# GENOA CHARTER TOWNSHIP APPLICATION

## Sketch Plan Review

**TO THE GENOA TOWNSHIP PLANNING COMMISSION**:

APPLICANT NAME & ADDRESS:_____
*If applicant is not the owner, a letter of Authorization from Property Owner is needed.*

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: _____

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

1.)_____of_____ at_____
Name | Business Affiliation | Email Address

**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:_____

# STEP-BY-STEP INSTRUCTIONS FOR SKETCH PLAN REVIEW (WITH OR WITHOUT SPECIAL LAND USE)

SUBMIT ALL MATERIALS TO: Planning Director, Genoa Township Hall, 2911 Dorr Road, Brighton, Michigan 48116.

**STEP 1: Pre-Application Meeting** *(Optional)*
Staff and consultants are available for this introductory meeting at the request of the applicant. See Application Meeting Request Form.

**STEP 2: Submit Application**
The Planning Commission will consider your application during their regularly scheduled meeting after consultant reviews. The meeting date is determined by the date you submit a complete application and will be strictly followed. See the Planning Commission Submittal Schedule for details. The following documents ***must*** go through the Township office before going to consultant review. *Submittal requirements include: (incomplete submittals will not be accepted)*

1. This Sketch Plan Application (four copies)
2. If your project includes Special Land Use (four copies)
3. Sketch Plan (four large copies, folded)
4. If your project includes Special Land Use, also submit an Environmental Impact Assessment and Special Use Application (four copies of each)
5. Related Details Specification, if necessary (lighting details, renderings, etc.) (four copies)
6. Reduced-File-Size **collated/combined** pdf of all submittal materials (on disk or USB)
7. Review Fees. These ***must*** be paid at time of submission. See Fee Schedule.

**STEP 3: Review of Your Application by Township Consultants**
Your application is reviewed by fire, engineering, and community planning professionals.
As the applicant, you will receive their comments approximately two weeks after your submittal.

*Please note - at the discretion of staff and Planning Commission Chairman, if there are a number of outstanding non-discretionary items remaining with the submittal after staff receives the 2nd review letters, the project could be moved to the next scheduled meeting.*

**STEP 4: Planning Commission Review at Public Hearing**
Held at Genoa Township Hall, the second Monday of each month at 6:30 p.m.

*If a Special Land Use is included in your project, proceed to STEP 5 and 6.*
*If there is no Special Land Use, proceed to "NEXT STEPS" on next page.*

**STEP 5: Submit Revised Materials for Genoa Township Board of Trustees**
After Planning Commission approval, your case will go before the Board. The Board meets on the 1st and 3rd Monday of each month. To allow for the preparation of Planning Commission minutes and to allow the applicant time to address changes required by the Planning Commission, projects ***will not*** be reviewed by the Township Board on the Monday immediately following a Planning Commission meeting. (Board-agenda submittals are required the Monday *before* the Board meeting by 1:00 p.m.) *Submittals should reflect any changes required by the Planning Commission and include:*

1. Sketch Plan (one copy)
2. Environmental Impact Assessment and other supporting information (one copy)
3. Reduced-File-Size pdf of all submittal materials (on disk)

**STEP 6: Board of Trustees' Review at Regular Meeting**

**NEXT STEPS:** If approved by the Township Board, a Land-Use Permit shall be obtained prior to seeking County Building and related permits.

**Apply for Land-Use Permit with Genoa Township Planning Department**, submitting the following:

1. Construction Plans and Site Plans (three copies and a PDF)
   *All conditions of Township Board approval must be satisfied prior to issuance of the Land-Use Permit.*
2. Complete Land Use Permit Form
3. Fees Paid

| | |
|---|---|
| *Commercial/Industrial* | $150.00 |
| *New Construction Residential* | $75.00 (per unit) |
| *Sewer Tap Fee* | to be determined by Township |
| *Water Tap Fee* | to be determined by Township |
| *Meter Fee* | to be determined by Township |

**Contact MHOG Utilities for Construction Plan Review Process (if required).**
Projects involving the installation of public infrastructure will incur a construction plan review and inspection fee. Before construction, a budget will be established and funds will be placed in escrow**.**

**Contact Livingston County**:

Drain Commissioner
Addressing
Health Department
Building Department

## 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:

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

Revised 11-30-23 ar