

# Attica Township Development Approval Manual

May 2011



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# 1.0 Introduction

This manual is intended to provide an overview of Attica Township’s development and land use review and approval process in a format that is clear and connected with the [Attica Township Zoning Ordinance](#), Subdivision Regulations and other local ordinances.

This document is not intended to include all of the requirements of these ordinances, nor is it a replacement for the Zoning Ordinance, Public and Private Road Ordinance, Subdivision Regulations, or other local ordinances.

It is important to note that the ordinances of the Township should be thoroughly researched before submitting an application for a development/land use approval.

The Zoning Ordinance and Procedures Manual may be purchased at the Township Hall, or viewed at [www.atticatownship.org](http://www.atticatownship.org).

Included in this manual are descriptions, flow charts, and application forms. A [fee schedule](#) for development/land use approval is available as a separate document at the Township Hall or at [www.atticatownship.org](http://www.atticatownship.org).

## For More Information Regarding This Manual, Contact...

**Attica Township**  
4350 Peppermill Road  
P.O. Box 86  
Attica, Michigan 48412-9624  
Phone: 810-724-8128

Hours: 9 a.m. - 12 p.m.  
Monday - Friday

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# 1.1 Common Questions

## ◆ How to Determine if a Specific Development/Land Use is Permitted?

- ⇒ Check the Township Zoning Map to determine the zoning of your property.
- ⇒ Review the appropriate zoning district requirements within the Zoning Ordinance to determine if the proposed development/land use is allowed as either a principal permitted use or special land use.

## ◆ What is the General Review Process for a Proposed Development/Land Use?

- ⇒ Determine which reviews are required...

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| 1 - Pre-application conference    | 7 - Mining permit                    |
| 2 - Site plan                     | 8 - Private roads                    |
| 3 - Special land use              | 8 - Sign Permits                     |
| 4 - Rezoning/Conditional Rezoning | 8 - Rear Parcel Private Drive Permit |
| 5 - Zoning board of appeals       | 8 - Pond Permits                     |
| 6 - Land division (split)         | 8 - Accessory Building Permits       |
| 6 - Subdivision (plat)            | 8 - Drainage Assessment Review       |
| 6 - Condominium subdivision       |                                      |

- ⇒ Determine which reviews may be requested...

- ◆ Rezoning (if proposed development/land use is not permitted within the zoning district designated for your property). Note: See pg. 4-1 through 4-4 of this manual and the Township's Master Plan.
- ◆ Zoning Board of Appeals review (if seeking a variance from, or interpretation of, zoning regulations, or appealing a decision of a Township official or body). Note: See pg. 5-1 through 5-4 of this manual.

- ⇒ Submit applications, plans and review fees within specified time frames

- ⇒ Proceed through review process as outlined in the flow charts in this manual

## Do I Need to Attend Any Meetings?

While attendance at development/land use review meetings is not required, a knowledgeable representative should be available at all meetings to answer questions that may arise during the review process. The Planning Commission, ZBA or Township Board may defer action on an application when complete information is not available and no representative is present to answer questions.



# 1.2 Pre-Application Conference

Pre-application conferences are strongly recommended for all development review procedures. Because the development/land use review process can be confusing to those not familiar with the Township's regulations and long-range development goals, applicants are encouraged to take advantage of pre-application conferences with the Township staff, consultants and Planning Commission officials. Those that request pre-application conferences should find the development/land use review process less time-consuming and costly.

The pre-application conference provides applicants with an opportunity to informally discuss a proposed development or land use. During the pre-application conference, the applicant and Township will be able to determine if a proposal is permitted within a specified zoning district and what review procedures and fees are associated with the proposal.

## When Do I Apply and What Do I Submit?

Submit the following to the Township within 2 weeks of the requested pre-application meeting.

