



**Frenchtown Charter Township
Planning Commission
2744 Vivian Road
Monroe, MI 48162
734-242-5900**

MINI COMMITTEE APPLICATION

Applicant must provide **5 copies** of the site plan, **5 copies** of the application, 2 electronic copies, fees, escrow deposit, and all documents prior to scheduling meeting.

Refer to the document titled “Site Plan Submission Requirements” which contains detailed information related to the Site Plan and Development Review Process and the minimum information required for site plan submittals.

DATE _____ PROJECT ADDRESS _____
PROJECT PARCEL ID _____

APPLICANT INFORMATION

Name:

Address:

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

PROPERTY OWNER INFORMATION

Name:

Address:

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

PROPERTY DESCRIPTION

Zoning Classification:

Lot Size:

Description of Proposed Project:

ATTACH THE FOLLOWING:

1. **5** hard copies of the site plan, sealed by a registered architect, engineer, or landscape architect. Please also provide an electronic copy via email to MOrtega@mcka.com and frenchtownplanning@frenchtownchartertp.org
2. A brief written description of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
3. If necessary, review comments of approval received from county, state, or federal agencies that have jurisdiction over the project.
4. One check to establish an escrow account with a beginning balance of **\$2,700** - \$1,500 for the Township Engineer and \$1,200 for the Township Planner. Any money left over at the end of the process will be refunded to the applicant.
5. One check in the amount of **\$135** - \$75 for the Township Building Official and \$60 for the Planning Commission Chairperson.
6. One check in the amount of **\$100** – for the Fire Inspector.

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings. Additional reviews may require additional fees.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny

approval of a site plan application or to revoke any permits granted subsequent to site plan approval.
GUIDELINES FOR MINI COMMITTEE REVIEW

- Site plan and development approval shall be required for all uses in all zoning districts except for one family residences constructed on properly zoned land, for residential subdivisions subject to the Subdivision Control Act and the Township Ordinance and permitted uses in an Agricultural District.
- The Building Official may review and approve a proposed Site Plan after the Township Planner, Township Engineer, Chairperson of the Planning Commission and Frenchtown Charter Township Fire Inspector in a joint meeting have signed an Approved Site Plan.
- An addition to an existing building and the square footage of the addition proposed is less than 40% of the square footage of the existing building.
- Remodeling, re-occupancy of a vacant building, or change in use and said remodeling, re-occupancy of change in use shall result in 30% or less of the existing exterior Site conditions being modified.
- The Site Plan Development procedure may be modified as follows. Said Site Plan submission shall be accompanied by a Site Plan review fee as established. The Building Official shall ensure that the proposed development shall comply with all requirements of this Ordinance except where, in the opinion of the Building Official, after consultation with the Township Planner, Township Engineer, Chairperson of the Planning Commission, Fire Inspector and the Building Official determines the strict adherence to the requirement of this Ordinance would place an undue hardship on the property owner because of existing conditions or the necessary improvements would be far beyond the scope of the project proposed.
- In the above cases, the Building Official, after consultation with the Township Planner, Township Engineer, Chairperson of the Planning Commission and Fire Inspector may approve the Site Plan with a waiver and/or alternative solution provided that the development would be brought into substantial conformity with the spirit and intent of the Zoning Ordinance. Where a mutual agreement cannot be reached or in the opinion of the Building Official, the scope of the proposed development warrants, the Building Official may require formal submission and site plan review by the entire Planning Commission.

APPLICANT'S ENDORSEMENT

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the Township and its employees or agents shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this application.

Signature of Applicant

Date

Signature of Property Owner

Date

Updated 2/4/19