GENOA CHARTER TOWNSHIP
Application for Re-Zoning

APPLICANT NAME:_____ ADDRESS: _____

OWNER NAME: _____ ADDRESS: _____

PARCEL #(s): _____ PRIMARY PHONE: (_____)_____

EMAIL 1: _____ EMAIL 2: _____

We, the undersigned, do hereby respectfully make application to and petition the Township Board to amend the Township Zoning Ordinance and change the zoning map of the township of Genoa as hereinafter requested, and in support of this application, the following facts are shown:

A. REQUIRED SUBMITTAL INFORMATION

1. A legal description and street address of the subject property, together with a map identifying the subject property in relation to surrounding properties;
2. The name, signature and address of the owner of the subject property, a statement of the applicant's interest in the subject property if not the owner in fee simple title, and proof of consent from the property owner;
3. It is desired and requested that the foregoing property be rezoned from:

   _____ to _____.
4. A site plan illustrating existing conditions on the site and adjacent properties; such as woodlands, wetlands, soil conditions, steep slope, drainage patterns, views, existing buildings, sight distance limitations, relationship to other developed sites. and access points in the vicinity;
5. A conceptual plan demonstrating that the site could be developed with representative uses permitted in the requested zoning district meeting requirements for setbacks, wetland buffers access spacing, any requested service drives and other site design factors;
6. A written environmental impact assessment, a map of existing site features as described in Article 18 describing site features and anticipated impacts created by the host of uses permitted in the requested zoning district;
7. A written description of how the requested rezoning meets Sec. 22.04 “Criteria for Amendment of the Official Zoning Map.”
8. The property in question shall be staked prior to the Planning Commission Public Hearing.

B. DESCRIBE HOW YOUR REQUESTED RE-ZONING MEETS THE ZONING ORDINANCE CRITERIA FOR AMENDING THE OFFICIAL ZONING MAP:

1. How is the rezoning consistent with the goals, policies and future land use map of the Genoa Township Master Plan, including any subareas or corridor studies. If not consistent, describe how conditions have changed since the Master Plan was adopted?

_____

_____

_____

2. Are the site's physical, geological, hydrological and other environmental features suitable for the host of uses permitted in the proposed zoning district?

_____

_____

_____

3. Do you have any evidence that a reasonable return on investment cannot be received by developing the property with one (1) of the uses permitted under the current zoning?

_____

_____

_____

4. How would all the potential uses allowed in the proposed zoning district be compatible with surrounding uses and zoning in terms of views, noise, air quality, the environment, density, traffic impacts, drainage and potential influence on property values?

_____

_____

_____

5. Are infrastructure capacity (streets, sanitary sewer, water, and drainage) and services (police and fire protection, etc.) sufficient to accommodate the uses permitted in the requested district?

_____

_____

_____

6. Is there a demonstrated demand in Genoa Township or the surrounding area for the types of uses permitted in the requested zoning district? If yes, explain how this site is better suited for the zoning than others which may be planned or zoned to accommodate the demand.

_____

_____

_____

7. If you have a particular use in mind, is another zoning district more appropriate? Why should the Township re-zone the land rather than amend the list of uses allowed in another zoning district to accommodate your intended use?

_____

_____

_____

8. Describe any deed restrictions which could potentially affect the use of the property.

_____

_____

_____

C. AFFIDAVIT

The undersigned says that they are the _____ (owner, lessee, or other specified interest) involved in this petition and that the foregoing answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of his/her knowledge and belief.

BY: _____

ADDRESS: _____ ____

_____
SIGNATURE

The following contact should also receive review letters and correspondence:

Name: _____ Email: _____

Business Affiliation: _____

FEE EXCEEDANCE AGREEMENT

As stated on the site plan review fee schedule, all site plans are allocated two (2) consultant reviews 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 to the Township Board. By signing below, applicant indicates agreement and full understanding of this policy.

PROJECT NAME:_____

PROJECT LOCATON & DESCRIPTION:_____

_____

SIGNATURE:_____DATE:_____

PRINT NAME:_____ PHONE:_____

COMPANY NAME & ADDRESS:_____

RE-ZONING APPLICATION INSTRUCTIONS

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 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 Rezoning Application (four copies, signed)**
2. **Site Plan (four large copies, folded)**
   The site plan *must* be sealed by an architect or engineer registered in the State of Michigan.
3. **Environmental Impact Assessment (four copies)**
4. **Related Details Specification, if necessary (lighting details, renderings, etc.) (four copies)**
5. **Reduced-File-Size collated/combined pdf of all submittal materials including signed applications (on disk)**
6. **Review Fees. These *must* be paid at time of submission. See Fee Schedule.**

If rezoning to PUD: also submit fees, applications, and required submittal documents for PUD and Site Plan Review.

If requesting Site Plan Approval: submit a Site Plan Review Application (http://genoa.org/departments/planning) and the required submittal documents and fees.
Include a Special Use Application, if necessary.

STEP 3: First 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 three weeks after your submittal.

STEP 4: Submit Revised Materials
Submit the following within one week after receipt of consultant comments:

1. **Cover Letter, detailing changes (four copies)**
2. **Site Plan (four large copies, folded). *Large-scale projects or long/oversized items may require submittal of several additional hard copies.***
3. **Environmental Impact Assessment and other supporting information (four copies)**
4. **Reduced-File-Size collated/combined pdf of all submittal materials including cover letter (on disk).**

STEP 5: Second Review of Your Application by Township Consultants
Second Review comments from consultants will be the discussed at the scheduled Planning Commission meeting. As the applicant, you will receive copies of their comments approximately three business days before the meeting. Your attendance is required at the meeting. *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 6: Planning Commission Review at Public Hearing
Held at Genoa Township Hall, the second Monday of each month at 6:30 p.m.