- A completed [Pre-application Conference form](#), and any or all of the following items, which are not required but are useful for discussion purposes during the meeting:
  - ⇒ Sketch plans
  - ⇒ Proposed land uses and adjacent land uses
  - ⇒ Site information, particularly regarding natural features
  - ⇒ Proposed location of buildings
  
- Required fee as established by the Township Board

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**Request for Pre-Application Conference**

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, Michigan 48412-9624

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Address / location of site which is subject of requested pre-application conference:

\_\_\_\_\_  
\_\_\_\_\_

Detailed explanation of proposed activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing zoning of site: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Site sketch attached?  Yes  No *(Not required but very useful to allow planner to prepare for meeting.)*

Estimated start / completion date of proposed project: \_\_\_\_\_

Are you the sole legal owner of the property?  YES  NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

\_\_\_\_\_  
Signature of Applicant Date

**Office Use Only**

Date Received \_\_\_\_\_ By: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Planner Notified (Date) \_\_\_\_\_

Pre-Application Meeting (Date) \_\_\_\_\_

# 2.0 Site Plan Review

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## What is a Site Plan and Why is Site Plan Review Required?

A site plan is a precise, scaled drawing, prepared by a professional, that illustrates the proposed development/land use in detail. Site plan review is necessary to insure the proposed development/land use meets ordinance standards.

## What Types of Developments Require Site Plan Review?

- New construction, additions or structural alteration to buildings/structures within the MH, RM-1, RM-2, B-1, B-2, I-1, and I-2 Districts.
- All substantial changes in use as determined by the Planning Commission.
- All special land uses in any district.
- All condominium subdivision developments in any district.
- All multiple-family residential and manufactured housing park developments.
- The improvement, expansion, or extension of public or private utilities.
- All public buildings, structures and parks.

## When Do I Apply and What Do I Submit?

Submit the following information to the Township Clerk 20 days prior to the Planning Commission meeting (held the 1st Wednesday of the month):

- 12 copies of the completed [Application for Site Plan Review](#) form
- 12 copies of required site plan prepared in conformance with Section 6.1
- Required fee as established by the Township Board

## What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference was held, and the application materials are complete and accurate, the typical minimum time frame is 45-90 days.

## Does Site Plan Approval Allow Me to Begin Construction?

No. Site Plan Approval does not authorize construction. If your site plan is approved, construction plan review and building permits may be required prior to construction.

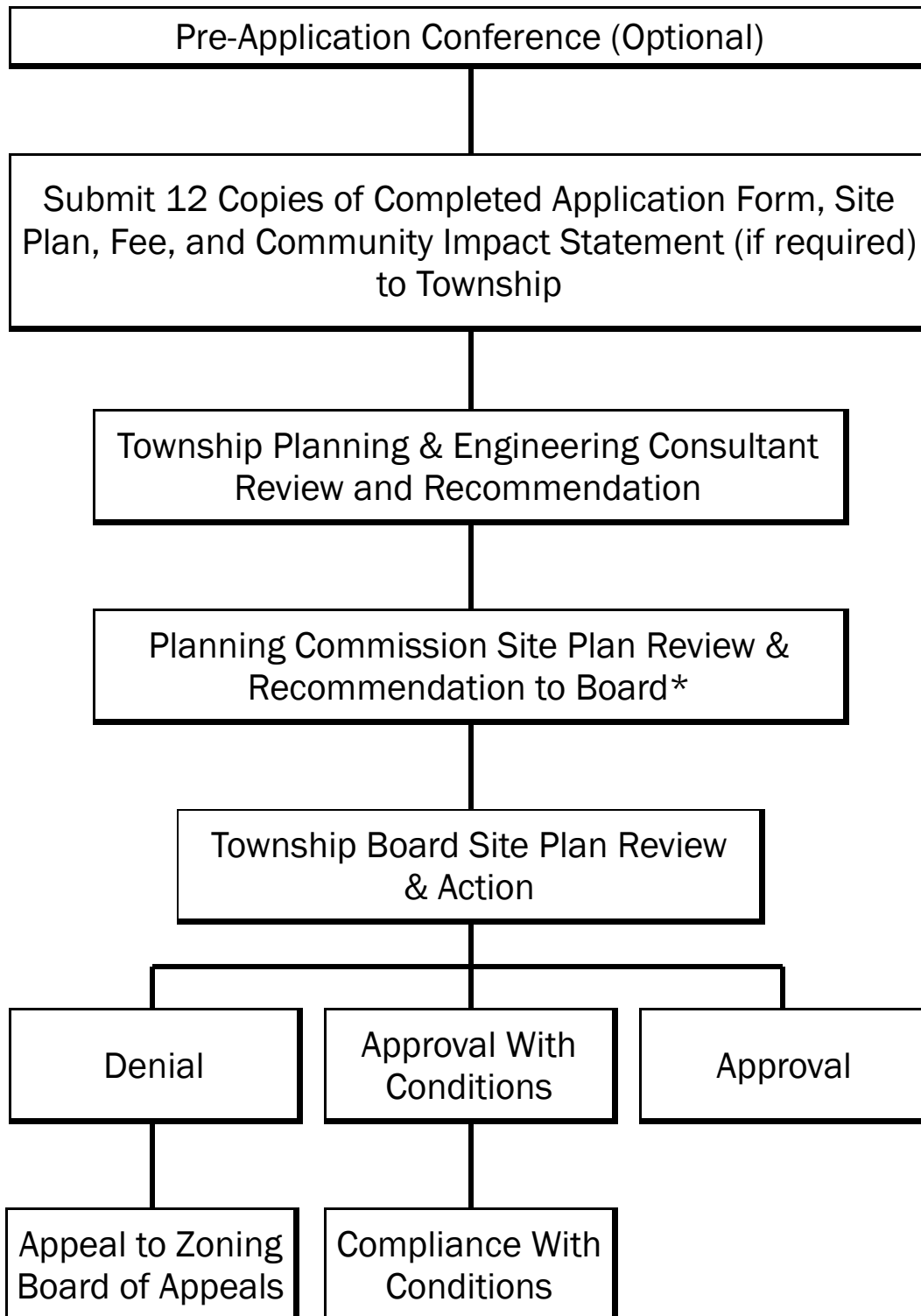
## How Long Is An Approval Valid?

