoning and county setbacks shall be adhered to)

- Property conditions identified in #10 of the application form by type and location

Access for all proposed parcels (Wayne County determination that all proposed parcels are accessible from an existing public road)

Proof of ownership and division rights of parcel (only deeds recorded by the Wayne County Register of Deeds are accepted as proof of ownership), including the following:

- Recorded deed with Wayne County Register of Deeds, recording number and liber page

- Recorded deed with statement of transferred division rights for parcels created after March 31, 1997 (the statement should read, "The grantor grants to the grantee the right to make (number) division(s) under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.")

- Authorization from proprietors with ownership interest in the parcel

Final Review

Certified survey of proposed property division(s) / combination(s) including all information required on the preliminary plot plan

SUMPTER TOWNSHIP

23480 Sumpter Road

Belleville, MI 48111

Ph: 734.461.6201

Fx: 734.461.6441

APPLICATION # _____

FEE: \$ _____

RECEIVED BY: _____

DATE RECEIVED: _____, 20____

CHECK #: _____

APPLICATION FORM**LAND DIVISION – PUBLIC ROAD OR PRIVATE ACCESS EASEMENT**

This application shall be used for property divisions/combinations resulting in all parcels with frontage on a public road or private access easement. This application is designed to comply with applicable local ordinances and Section 109 of the Michigan Land Division Act, P.A. 288 of 1967.

This application must be completed in its entirety.

1. Applicant(s) Name _____
Mailing Address _____
City / State / Zip _____
Phone No. _____ Fax No. _____
2. Deed Holder(s) Name _____
Mailing Address _____
City / State / Zip _____
Phone No. _____ Fax No. _____
3. Location of parcel to be split (Address) _____
4. Property Tax ID Number of parcel to be split _____
If parcel identified in #4 was created after March 31, 1997, please answer #5 and #6.
 5. Property Tax ID of parent parcel before March 31, 1997 _____
 6. Street address of parent parcel before March 31, 1997 _____
7. List all existing improvements (building, well, septic, etc.) on parent parcel (including remainder). **Note:** Existing improvements must be identified on sketch or survey plan. _____

8. Number of proposed divisions (including remainder) _____
9. Description of the division(s) and / or combination(s) proposed:
 - A. Acreage of existing parcel _____
 - B. Number of new parcels _____
 - C. Acreage of new parcels (excluding all ROW) _____
 - D. Amount of road frontage each new parcel has on an existing public road _____
 - E. Intended use of new parcels _____

10. Property conditions: Is any of the following a condition of the parcel?

- | | | |
|--|------------------------------|-----------------------------|
| A. Wetlands | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Floodplains | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. County drains | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D. Watercourses, ditches | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| E. Hydric Soils | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| F. Site of environmental contamination | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| G. Unauthorized placement of fill debris | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| H. Underground storage tank | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I. Dangerous building and/or blight | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| J. Permitted/unpermitted/abandoned well | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

11. Access to parcels is provided by (mark all that apply): ☐ Proposed private drive easement

☐ Frontage on an existing state highway or county road ☐ Frontage on an existing private road

12. If you own parcels adjacent to subject parcel to be split, please identify all parcels by tax ID number _____

13. Status of encumbrances (liens, mortgages, etc.) and property taxes of parcels. Note: property taxes must be current. _____

14. Are there any proposed divisions meant to receive additional division rights from the parent parcel or tract? If not, all remaining division rights are assumed to remain with the original owner's remainder.

Note: Transferred division rights must be shown in the property deeds and reported to the Township at time of sale. _____

15. ARE YOU THE SOLE LEGAL OWNER OF THE PROPERTY? ☐ Yes ☐ No

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I hereby do swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant

Date

Provide two (2) copies of this completed form and all attachments.

