

**CHARTER TOWNSHIP OF CLINTON
MACOMB COUNTY, MICHIGAN
APPLICATION FOR SPECIAL LAND USE APPROVAL
AND
CERTIFICATE FOR SITE DEVELOPMENT**

APPLICANT INFORMATION

APPLICANT

REPRESENTATIVE

NAME _____

FIRM _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE Area Code _____ Area Code _____

FAX Area Code _____ Area Code _____

EMAIL ADDRESS _____

LAND INFORMATION

SECTION # _____ PRIVATE CLAIM # _____ TOWNSHIP ASSESSOR PROPERTY ID #16-11- _____

#/ACRES _____ LOT # _____ SUBDIVISION LIBER _____ PAGES _____

GENERAL LOCATION _____

PROPERTY ADDRESS _____

CERTIFIED METES & BOUNDS LEGAL DESCRIPTION: _____ / ON SURVEY _____ / ON PLANS

EXISTING USE _____ EXISTING ZONING _____

PROJECT INFORMATION

NAME OF DEVELOPMENT _____ EXISTING BUILDING
(USE REQUEST ONLY)

PROPOSED USE _____ NEW CONSTRUCTION

The person/firm identified above who/which is designated as my representative is authorized to act on my behalf and is empowered to make commitments relevant to any matters concerning this Application.

APPLICANT SIGNATURE _____ DATE _____

FOR TOWNSHIP USE ONLY

RECEIVED BY _____ DATE _____ MICROFILE NO. _____

ACCEPTED BY _____ DATE _____ AGENDA DATE: _____

PUBLIC HEARING: DAY _____ DATE _____ TIME _____ PM PLACE _____

PUBLICATION: DAY _____ DATE _____ NEWSPAPER: _____

AFFIDAVIT OF OWNERSHIP OF LAND IN THE CHARTER TOWNSHIP OF CLINTON

I/WE, BEING DULY SWORN, DEPOSE AND SAY, THAT I/WE AM/ARE THE OWNER OF LAND IN THE CHARTER TOWNSHIP OF CLINTON BY REASON OF BEING ___/ RECORDED LAND CONTRACT PURCHASER ___/ RECORDED DEEDHOLDER

NAME _____
TITLE _____*
FIRM _____*
ADDRESS _____
CITY/STATE/ZIP _____
TELEPHONE Area Code _____

AND ACKNOWLEDGE THAT THIS LAND IS DESCRIBED IN A SUBMITTAL WHICH HAS BEEN OR WILL BE MADE TO THE CHARTER TOWNSHIP OF CLINTON, MACOMB COUNTY, MICHIGAN, IN AN

APPLICATION FOR SPECIAL LAND USE APPROVAL AND CERTIFICATE FOR SITE DEVELOPMENT

FURTHER, THAT ANY AGENT OR REPRESENTATIVE OF ANY STATE, COUNTY OR LOCAL PUBLIC AGENCY, FOR PURPOSE RELEVANT TO THIS APPLICATION, ___/ HAS PERMISSION ___/ DOES NOT HAVE PERMISSION TO ENTER UPON THE LAND DESCRIBED IN THIS APPLICATION.

FURTHER, THAT THE FOLLOWING PERSON IS DESIGNATED AS MY REPRESENTATIVE AND IS AUTHORIZED TO ACT ON MY BEHALF AND IS EMPOWERED TO MAKE COMMITMENTS RELEVANT TO ANY MATTERS CONCERNING THIS APPLICATION.

APPLICANT

NAME _____
FIRM _____*
ADDRESS _____
CITY/STATE/ZIP _____
TELEPHONE Area Code _____

FURTHER DEPONENT SAYS NOT.

OWNER SIGNATURE _____

OWNER SIGNATURE _____

*Leave blank if not applicable

STATE OF MICHIGAN)
) S.S.
COUNTY OF _____)

ON THIS _____ DAY OF _____, 20____, BEFORE ME PERSONALLY CAME

_____,
TO ME PERSONALLY KNOWN TO BE THE INDIVIDUAL(S) NAMED IN AND WHO EXECUTED THE FOREGOING AFFIDAVIT FOR THE PURPOSE AS STATED AND ACKNOWLEDGED THAT _____ DID SO OF _____ OWN FREE WILL AND DEED.

NOTARY PUBLIC, _____ COUNTY, MICHIGAN
MY COMMISSION EXPIRES: _____

FOR TOWNSHIP USE ONLY

RECEIVED ON DATE _____ MICROFILE NO. _____

APPLICATION

This Application for Special Land Use Approval and Certificate for Site Development shall be filed with the Clinton Township Department of Planning and Community Development. Refusal or failure by an

applicant to comply with the following procedures shall constitute sufficient grounds to withhold an application from processing.

For new construction, the following forms, documents and data shall be the minimum required to file this application. All forms shall contain original signatures notarized as required.

For use requests only (in an existing building that needs no exterior renovations), only Items #1 through #4 below are required, along with a sketch showing which unit this will apply to in a multi-tenant building, as well as one (1) copy of the floor plan of the proposed unit.

For massage therapy facilities, a copy of the license issued by the Clinton Township Clerk's Office is required to be submitted as part of the Special Land Use application, and the application will not be accepted without this document.

