

GENOA TOWNSHIP
APPLICATION FOR SKETCH PLAN REVIEW

TO THE GENOA TOWNSHIP PLANNING COMMISSION:

APPLICANT NAME & ADDRESS*: _____

OWNER'S NAME & ADDRESS*: _____

SITE ADDRESS: _____ PARCEL #(s): _____

APPLICANT PHONE: () _____ OWNER PHONE: () _____

LOCATION AND BRIEF DESCRIPTION OF SITE: _____

BRIEF STATEMENT OF PROPOSED USE: _____

THE FOLLOWING IMPROVEMENTS ARE PROPOSED: _____

I HEREBY CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE PART OF THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

BY: _____

ADDRESS: _____

**If applicant is not the owner, a letter of Authorization from Property Owner is needed.*

Contact Information - Review Letters and Correspondence shall be forwarded to the following:

1.) _____ of _____ at () _____
Name Business Affiliation Fax No.

FEE EXCEEDANCE AGREEMENT

All sketch plans are allocated one (1) consultant review and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal for a Land Use Permit. By signing below, applicant indicates agreement and full understanding of this policy.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ PHONE: _____

INSTRUCTIONS

One copy of this application and **four (4) copies** of a letter or legal size sketch plan (fourteen (14) copies are required if the plans are larger than 8½” x 14”) must be submitted to the Township Hall located at 2911 Dorr Road, Brighton, Michigan. Consultant comments will be returned to the applicant two business days prior to the date of the Planning Commission meeting. The meeting at which the application is considered by the Planning Commission is determined by the date of submittal. Please contact Township Staff for Sketch Plan submittal and meeting dates.

- *All late submittals will be placed on the next meeting’s agenda.*
- *All sketch plans must come through the Township office before going to consultants for review.*
- *Please note that all large copies of the sketch plan must be folded.*

At the time of sketch plan application submittal the applicant must pay the Township a \$1,200.00 non-refundable review fee which covers costs to the Township for consultant reviews.

Please Note: *Staff and consultants are available for pre-application site plan meetings on the 2nd and 4th Monday of every month at the request of the applicant.*

After Planning Commission approval a land use permit will be required. The following must be submitted for the Land Use Permit:

1. Three (3) copies of Construction Plans
2. Three (3) copies of Site Plans
3. Completed Land Use Permit Form

Land Use Permit Fees

Permit.....\$150.00

Sewer and Water Tap Fees (if applicable).....To Be Determined by Township

Meter Fee.....Contact the Utility Department at (810) 227-5225

REQUIRED SKETCH PLAN CONTENTS

Each sketch plan submitted to the Township Planning Commission shall be in accordance with the provisions of the Zoning Ordinance. No sketch plan shall be considered until reviewed by the Zoning Administrator. The following information shall be included in the sketch plan submittal packet:

<u>SUBMITTED</u>	<u>NOT APPLICABLE</u>	<u>ITEM</u>
<input type="checkbox"/>	<input type="checkbox"/>	Application form and fee: A completed application form and payment of the \$1,200.00 non-refundable application fee.
<input type="checkbox"/>	<input type="checkbox"/>	Scale: The sketch plan should be drawn at an engineers scale
<input type="checkbox"/>	<input type="checkbox"/>	Proof of ownership.
<input type="checkbox"/>	<input type="checkbox"/>	Legal description of the property.
<input type="checkbox"/>	<input type="checkbox"/>	Property lines.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed buildings and parking lots with dimensions and setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed parking calculations.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed driveways.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed signs.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed landscaping illustrated on a plan and described in a plant list.
<input type="checkbox"/>	<input type="checkbox"/>	Layout of proposed changes to utilities.
<input type="checkbox"/>	<input type="checkbox"/>	Any proposed changes to grading, lighting, dumpsters, protected or landmark trees.
<input type="checkbox"/>	<input type="checkbox"/>	Architectural perspective or elevations of proposed changes to buildings.
<input type="checkbox"/>	<input type="checkbox"/>	Any other items requested by Township staff or the Planning Commission to assist in the review.