Overview

Private Road Review
Flowchart

Private Road Checklist

Private Road Application
Form

Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
734.461.6201
734.461.6441 fax

PRIVATE ROAD REVIEW

Private Road Review

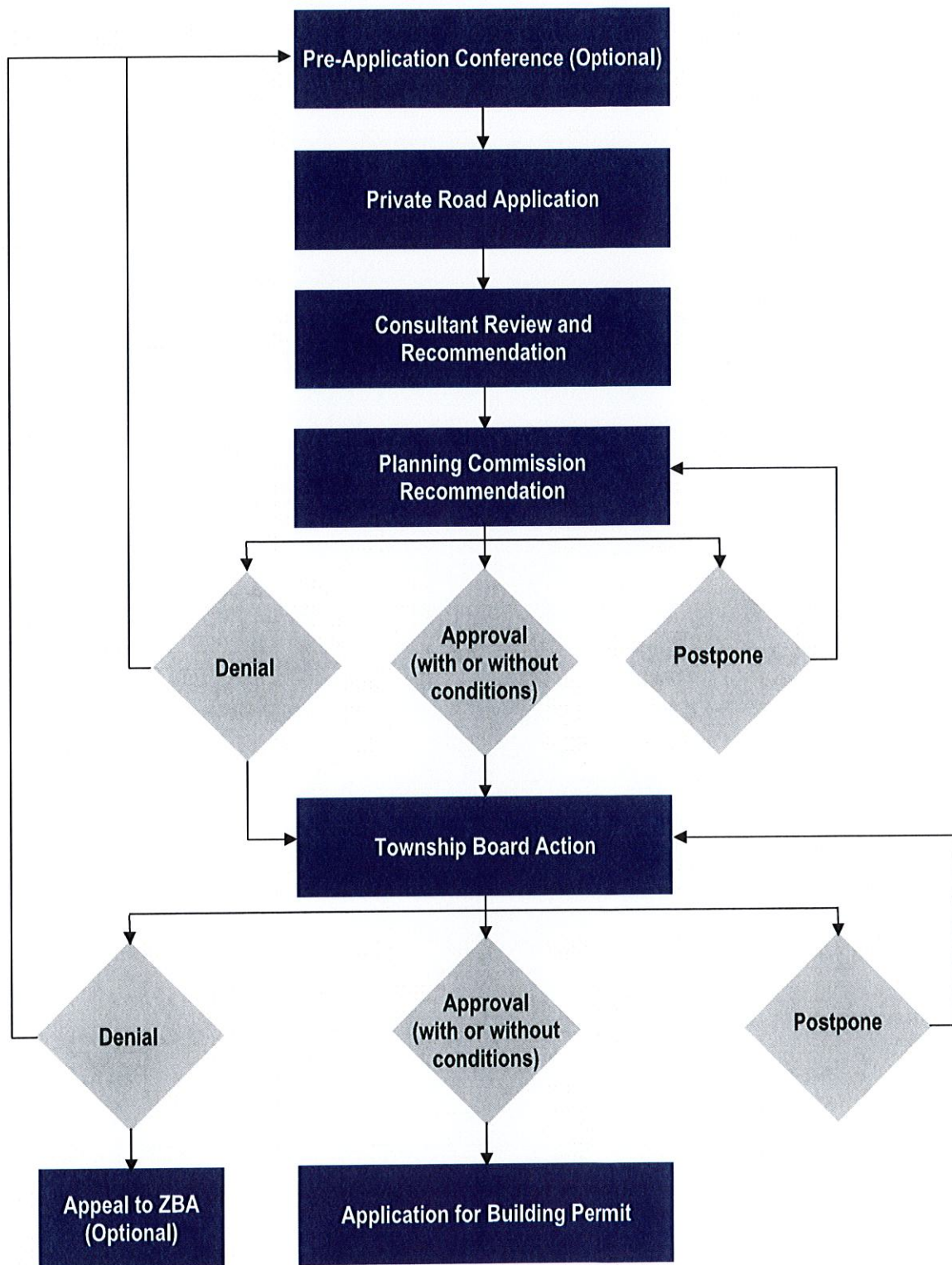
Overview

Application forms for private road review are available from the Township Clerk. If the required thirteen (13) copies of the application and the private road plan are received at least twenty-one (21) days prior to a regular meeting, the plan will be forwarded to the Township Planner, Township Engineer, and Township Attorney (where necessary) and placed on the Planning Commission's meeting agenda. All plans shall be accompanied by a completed Sumpter Township private road checklist.

The Planning Commission will make a recommendation for approval, revision, or denial after the Commission has received a report from all Township departments, Planner, Engineer and/or Attorney, where necessary. Once the Planning Commission has reviewed the private road plan and made a recommendation, the petition will be placed on the agenda of a Township Board meeting. The Board will review the recommendation of the Planning Commission and make a motion for approval, approval with revisions, or denial of the private road plan. Private road approval is valid for one (1) year. Extensions may be granted by the Township Board if requested in writing by the applicant.