Approvals are valid for one (1) year, unless an extension is granted by the Township.



# 2.0 Site Plan Review

What is the Site Plan Review Process?



\* Recommendations will be forwarded to the Township Board when plans are complete or only minor revisions are necessary.

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**Application for Site Plan Review**

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, Michigan 48412-9624

Site Plan Review Application # \_\_\_\_\_

The Applicant shall obtain a copy of Zoning Ordinance from Township Clerk or at [www.atticatownship.org](http://www.atticatownship.org). The applicant or his/her representative must be present at the Planning Commission meeting or no action will be taken.

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of the Proposed Development: \_\_\_\_\_

Common Description of the Property: \_\_\_\_\_

Complete Legal Description  Attached  Included on site plan

Dimensions of Parcel Width: \_\_\_\_\_ Length: \_\_\_\_\_ Size (in acres): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Parcels: East \_\_\_\_\_ West \_\_\_\_\_ North \_\_\_\_\_ South \_\_\_\_\_

Proposed use of Land: \_\_\_\_\_

Site Plan Prepared By:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

If you are not the legal owner, state your basis of representation (attorney, site planner, architect, option purchaser, etc.). \_\_\_\_\_

Note: Approval of the Site Plan by the Township Board shall testify the requirements of the Zoning Ordinance for Site Plan Approval but shall not exempt the applicant from compliance with all other Township Ordinances or Requirements.

The undersigned deposes that foregoing statements and answers and accompanied information are true and correct.

\_\_\_\_\_  
Signature of Applicant (Date)

\_\_\_\_\_  
Signature of Legal Owner (Date)  
(If not the applicant)