After Genoa Township Planning Commission Approval

STEP 7: Livingston County Planning Commission
The petitioner's case will go to the Livingston County Department of Planning. The County Planning Commission meets the 3rd Wednesday of every month with submittal deadlines the first Friday of every month.

After Livingston County Planning Commission Meeting

STEP 8: Submit Revised Materials for Genoa Township Board of Trustees
Your case will go before the Board. A rezoning approval requires two Board of Trustee meetings. 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. Site Plan (one copy)
2. Environmental Impact Assessment (one copy)
3. Any other required information (one copy)
4. Reduced-File-Size **collated/combined** pdf of all submittal materials (on disk)

STEP 9: Board of Trustees' Review at Regular Meeting after the Board of Trustees' holds the 1st reading and sets the public hearing which is required prior to a review.

SUBMITTING THE IMPACT ASSESSMENT

To complete the Impact Assessment, place the following categories on a separate sheet of paper and describe each section as it relates to your project. Rather than re-typing the sections below, you may copy and paste from the available pdf at: http://genoa.org/departments/planning or request a Microsoft Word file at (810) 227-5225.

For Special Land Use and Site Plans, information should be detailed.

For a Re-Zoning request inconsistent with the Township Master Plan, the impact assessment should demonstrate how conditions have changed to warrant deviation from the Master Plan.

a. **Name(s) and address(es) of person(s) responsible** for preparation of the impact assessment and a brief statement of their qualifications.

b. **Map(s) and written description/analysis of the project site,** including all existing structures, man-made facilities, and natural features. The analysis shall also include information for areas within ten (10) feet of the property. An aerial photograph or drawing may be used to delineate these areas.

c. **Impact on natural features**: A written description of the environmental characteristics of the site prior to development and following development, i.e., topography, soils, wildlife, woodlands, mature trees of eight-inch caliper (8) or greater, wetlands, drainage, lakes, streams, creeks or ponds. Documentation by a qualified wetland specialist shall be required wherever the Township determines that there is a potential regulated wetland. Reduced copies of the Existing Conditions Map(s) or aerial photographs may accompany written material.

d. **Impact on storm-water management**: Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Obtain recommendations for these measures from the Livingston County Drain Commission at (517) 546-0040.

e. **Impact on surrounding land used**: Description of the types of proposed uses and other man-made facilities, including any project phasing, and an indication of how the proposed use conforms or conflicts with existing and potential development patterns. A description shall be provided of any increases of light, noise or air pollution which could negatively impact adjacent properties.

f. **Impact on public facilities and services**: Describe the number of expected residents, employees, visitors, or patrons, and the anticipated impact on public schools, police protection and fire protection. Letters from the appropriate agencies may be provided, as appropriate.

g. **Impact on public utilities**: Describe the method to be used to service the development with water and sanitary sewer facilities, the method to be used to control drainage on the site and from the site, including runoff control during periods of construction. For sites serviced with sanitary sewer, calculations for pre- and post development flows shall be provided in comparison with sewer line capacity. Expected sewage rates shall be provided in equivalents to a single family home. Where septic systems are proposed, documentation or permits from the Livingston County Health Department shall be provided.

h. **Storage and handling of any hazardous materials**: A description of any hazardous substances expected to be used, stored or disposed of on the site. The information shall describe the type of materials, location within the site and method of containment. Documentation of compliance with federal and state requirements, and a Pollution Incident Prevention Plan (PIPP) shall be submitted, as appropriate.

i. **Impact on traffic and pedestrians**: A description of the traffic volumes to be generated based on national reference documents, such as the most recent edition of the *Institute of Transportation Engineers Trip Generation Manual,* other published studies or actual counts of similar uses in Michigan. Detailed traffic impact study shall be submitted for any site over ten (10) acres in size which would be expected to generate one-hundred (100) directional vehicle trips (i.e., 100 inbound or 100 outbound trips) during the peak hour of traffic of the generator or on the adjacent streets. The contents of the detailed study shall include:

- □ Description of existing daily and peak hour traffic on adjacent street(s) and a description of any sight distance limitations along the right-of-way frontage of the site.
- □ Forecasted trip generation of the proposed use for the a.m. and p.m. peak hour and average daily traffic generated.
- □ For any project with a completion date beyond one (1) year at the time of site plan approval, the analysis shall also include a scenario analyzing forecasted traffic at date of completion along the adjacent street network using a forecast based either on historic annual percentage increases and/or on expected development in the area.
- □ Projected traffic generated shall be distributed (inbound v. outbound, left turn v. right turn) onto the existing street network to project turning movements at site driveways and nearby intersections. Rationale for the distribution shall be provided.
- □ Capacity analysis at the proposed driveway(s) using the procedures outlined in the most recent edition of the *Highway Capacity Manual* published by the Transportation Research Board. Capacity analyses shall be provided for all street intersections where the excepted traffic will comprise at least five-percent (5%) of the existing intersection capacity.
- □ Accident data for the previous three (3) years for roadway sections and intersections experiencing congestion or a relatively high accident rate, as determined by the township or staff from the Livingston County Road Commission or Michigan Department of Transportation.
- □ Analysis of any mitigation measures warranted by the anticipated traffic impacts. Where appropriate, documentation shall be provided from the appropriate road agency regarding time schedule for improvements and method of funding.
- □ A map illustrating the location and design of proposed access, including any sight distance limitations, dimensions from adjacent driveways and intersections within 250 feet of the edge of the property frontage, and other data to demonstrate that the driveway(s) will provide safe and efficient traffic operation and be in accordance with Article 15.

j. **Special Provisions**: General description of any deed restrictions, protective covenants, master deed, or association bylaws.

k. **A list of all source material.**

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