

DELIVER OR MAIL YOUR COMPLETED APPLICATION TO: 2483 E. MIDLAND RD, BAY CITY, MI, 48706
Phone (989) 684-7203

MONITOR TOWNSHIP, BAY COUNTY, MICHIGAN APPLICATION FOR SITE PLAN REVIEW

ALL APPLICATIONS FOR SITE SKETCH PLAN REVIEW MUST BE ACCOMPANIED BY THE FOLLOWING ITEMS:

- Site Sketch Plan as specified in Section 3.20 of the Township Zoning Ordinance
- Legal description of property and proof of ownership
- A floor plan showing the use of interior floor space

Location of Construction/Building/Property

Address:	Abutting Zoning: north _____ south _____ west _____ east _____ Current Zoning:
Property ID No:	Lot size, Acreage:

	<u>Name</u>	<u>Address</u>	<u>Phone No.</u>
Developer			
Architect/Engineer/ Designer			
Owner/Tenant			

Project Description (submit additional pages if needed)

Applicant Name:	Phone No.:
Address:	Email:
Signature:	Date:

Site Sketch Plan Approval

A Sketch Plan is a simplified Site Development Plan generally used for small development proposals. Site sketch plan review may be used when the applicant can demonstrate that:

- A. The proposed development is associated with a special use application and only minor structural or site alterations will be required to initiate the use; or
 - B. A proposed structural alteration or building expansion not associated with a special use request will change the floor area of buildings on the site by less than ten (10%) percent or twenty-five hundred (2,500) square feet, whichever is less of the last approved site development plan; or
 - C. A parking lot that provides, or will provide, more than four (4) parking spaces will be expanded.
- Authorization to use a sketch plan is a privilege and not a right. Not all developments are permitted to utilize the sketch plan because of their size or impact.
 - A site development plan may be required in place of a site sketch plan if the Planning Commission determines additional information is needed.

Instructions

The Planning Commission shall complete all Site Development Plan reviews within sixty (60) days. Not less than fourteen (14) days prior to the Planning Commission meeting at which the review is requested, the applicant shall submit the following information:

- Fourteen (14) completed copies of the Sketch Plan review application (included in this manual)
- Five (5) individual folded copies of the site plan (9 more will be needed when reviews say that it is ready to go before Planning Commission)
- Required review fees

Action by the Planning Commission

The Planning Commission will review the sketch plan in accordance with the following:

- A. Sketch plans shall be prepared on paper at a scale evenly divisible by ten (10) between 1" = 10' to 1" = 50' or 1" = 100'
- B. Name, address, phone number, and email of the applicant and the person preparing the drawing
- C. Property boundary lines and dimensions; if more than one lot is included in the site, the lot lines of each shall be indicated
- D. Edge of all existing and proposed paved surfaces complete with all parking spaces shown
- E. The outline of all existing and proposed exterior building walls on the site
- F. Existing and proposed driveways
- G. All proposed exterior site improvements

Planning Commission Procedures

The Planning Commission is the group responsible for reviewing and approving all applications for such things as site development plans, special use permits, subdivisions, and site condominiums submitted to the Township. The Commission also makes recommendations to the Township Board regarding other types of requests including subdivision proposals and rezonings.

Several rules of procedure have been adopted by the Commission in order to provide for a smooth flow of information and expedient processing. Those are as follow:

- A. Regular meetings of the Planning Commission are usually held at 7:00 p.m. on the first Tuesday of each month unless that day is a holiday or election day. Meetings take place in the Township Hall at 2483 E Midland Road. Please check with the Township Office for the precise date of a particular meeting.
- B. All material submitted for review by the Commission are due at the Township Office not less than fourteen (14) days in advance of a scheduled Commission meeting date.
- C. Review fees, as set by the Township Board, must be paid at the time the proposal is submitted. The fees defray the costs of providing necessary notices and publications, holding meetings and professional review services for the proposal. A proposal will not be reviewed until the required fees have been paid. A copy of the Township fee schedule is included. However, fees are subject to change. The Township Office can provide current fee information.
- D. A public hearing must be held before action on any request for items, such as rezoning, special use permit, site condominium, or subdivision of land. The public hearing must always occur in advance of action on the request. If a request for site plan approval accompanies a special land use request, at its discretion, the Planning Commission may take action on the site plan at the same meeting where the special use is considered.
- E. At the first regular meeting at which a proposal is considered, the Planning Commission will set a date for a public hearing. However, under exceptional circumstances, the Planning Commission Char may set a public hearing date for the next regular meeting.
- F. The Planning Commission reserves the right to amend the posted agenda to include other items to be appropriately considered by the Commission.
- G. The Planning Commission shall endeavor to expeditiously complete review and take action on each request. However, the Commission reserves the right to limit the number of agenda items. If an excess number of requests are received for a particular meeting, the Planning Commission reserves the right to place the remaining items not acted on before 10:00 p.m. on the next available Commission agenda.



Charter Township of Monitor

TOWNSHIP APPLICATION FEE LIST
UPDATED ON MAY 2, 2023

PLANNING COMMISSION

APPLICATION FOR:

Rezoning – per parcel	\$1000.00
Ordinance Amendment	\$1000.00
Special Use Permit	\$ 700.00
*Required Site Plan Review for Special Use Permit	\$ 700.00
*Each Additional Site Plan Submitted for Review	\$ 600.00
Extension, prior to expiration	\$ 390.00
Site Plan Review	\$ 700.00
*Each Additional Site Plan Submitted for Review	\$ 600.00
Site Sketch Review	\$ 450.00
Special Planning Commission Meeting	\$ 750.00
Subdivision Review, First 20 Lots or Less	\$ 850.00
Preliminary, Final Preliminary, and Final Plat (Each)	\$ 850.00
Each Lot in Excess of 20 Lots	\$ 8.00
Site Condo	\$1000.00
Home Occupation when Submitted with a Site Sketch	\$ 600.00
Enlargement of Non-conforming Structures 1 & 2 Family Dwellings and their Accessory Structures when Submitted with a Site Sketch (Sec. 16.05)	\$ 600.00
Additional Fees for Professional Services of Township Attorney and/or Planner. Note*	ACTUAL COST