

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.)

**CHARTER TOWNSHIP OF CLINTON
MACOMB COUNTY, MICHIGAN**

**APPLICATION
FOR
CERTIFICATE FOR SITE DEVELOPMENT**

**SUMMARY
FOR
APPLICANT**

It is recommended that the applicant read the entire Summary and Application prior to filing.

An APPLICATION FOR CERTIFICATE FOR SITE DEVELOPMENT is required to obtain a Certificate for Site Development prior to issue of permits for new construction, reconstruction and new occupancy of an existing building.

A Certificate for Site Development is required for construction or occupancy of a single-family dwelling only if such dwelling is to be located in a flood hazard area.

Thorough understanding by the applicant of all procedures and requirements can be crucial in minimizing costs and delays. The applicant is encouraged to contact the Clinton Township Department of Planning and Community Development prior to filing this application. Discussion of the proposal with a Staff Planner can be an invaluable means to identify and eliminate potential problems.

Information regarding preparation of a site development plan also is contained in the PLANNING AND ZONING CODE OF THE CHARTER TOWNSHIP OF CLINTON (ORDINANCE NO. 260), as amended.

APPLICATION

This Application for Certificate for Site Development shall be filed with the Clinton Township Department of Planning and Community Development. It is suggested that the applicant file this application in person rather than by mail.

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

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

1. One (1) copy of the **"APPLICATION FOR CERTIFICATE FOR SITE DEVELOPMENT"** form
2. One (1) copy of the **"AFFIDAVIT OF OWNERSHIP OF LAND IN THE CHARTER TOWNSHIP OF CLINTON"** form
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. Nine (9) copies of the **SITE DEVELOPMENT PLAN PACKAGE (must be folded) and a PDF copy of all plans and documents.** (Note: If the development fronts Gratiot (M-3), Groesbeck (M-97) or Hall Road (M-59), we will require ten (10) copies).
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**

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 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.

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 Certificate for Site Development will not be accepted unless the land is properly zoned.

The name of the 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 titleholder 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 Six Hundred Dollars (\$600.00) for the 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 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 PACKAGE

The site development plan package 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, landscaping 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.

PROCESS

The processing of this application will take a minimum of from eight (8) to ten (10) weeks from the date on which this application is filed to the issuance of a Certificate for Site Development. This period will include a meeting with the Clinton Township Planning Commission for their review and recommendation on the development proposal. This period will also include a meeting with the Clinton Township Board for their determination on the development proposal.

A summary of sequential activity, which briefly describes the application process to obtain a Certificate for Site Development, is shown on **APPENDIX A** attached to this application.

All plans submitted with this application shall be prepared by a professional engineer or professional architect or professional landscape architect or professional community planner, all of which shall be licensed and/or registered with the State of Michigan, and shall be drawn in accord with the requirements of the most current issue of the PLANNING AND ZONING CODE OF THE CHARTER TOWNSHIP OF CLINTON, as amended. All plans need to be folded prior to submittal.

The applicant is advised to assure that whoever prepares the site development plan uses the most current issue of the Planning and Zoning Code, as amended.

The application process involves a series of submittals of copies of the site development plan. It is recommended that not more copies of the plan or supporting data than the required number be submitted at any time during the process. The applicant will be advised when to provide additional copies of the plan or any other data.

The application, site development plan and applicable supporting data will be issued by the Township Department of Planning and Community Development to various agencies for general review and comment. (See List attached).

An in-house meeting will be held in the Department of Planning and Community Development approximately one (1) week after formal submittal to consider departmental reviews. Development plans will then be revised accordingly. Petitioner and/or representative is required to attend this meeting. **AFTER THIS MEETING, WE WILL REQUIRE SUBMITTAL OF TWENTY-SEVEN (27) COPIES OF THE SITE DEVELOPMENT PLAN PACKAGE (MUST BE FOLDED), ALONG WITH AN**

UPDATED DIGITAL COPY, IF ALTERED FROM THE ORIGINALLY-SUBMITTED PACKAGE.

A site development plan shall comply with all Township ordinance and code and reviewing agent requirements prior to placement on a Planning Commission agenda.

The site development plan and applicable supporting data will be issued by the Township Department of Planning and Community Development to the Clinton Township Planning Commission for review and recommendation.

After Planning Commission review and recommendation, the site development plan and applicable supporting data will be issued by the Township Department of Planning and Community Development to the Clinton Township Board for their determination.

Subsequent to Township Board approval of the plans and to assure compliance with the approved plans, a cash deposit, certified check or irrevocable bank letter of credit shall be deposited with the Township Treasurer. The amount required for the bond will be advised to the applicant in writing. Upon receipt of the bond, the Department of Planning and Community Development will issue a Certificate for Site Development.

When the Certificate for Site Development is issued, the applicant must schedule a preliminary engineering review. Arrangements for this review are made by contacting the Superintendent of the Water and Sewer Department. Engineering plans must be approved prior to application for building permits.

The Certificate for Site Development is valid for a period of eighteen (18) months from the date of approval by the Clinton Township Board of the site development plan, during which time a Building Permit to proceed with the development of the land shall be obtained.

If a Building Permit is not obtained during the valid period of the Certificate for Site Development and the applicant desires to proceed with the development, a new Application for Certificate for Site Development shall be filed.

