



APPLICATION – SITE CONDOMINIUM REVIEW

Planning Department • 1401 W. Herbison Road • DeWitt, MI 48820
Phone: 517/669-6576 • Fax: 517/669-6496

Applicant– Please check one of the following:	
<input type="checkbox"/>	Step I- Preliminary Review
<input type="checkbox"/>	Step II- Preliminary Review
<input type="checkbox"/>	Final Plan

PLANNING DEPARTMENT USE ONLY	
Application Received:	_____
Case #:	_____
Tax ID:	_____
Fee:	_____
Receipt #:	_____

I. APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone Number _____ Interest in Property (owner, tenant, option, etc.) _____

Contact Person _____ Telephone Number _____

Email _____

Note: If applicant is anyone other than owner, request must be accompanied by a signed authorization from the owner. I, property owner, consent to allow the applicant to move forward with their proposal as described on this document.

Printed Name _____ Date _____

Signature _____

II. REQUEST DESCRIPTION

Condominium Name _____ # of Phases Subject to this Application _____

Number of Lots/Units _____

Please state the intended use(s) in the proposed subdivision (i.e. single family residential, commercial, industrial, etc.)

APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any plat approval issued as a result of this application.

Signature _____ Date _____

III. APPLICATION MATERIALS

The following are checklists of items that generally must be submitted with applications for the various Subdivision Reviews. **Each checklist is provided only as a guide. The complete submittal requirements for each type of review are listed in the Township's Site Condominium Subdivision Regulations as outlined in Section 6.6 of the Zoning Ordinance.** The corresponding section of the ordinance is listed below with the checklist. Applicants are responsible for providing any and all information required by Township Ordinance and the State Condominium Act. Incomplete applications will not be processed.

All requests must be accompanied by a fee, as established by resolution of the Township Board of Trustees. The fees noted in the checklist are subject to change and are based on the most recent resolution of the Board:

A. Step I Preliminary Review (see Sec. 6.6.B.1)

- Completed Application form
- 10 copies of Sketch Plan that meets the requirements of Sec. 42-963 (b)(1). Includes general location and configuration of the property to be developed; the alignment of streets and building sites; and the relationship of the proposed project to adjacent streets and neighboring properties.
- Statement regarding the provision of sewer service and water supply.
- Fee: \$70.00

B. Step II Preliminary Review (see Sec. 6.6.B.3; 6.6.B.4; 6.6.B.5; 6.6.B.7)

- Complete Application
- Applicant's name, address, and phone number.
- Proof that the applicant is the owner of the property or has a legal or financial interest in the property such as a purchase agreement.
- Name, address, and phone number of the owner of record if different than the applicant.
- Legal description, address and tax parcel number of the property.
- Project description, including number of structures, dwelling units, square feet of building sites, open spaces, and estimated inhabitants, phasing etc.
- Gross and net size of the parcel in acres.
- Written comments and/or approvals from the agencies listed in subsection (b)(2) of this section, as applicable.
- A copy of the proposed deed restrictions or covenants for the site condominium subdivision.
- A copy of any preliminary agreements which may be required before final plan approval is granted.
- A copy of the proposed master deed of the project and the supportive information which is intended to be recorded with the register of deeds as required by state law.
- Plan includes necessary information contained within Section 42-963 (c) and (d).
- Request for any variances as contained within Section 42-963 (e).
- Fee: \$630 + \$5 per lot/site.

C. Final Plan (see Sec. 6.6.B.8)

- Completed Application form within 2 years of Step II Approval.
- Two copies of as-built plans of all required public improvements.
- Letters of approval from all applicable agencies or utilities stating that improvements have been properly installed and inspected, and inspection fees paid, or that performance guarantees or other similar surety have been submitted for uncompleted improvements including the Township Engineer.
- Copy of the Final Master Deed intended for recording.
- Fee: \$315.00 + \$5.00 per lot.

V. **APPLICATION DEADLINES**

A. **Step I- Preliminary Review** – Complete applications must be received a minimum of ten (10) days in advance of a Planning Commission meeting. The application will be reviewed by the Commission at that meeting and the applicant will be made aware of the Township’s regulations and requirements to initiate the site condominium project.

B. **Step II- Preliminary Review** – Complete applications must be received a minimum of twenty (20) days in advance of a Planning Commission meeting. Upon receipt of a complete application, staff forwards copies of the application materials to each of the Planning Commissioners and Township Engineer for consideration at their next meeting. At this or a subsequent meeting, a public hearing shall be held. Notice of said hearing shall be given at least 15 days prior to the hearing. The Planning Commission will make a recommendation to the Board of Trustees, which has the final authority to approve or deny Step II - Preliminary Review.

Planning Commission meetings are held on the first Monday of every month. The Township Board will consider recommendations from the Planning Commission at their regular meeting on the fourth Monday of the month, UNLESS the recommendation is made in December, when it will be considered at the regular meeting on the second Monday in January. If any Monday is a Township recognized holiday, the meeting is held on the following day (Tuesday).

D. **Final Plan** – Complete applications must be submitted at least two weeks (14) days in advance of a regular meeting of the Township Board. The Township Board has the final authority to approve or deny the Final Plan. Board meetings are held on the second and fourth Monday of every month, EXCEPT that there is no meeting on the fourth Monday in December. If any Monday is a Township recognized holiday, the meeting is held on the following day (Tuesday).

VI. **STAFF REPORT**

The Planning Department Staff will prepare a report to the Township Board and/or the Planning Commission regarding an application for Subdivision Review. The report will explain the request and review whether it complies with the standards in the Site Condominium Review Ordinance Regulations. Staff will present the findings of that report during the meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed, emailed, or picked up by the applicant in the Planning Department.