Private Road Review

Private Road Review Flowchart



Private Road Review

Private Road Checklist

The following information and exhibits must be submitted with a complete application form to the Township Clerk:

- Legal description of each lot to be served by the private road

- Legal description of the private road easement

- Names and addresses of all parties owning an interest in the lots and easement area

- Survey drawing including:

 - Title block

 - North arrow

 - Seal of land surveyor or civil engineer registered in the State of Michigan

 - Outline of proposed private road easement

 - Existing topographic contours drawn at two (2) foot intervals for the subject property and all adjacent land within ten (10) feet

 - Soil characteristics and wet areas, trees, streams, and all water bodies on the subject property and all adjacent land within ten (10) feet

 - Locations, dimensions, and distances from proposed property lines of all existing buildings, structures, septic systems, driveways, utilities (gas, water, electric), and public road rights-of-way (local zoning and county setbacks shall be adhered to)

 - Locations, dimensions, and distances from proposed property lines of all proposed buildings, structures, septic systems, driveways, utilities (gas, water, electric), and public road rights-of-way (local zoning and county setbacks shall be adhered to)

- Plan profiles drawings and cross sections which clearly describe all materials, grades, and dimensions (must be prepared and sealed by land surveyor or civil engineer registered in the State of Michigan)

- Proof of ownership and division rights of parcel (only deeds recorded by the Wayne County Register of Deeds are accepted as proof of ownership), including the following:

 - Recorded deed with Wayne County Register of Deeds, recording number and liber page

 - Recorded deed with statement of transferred division rights for parcels created after March 31, 1997 (the statement should read, "The grantor grants to the grantee the right to make (*number*) division(s) under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.")

 - Authorization from proprietors with ownership interest in the parcel

SUMPTER TOWNSHIP

23480 Sumpter Road

Belleville, MI 48111

Ph: 734.461.6201

Fx: 734.461.6441

APPLICATION # _____

FEE: \$ _____

RECEIVED BY: _____

DATE RECEIVED: _____, 20____

CHECK #: _____

**APPLICATION FORM
LAND DIVISION – PRIVATE ROAD**

This application shall be used for property divisions/combinations resulting in all parcels with frontage on a proposed private road. This application is designed to comply with applicable local ordinances and Section 109 of the Michigan Land Division Act, P.A. 288 of 1967. This application must be completed in its entirety.

1. Applicant(s) Name _____

Mailing Address _____

City / State / Zip _____

Phone No. _____ Fax No. _____

2. Deed Holder(s) Name _____

Mailing Address _____

City / State / Zip _____

Phone No. _____ Fax No. _____

3. Location of parcel to be split (Address) _____

4. Property Tax ID Number of parcel to be split _____

If parcel identified in #4 was created after March 31, 1997, please answer #5 and #6.

5. Property Tax ID of parent parcel before March 31, 1997 _____

6. Street address of parent parcel before March 31, 1997 _____

7. List all existing improvements (building, well, septic, etc.) on parent parcel (including remainder).

Note: Existing improvements must be identified on sketch or survey plan. _____

8. Number of Proposed Divisions (including remainder) _____

9. Description of the division(s) and / or combination(s) proposed:

A. Acreage and dimensions of existing parcel _____

B. Number of new parcels _____

C. Acreage and dimensions of new parcels _____

D. Amount of road frontage each new parcel has _____

E. Intended use of new parcels _____

10. Property Conditions: Is any of the following a condition of the parcel?

- | | | |
|--|------------------------------|-----------------------------|
| A. Wetlands | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Floodplains | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. County drains | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D. Watercourses, ditches | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| E. Hydric Soils | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| F. Site of environmental contamination | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| G. Unauthorized placement of fill debris | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| H. Underground storage tank | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I. Dangerous building and/or blight | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| J. Permitted/unpermitted/abandoned well | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

11. If you own parcels adjacent to subject parcel to be split, please identify all parcels by tax ID number _____

12. Status of encumbrances (liens, mortgages, etc.) and property taxes of parcels. Note: property taxes must be current. _____

13. Are there any proposed divisions meant to receive additional division rights from the parent parcel or tract? If not, all remaining division rights are assumed to remain with the original owner's remainder.
Note: Transferred division rights must be shown in the property deeds and reported to the Township at time of sale. _____

14. ARE YOU THE SOLE LEGAL OWNER OF THE PROPERTY? ☐ Yes ☐ No

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I hereby do swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant

Date

Provide thirteen (13) copies of this completed form and all attachments.