Any revision to an approved site development plan or an approved landscape plan shall require an APPLICATION FOR REVISED CERTIFICATE FOR SITE DEVELOPMENT.

The applicant may consult with the Clinton Township Department of Planning and Community Development for information and to obtain the appropriate application.

The applicant may consult with the Clinton Township Department of Building for information regarding Building Permit applications, fees and procedures.

Upon completion of the development or official withdrawal of the application for Site Development, the applicant shall submit written request to the Department of Planning and Community Development for refund of the Site Plan Compliance Bond. Upon Departmental inspection of the site improvements, the applicant will be advised of any corrections required. Upon verification of compliance with the approved plans, the Bond will be refunded to the applicant; however, failure to request refund of the bond within three years of the date of posting will result in forfeiture.

APPENDIX A

**APPLICATION FOR CERTIFICATE FOR SITE DEVELOPMENT:
PROCESS SUMMARY**

<u>ACTION</u>	<u>TIME ESTIMATE</u>
The Department of Planning and Community Development will accept the application if it is verified complete and adequate.	1 business day
The Department of Planning and Community Development prepares copies of the application, site development plan and supporting data for distribution.	1 business day
The Township Consulting Engineer and any other agent as may be determined by the Department of Planning and Community Development as appropriate, reviews the application, plans and supporting data.	5 business days
A Staff Planner reviews the site development plan for compliance with the Planning and Zoning Code and, in consideration of reviewing agents comments and a meeting is held in the Planning Department to review Departmental comments	5 business days
The applicant makes changes to the site development plan and any other plan as may be necessary.	As required by applicant
The applicant submits to the Department of Planning and Community Development, no less than 7 business days prior to a Planning Commission regular meeting date, 18 copies of the revised site development plan and a pdf copy of all plans and related documents.	7 business days
The Planning Commission holds regular meetings at 6:30 p.m. on the second and fourth Thursdays of each month.	
The Planning Commission may table a matter for additional study or to allow the applicant to further change the plan.	As determined by Planning Commission
The Township Board meets at 6:30 p.m. on alternate Mondays (Check with Clerk's Office for exact dates)	
The Department of Planning and Community Development issues the Certificate for Site Development after receipt of written verification of approval of the site development plan(s) by the Clinton Township Board and Site Plan Compliance Bond.	5 business days

**CHARTER TOWNSHIP OF CLINTON
MACOMB COUNTY, MICHIGAN
CONTACTS AND REVIEWING AGENTS**

Bruce Thompson, Director
Clinton Township Department of
Planning and Community Development
Administration Building, 2nd Floor
Clinton Township Civic Center
40700 Romeo Plank Road
Clinton Township, Michigan 48038-2900

(586) 286-9325
(586) 263-8025 - FAX

Jim Elrod, Assessor
Clinton Township Department of Assessing
Administration Building, 1st Floor
Clinton Township Civic Center
40700 Romeo Plank Road
Clinton Township, Michigan 48038

(586) 286-9390
(586) 228-1770 - FAX

Mary Bednar, Township Engineer &
Director of Public Services
Administration Building, 1st Floor
Clinton Township Civic Center
40700 Romeo Plank Road
Clinton Township, Michigan 48038

(586) 286-9300
(586) 228-1770 - FAX

Joseph Felton, Fire Marshall
Clinton Township Department of
Fire and Rescue
42601 Romeo Plank Road
Clinton Township, Michigan 48038

(586) 286-8437
(586) 263-8004 - FAX

Fred Posavetz, Police Chief
Clinton Township Department of Police
37985 Groesbeck Highway
Clinton Township, Michigan 48036

(586) 493-7800
(586) 493-7877 - FAX

Plan Review Engineer
Macomb County Department of Roads
117 S. Groesbeck Highway
Mt. Clemens, Michigan 48043

(586) 463-8671
(586) 463-4277 - FAX

Linda Zimmerman, Construction Permit Agent
Michigan Department of Highways
and Transportation
38257 Mound Road
Sterling Heights, Michigan 48310

(586) 978-1935
(586) 978-8075 - FAX

**CHARTER TOWNSHIP OF CLINTON
MACOMB COUNTY, MICHIGAN**

**APPLICATION FOR
CERTIFICATE FOR SITE DEVELOPMENT**

APPLICANT INFORMATION

<u>APPLICANT</u>	<u>REPRESENTATIVE</u>
NAME _____	_____
FIRM _____	_____
ADDRESS _____	_____
CITY/STATE/ZIP _____	_____
TELEPHONE Area Code _____	Area Code _____
FAX Area Code _____	FAX (Area Code) _____
EMAIL ADDRESS _____	_____

LAND INFORMATION

SECTION # _____ PRIVATE CLAIM # _____ TOWNSHIP ASSESSOR PROPERTY ID #011- _____

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

GENERAL LOCATION _____

PROPERTY ADDRESS _____

CERTIFIED METES & BOUNDS LEGAL DESCRIPTION: ___/ ON PLANS

EXISTING USE _____ EXISTING ZONING _____

PROJECT INFORMATION

NAME OF DEVELOPMENT _____

PROPOSED USE _____

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. _____S

ACCEPTED BY _____ DATE _____

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 CERTIFICATE FOR SITE DEVELOPMENT

FURTHER, THAT ANY AGENT OR REPRESENTATIVE OF ANY STATE, COUNTY OR LOCAL PUBLIC AGENCY, FOR ANY 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. _____