**Office Use Only**

Review Fee Paid: Date \_\_\_\_\_ Amount: \$ \_\_\_\_\_

# 2.0 Site Plan Review

## CHECKLIST FOR SITE PLAN PREPARATION & REVIEW ATTICA TOWNSHIP

### Site Plans - Required Contents (See Zoning Ordinance Section 6.1)

- Location map, drawn at a scale of 4" = 1 mile (showing site in relation to nearest intersection).
- A scale not less than 1" = 50' if subject property is 5 acres or less, and 1" = 100' if over 5 acres.
- Date, north arrow.
- Location of all existing and proposed structures and uses.
- All aisles, drives and parking areas (including the number of spaces in each).
- Screening and/or protective walls.
- Principal and accessory buildings.
- Location of existing and proposed rights-of-way, widths of all abutting streets, alleys and easements.
- Types of facing materials to be used on structures.
- Elevations (front, sides and rear views) of all sides of the building(s).
- Typical floor plan(s).
- Seal of Registered Architect, Landscape Architect, Professional Community Planner, Engineer or Land Surveyor who prepared the site plan , as required.
- Density calculations (for multiple family and mobile home park developments).
- Existing buildings or improvements on the site and on all land adjacent to the site within 100 feet.
- Designation of units by type of buildings.
- Interior sidewalks and pedestrian or bicycle paths within rights-of-way.
- Exterior lighting locations, type of fixtures, and method of shielding from adjoining properties.

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# 2.0 Site Plan Review

- Trash receptacle location and method of screening.
- Landscape Plan.
- Drive or street approaches, including acceleration, deceleration, and passing lanes, if appropriate.
- All utilities located on or serving the site.
- Loading and unloading areas.
- Total floor area.
- Designation of fire lanes.
- Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension, noise, vibration, and emission levels, and other data regarding all such equipment or machinery.
- Location and extent of development of recreation areas, where necessary.
- A Community Impact Statement, if required by Zoning Ordinance Section 6.5.
- See Section 6.3 for additional site plan requirements for condominium developments.

## Information Required For All Signs

- Location of all signs on the site and/or buildings, including setback from all property lines.
- Height of the sign above the ground.
- Surface of the sign (material and dimensions).
- Area of sign surface.
- Method of illumination, if any.
- Lettering of sign drawn as it will appear on the erected sign need not be in the style of the finished sign but must be neatly printed in the size and of a weight approximating that of the final constructed sign.

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# 2.0 Site Plan Review

## Site Plan Review Requirements and Procedures

Section 6.1 of the Attica Township Zoning Ordinance details the specific requirements and procedures for Site Plan Review. Site plan applications will be placed on the agenda of a meeting of the Planning Commission and a recommendation for approval, approval with conditions, or denial will be made to the Township Board. The plan will then be forwarded to the Board for final action at a meeting of the Township Board.

Applicants should note that numerous sections of the Zoning Ordinance regulate the design and use of property within the Township. *It is strongly recommended that applicants purchase a copy of the entire Clearzoning Zoning Ordinance prior to beginning design of a site or print a copy at [www.atticatownship.org](http://www.atticatownship.org).*

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# 3.0 Special Land Use Review

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## What is a Special Land Use?

In contrast with Permitted Principal Uses, which are allowed by right, “Special Land Uses” may be permitted by the Township subject to compliance with general and special standards, and reasonable conditions. Special land uses are subject to the general requirements for all special land uses listed in Section 6.2, and the specific standards for the proposed use, can be found in Article 4. In addition, all special land uses require site plan review (see Section 2). A public hearing and review by the Planning Commission are required for all special land uses, with final approval by the Township Board. A public hearing may also be held by the Township Board, at the discretion of the Board. Reasonable conditions may be attached to the approval of Special Land Uses.

## When Do I Apply and What Do I Submit?

Submit the following information to the Township Clerk 20 days prior to the Planning Commission meeting (held the 1st Wednesday of the month):

- 12 copies of the completed [Special Land Use Application/Permit Form](#)
- 12 copies of required site plan prepared in conformance with Section 6.1
- Required fee as established by the Township Board

## What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference was held, and the application materials are complete and accurate, the typical minimum time frame is 60-90 days. At least two months are required for Planning Commission review, because the public hearing must be set at a previous Planning Commission meeting.

## Does Special Land Use Approval Allow Me to Begin My Proposed Land Use and/or Construction?

No. A site plan, which is required with all Special Land Use applications, must also be approved by the Planning Commission prior to construction or use of land. Permits to allow construction or use will be granted after this development review process is completed.