Overview

Zoning Board of Appeals
Flowchart

Zoning Board of Appeals
Application Form

Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
734.461.6201
734.461.6441 fax

ZONING BOARD OF APPEALS

Zoning Board of Appeals

Overview

Application forms for the Zoning Board of Appeals (ZBA) are available from the Township Clerk. The Sumpter Township ZBA has the authority to hear and decide the following petitions:

- Appeals from any order, requirement, decision, or determination made by any Township official charged with enforcement of the Zoning Ordinance.
- Variances from the strict enforcement of Zoning Ordinance standards.
- Interpretations of Zoning Ordinance provisions.

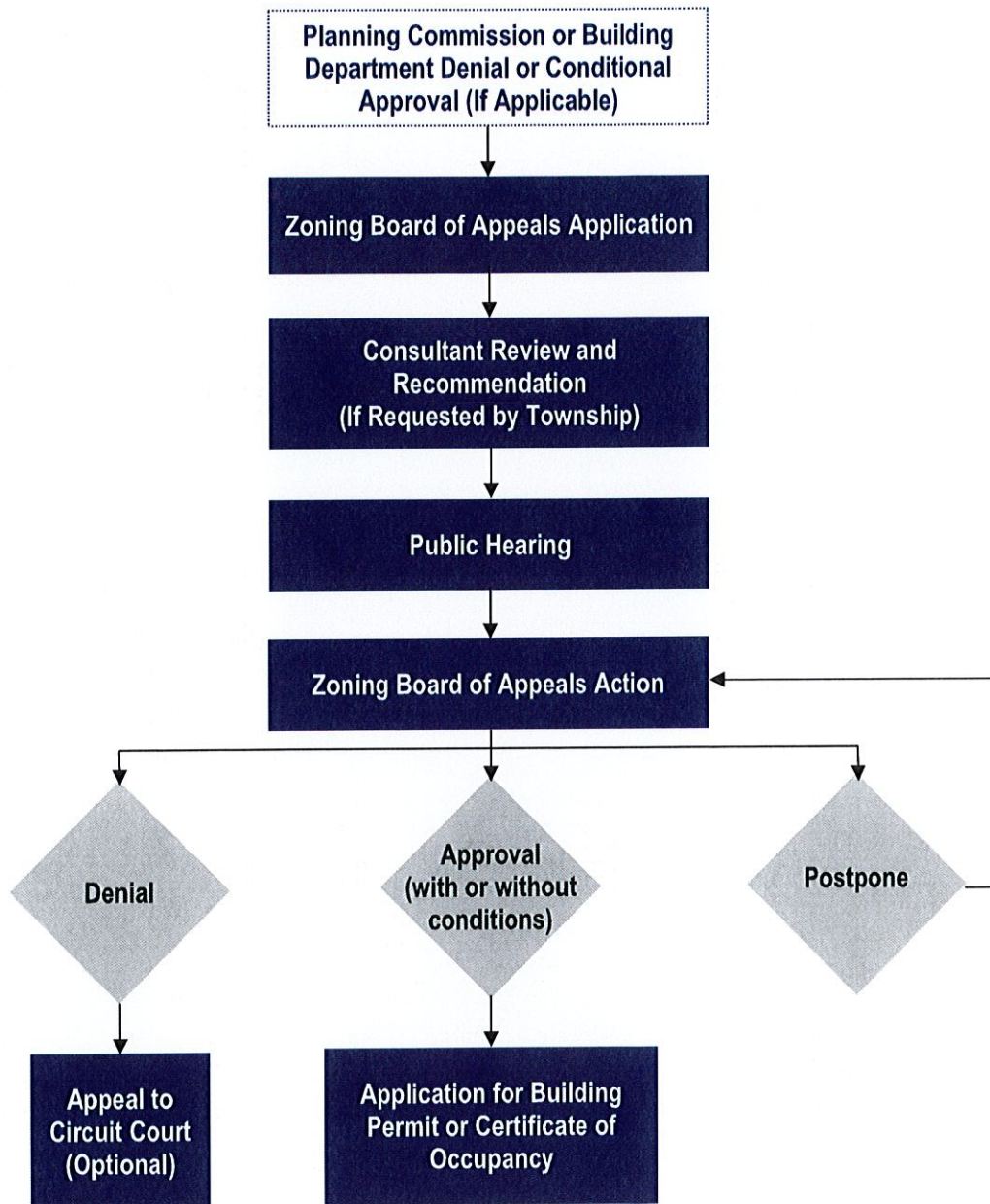
Upon receipt of eight (8) copies of a complete application and all required attachments, the Township Clerk shall schedule a meeting of the Zoning Board of Appeals. The application may be forwarded to the Township Planner, Township Engineer, and Township Attorney (where necessary). Notice of the ZBA meeting and petition will be given in the newspaper and by first class U.S. Mail to the applicant and all property owners and occupants within 300 feet of the subject property.