1. One (1) copy of the "**APPLICATION FOR SPECIAL LAND USE APPROVAL AND CERTIFICATE FOR SITE DEVELOPMENT**" form (attached)
2. One (1) copy of the "**AFFIDAVIT OF OWNERSHIP OF LAND IN THE CHARTER TOWNSHIP OF CLINTON**" form (attached)
3. One (1) copy of each of the Township **RECEIPTS** for fee payment (one for Site Development Review and one for Engineering Site Development Review)
4. One (1) copy of the **SITE DEVELOPMENT PLAN PACKAGE**
5. One (1) copy of documentation showing **PROOF OF TAXES BEING CURRENT** with the **COUNTY OF MACOMB**
6. One (1) copy of documentation showing **PROOF OF TAXES BEING CURRENT** with the **CHARTER TOWNSHIP OF CLINTON**
7. One (1) copy each of any **OTHER SUPPORTING DATA**
8. One (1) **pdf** copy of all data

If the applicant is not certain that all the data is accurate to complete the application, such spaces on the form should be left blank and the Staff of the Department of Planning and Community Development will assist the applicant in obtaining the correct information.

APPLICANT INFORMATION

The applicant generally is the individual who will attend meetings of the Clinton Township Planning Commission and the Clinton Township Board and to whom all pertinent correspondence will be addressed. The applicant may choose to designate a representative. A representative typically serves the interests of the applicant in a technical capacity such as that of project architect, engineer or building contractor. A business partner, attorney or real estate broker may represent the applicant.

The representative shall be empowered to speak and correspond on behalf of the applicant and will receive duplicate correspondence. The applicant and/or designated representative must be present at each meeting of any commission or board when consideration of the special land use and site development plan is made.

LAND INFORMATION

Much of the information required to complete this section of the application can be obtained from the property deed or land contract, the latest tax bill or a land survey, or on the Township's website under "Tax and Utility Billing".

PROJECT INFORMATION

The Charter Township of Clinton requires that land be properly zoned for any proposed development, use or occupancy. If the existing zoning of the land does not permit the development, use or occupancy

of the site as proposed, proper zoning shall first be effected under separate APPLICATION TO AMEND THE MAP OF THE PLANNING AND ZONING CODE. An Application for Special Land Use Approval and Certificate for Site Development will not be accepted unless the land is properly zoned.

The name of the proposed development shall be identified.

The proposed use of the land shall be identified.

AFFIDAVIT OF OWNERSHIP

The Affidavit of Ownership of Land in the Charter Township of Clinton is required to identify the title holder to the land. If the property is jointly or corporately owned, any one person having authority within a partnership to do so shall sign the affidavit. The separate signature of each owner/partner is not required.

FEE PAYMENT

A non-refundable filing fee, in check or money order made payable to the CLINTON TOWNSHIP TREASURER, shall be paid at the office of the Township Treasurer in the amount of One Thousand Two Hundred Dollars (\$1,200.00) for the Special Land Use/Site Development Review.

An additional non-refundable filing fee, in check or money order made payable to the CLINTON TOWNSHIP TREASURER, shall be paid at the office of the Township Treasurer in the amount of One Hundred Eighty Dollars (\$180.00) (This amount is for developments on parcels of land measuring 18 acres or less. For parcels of land exceeding 18 acres, there is an additional fee of ten dollars (\$10.00) per acre added to this amount). This is for the Engineering Special Land Use Site Development Review.

LEGAL DESCRIPTION

If the land is unplatted acreage or involves any part of a platted lot, the legal description of the land shall be written in metes and bounds contained in a survey which shall be certified by a licensed professional surveyor registered with the State of Michigan. The application will not be accepted without such certification. The legal description and the seal of the licensed professional surveyor shall be incorporated onto the site development plan. If the land is an undivided lot or lots within a platted subdivision, a certified land survey is not required.

SITE DEVELOPMENT PLAN

The site development plan shall provide an overview of the development proposed for the site, the site relation to adjacent lands and public rights-of-way, the location and dimensions of all existing structures, proposed structures, parking areas, maneuvering lanes, approach drives, sidewalks, walls, fences and other salient features.

The site development plan shall be drawn in accord with and shall contain all requirements as cited in the provisions of the PLANNING AND ZONING CODE OF THE CHARTER TOWNSHIP OF CLINTON chapter relevant to Site Plan Review (All Districts).

OTHER SUPPORTING DATA

Other supporting data may consist of any additional drawing, document, written statement, evidence, engineering data or information in sufficient detail to convey the feasibility and reasonableness of the development.

Please note: You are being provided with an application from the Planning Department. Please be aware of Ordinance #390, which prohibits us from processing any applications if there are any outstanding overdue payments to the Township (see below).

202.09 APPROVAL DISALLOWED FOR NON PAYMENT.

- (a) *The Township shall not approve any license, permit, variance, rezoning requests or take any other municipal action of approval unless the person or entity so requesting and any affiliated entities do not have any outstanding overdue payments to the Township.*
- (b) *Overdue payments defined. Over due payments shall mean monies whether disputed or otherwise which are determined by the Township to be over due and owing including by way of illustration only real and personal property taxes, jeopardy assessments, permit fees, charges, contract balances, required deposits, required bonds, inspection fees or any other outstanding financial obligation. A payment will not be considered having been made, if made by check or other instrument until the payment is cleared after negotiation from the instrument of payment by the Township.*
- (c) *Township defined. The term Township shall mean the Township, Zoning Board of Appeals, Planning Commission, Police, Fire, Civil Service Commission, General Civil Service Commission, all committees, commissions, boards, departments and employees.*
- (d) *Appeal. A person aggrieved by a determination pursuant to this provision may appeal by furnishing within seven days an appeal in writing to the Treasurer's office. The non payment Appeal Board consisting of the Treasurer, Clerk and Supervisor, or each of their designees, shall make a determination on such appeal as to whether an issue of non payment exists within forty-five days after receipt of such materials or any hearing, if requested by the person aggrieved.*

(Ord. 390. Passed 12-14-09.)