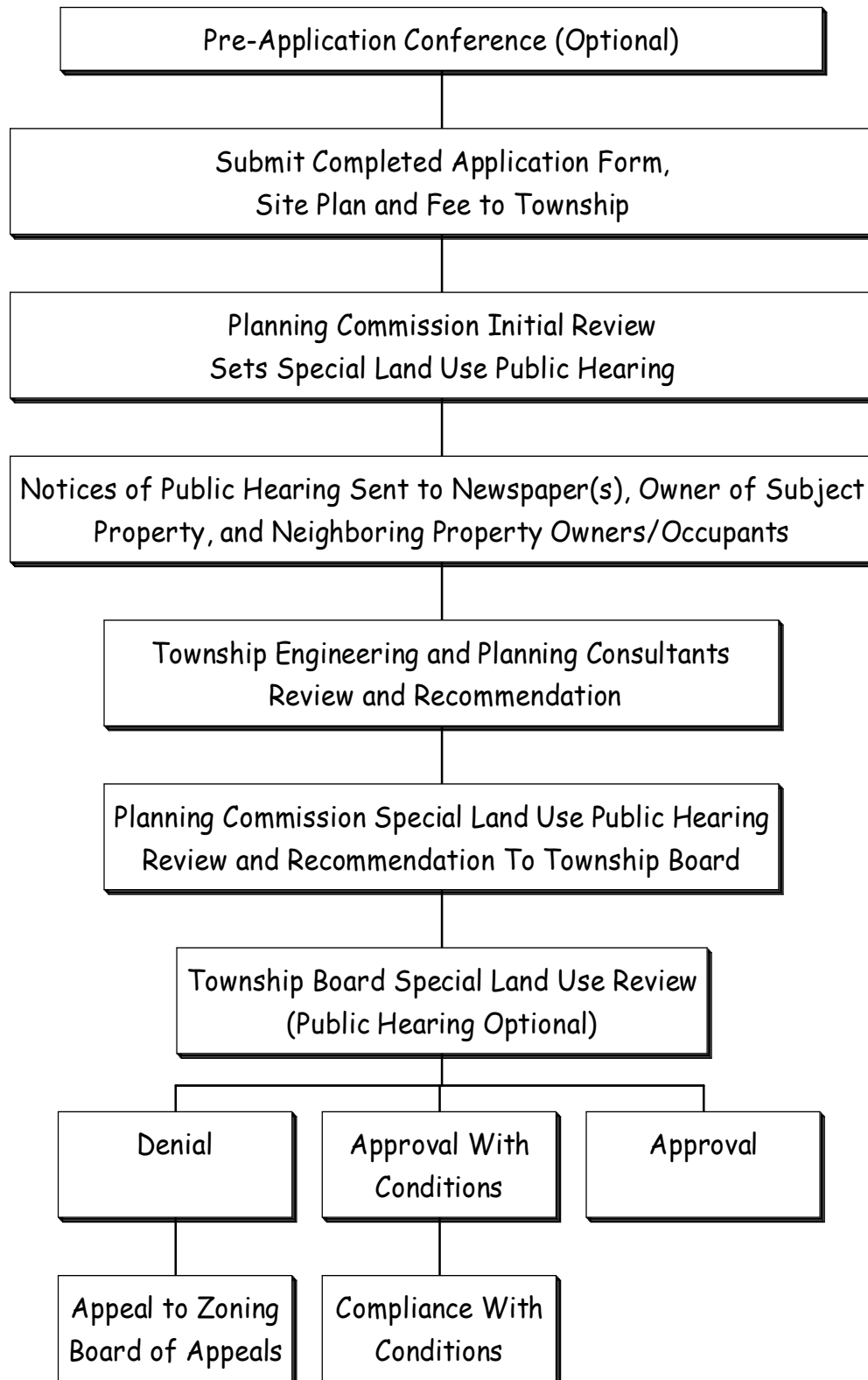
## How Long is an Approval Valid?

The special land use must commence, or a building permit must be applied for, within 120 days (4 months) of approval. Extensions may be granted if requested by the applicant. Approved special land uses are also subject to annual inspection and registration. Allowance of annual inspection as well as submission of the name, address, and phone number of the current owner/operator, certification of whether or not the special land use is still in existence, and payment of an annual renewal and inspection fee are required for renewal.