The applicant will be allowed to present his proposal and plans to the ZBA for their review. After the public hearing is held, the ZBA will review the application and plans, comments of interested persons at the hearing, any reports received from the Planner, Engineer, and/or Attorney, and the review standards of Section 24.08(E)(4), and will 1) reverse, affirm, or modify the order, requirement, decision, or determination being appealed; 2) approve, approve with conditions, or deny the issuance of a variance; or 3) interpret the Zoning Ordinance provision in question.

A decision of the Zoning Board of Appeals shall be final; however, appeals may be made to the Circuit Court as provided by law.

Zoning Board of Appeals

Zoning Board of Appeals Review Flowchart



SUMPTER TOWNSHIP

23480 Sumpter Road

Belleville, MI 48111

Ph: 734.461.6201

Fx: 734.461.6441

APPLICATION # _____

FEE: \$ _____

RECEIVED BY: _____

DATE RECEIVED: _____, 20____

CHECK #: _____

**APPLICATION FORM
ZONING BOARD OF APPEALS VARIANCE**

APPLICANT'S NAME _____

ADDRESS _____

CITY / STATE / ZIP _____ PHONE _____

I. PROJECT NAME AND TYPE _____

COMMON DESCRIPTION OF PROPERTY LOCATION AND ADDRESS, IF ISSUED, _____

COMPLETE LEGAL DESCRIPTION _____

☐ Attached☐ Included on site plan

PRESENT ZONING _____

PRESENT USE _____

PROPOSED USE(S) _____

ESTIMATED PROJECT COMPLETION DATE _____

II. APPLICATION IS HEREBY MADE FOR:

☐ Request to appeal a decision, order, requirement or determination by the Building Inspector or Planning Commission on the date of _____☐ An interpretation of the provisions of the Zoning Ordinance ☐ text or ☐ Map.☐ The grant of a variance from the strict application of Section(s) of the Zoning Ordinance.

Under Section (s) _____ of the Zoning Ordinance.

THE APPLICANT REQUESTS THAT THE FOLLOWING BE GRANTED _____

THE REASON FOR THE REQUEST IS _____

III. ARE YOU THE SOLE LEGAL OWNER OF THE PROPERTY? ☐ Yes ☐ NoProvide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

Name (Please Print)	Address	Interest	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I hereby do swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant_____
Date**Provide eight (8) copies of this completed form and all attachments.**

SUMPTER TOWNSHIP

23480 Sumpter Road
Belleville, MI 48111
Ph: 734.461.6201
Fx: 734.461.6441

APPLICATION # _____

**ZONING BOARD OF APPEALS VARIANCE
SUPPLEMENTAL INFORMATION – VARIANCE REQUESTS ONLY**

Please answer each of the following questions. The responses will be used by the Zoning Board of Appeals in its review of this case. The case will be heard whether or not the questions are completely answered. It is to your advantage to answer each question as completely as possible.

1. Why would strict compliance with the Zoning Ordinance prevent the owner from using the property for a permitted purpose, or be unnecessarily burdensome?

2. How will the requested variance insure substantial justice (fairness) to both the applicant as well as other property owners?

3. Why would a lesser variance that would be more fair to other property owners not give substantial relief to the applicant?

4. What is unique about the property that is different from other properties in the area or the same zoning district?

5. Explain why the requested variance is not due to the actions of the applicant, owner or their predecessors?

Signed: _____
Print Name: _____

Date: _____

Provide eight (8) copies of this completed form must be submitted with all variance application requests.