# 3.0 Special Land Use Review

## What Is The Special Land Use Process?



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# Special Land Use Application/Permit Form

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, Michigan 48412-9624

Application #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Complete Legal Description:       Attached       Included on site plan

Existing Zoning: \_\_\_\_\_

Zoning of Surrounding Property: East \_\_\_\_\_ West \_\_\_\_\_ North \_\_\_\_\_ South \_\_\_\_\_

(Zoning may be shown on the site plan).

Proposed Use of Land (Describe the nature of the Special Land Use request).

\_\_\_\_\_  
\_\_\_\_\_

Site Plan prepared by: Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

If you are not the legal owner, state your basis of representation (attorney, planner, architect, option purchaser, etc.).

\_\_\_\_\_

The undersigned deposes that the foregoing statements, answers and accompanying information are true and correct.

\_\_\_\_\_  
Signature of the Applicant (Date)

\_\_\_\_\_  
Signature of the Legal Owner (Date)  
(If not the applicant)

# 4.0 Rezoning Review

Changes to the zoning designation of a parcel of land can be initiated by the Township or requested by the property owner of a specific parcel.

All rezoning requests require a public hearing by the Planning Commission and final approval by the Township Board.

## When Do I Apply and What Do I Submit?

Submit the following information to the Township Clerk 20 days prior to the Planning Commission meeting (held the 1st Wednesday of the month):

- 12 copies of the completed [Application for Rezoning](#) form
  - Existing and proposed zoning district designation of the subject property
  - Conditional rezonings include the applicant's proposed offer of conditions
  - Written description of how the requested rezoning meets Section 7.10.6 Criteria for Amendment of Official Zoning Map
- 12 copies of a sketch plan to scale showing (1) Lot number, (2) Size and shape of lot, (3) Size and location of all buildings, (4) Parking area: dimension, number of stalls, access road, (5) Road on which located (name), (6) Adjacent buildings: location and use, (7) Number of employees expected (peak).
- A community impact statement, if required by Zoning Ordinance Section 6.5
- Offer of conditions if application is for conditional rezoning
- Required fee as established by the Township Board

## What is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, the typical minimum time frame is 60-90 days. At least two months are required for Planning Commission review, because the public hearing must be set at a previous Planning Commission meeting.

## Does Rezoning Allow Me To Begin My Proposed Land Use and/or Construction?

No. Rezoning does not authorize construction or use of land. If your requested rezoning is approved, your specific development request will then be reviewed for conformance with applicable requirements. Permits to allow construction or use will be granted after this development review process is completed.

## How Long is Approval of a Rezoning Valid?

Once approved, a rezoning is final and does not expire, even if the applicant who proposed the rezoning does not develop or otherwise use the land.

Because the zoning of property requires legislative approval by the Township Board, it is not a property right that runs with the land. New or changed circumstances in the Township may result in future change in the zoning of individual properties.

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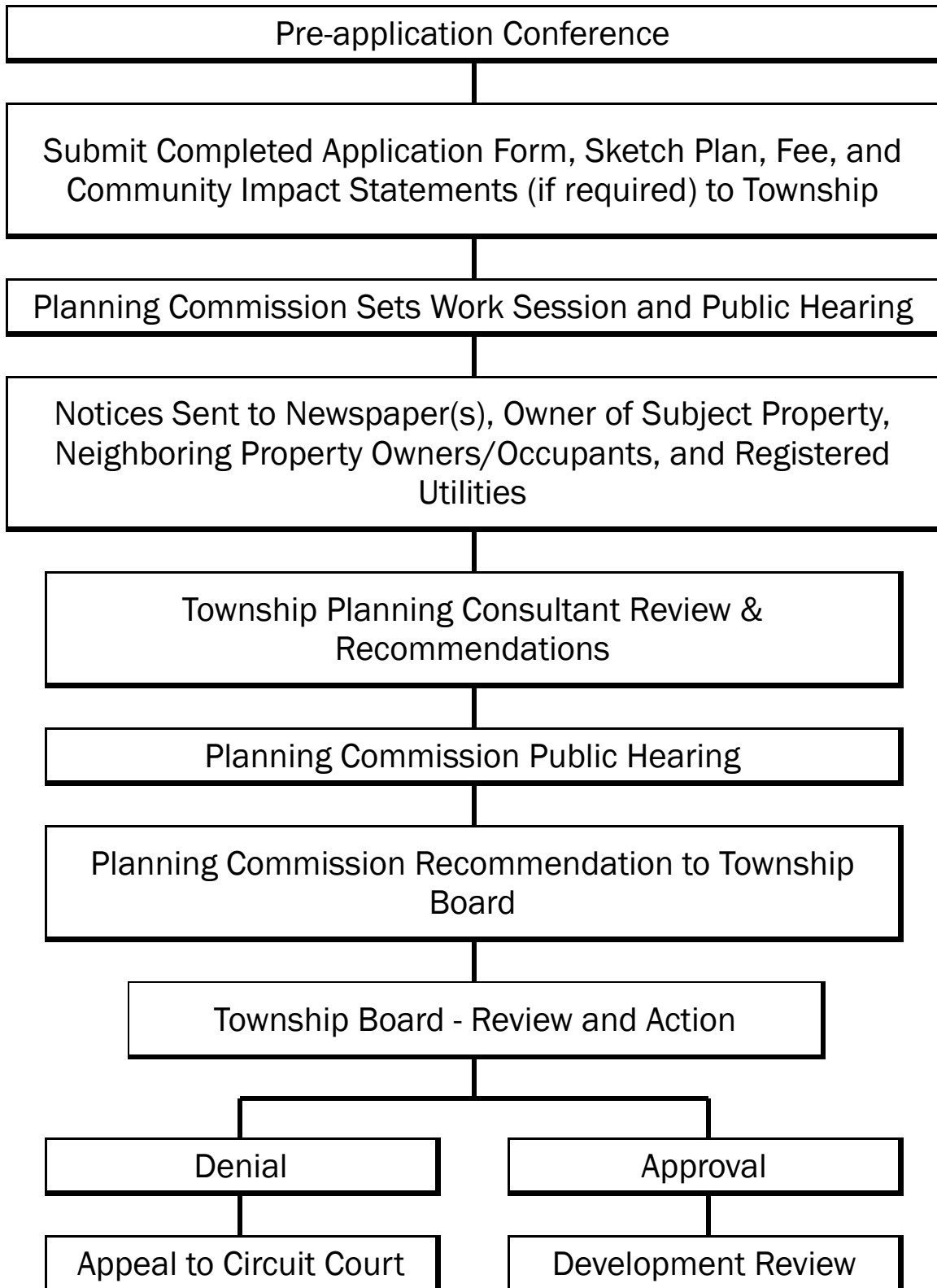
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# 4.0 Rezoning Review

What Is the Rezoning Review Process?



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# Application for Rezoning

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, Michigan 48412-9624

Application for Rezoning Parcel # \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone #: \_\_\_\_\_

Complete Legal Description (Attach to this application)

Location of property and address (if issued): \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Zoning Requested: \_\_\_\_\_

Are you the sole legal owner of the property?       Yes    No

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	Name (Please Print)	Address	Interest	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**Information to be included:** A sketch plan to scale showing (1) Lot number, (2) Size and shape of lot, (3) Size and location of all buildings, (4) Parking area: Dimensions, # of stalls, access road, (5) Road on which located (name), (6) Adjacent buildings: location and use, (7) Number of employees expected (peak).

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

\_\_\_\_\_  
Signature of Applicant (Date)

\_\_\_\_\_  
Signature of Legal Owner (Date)  
(If not the applicant)



# 5.0 Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is a quasi-judicial body that has the authority to review the following requests:

- Appeals of a decision of an administrative official, appointed or elected body
- Interpretations of the Zoning Ordinance or Zoning Map boundaries
- “Non-use” variances from the area, height and setback, off-street parking or other dimensional requirements of the Zoning Ordinance
- Temporary uses for periods not exceeding 12 months

All ZBA requests require a public hearing prior to action. All ZBA actions are final. Appeals of ZBA decisions can be made to the circuit court.

## When Do I Apply and What Do I Submit?

Within 30 days of the date of any order, refusal or determination which is being appealed, submit the following to the Township Clerk:

- 8 copies of the completed [Application for Zoning Board of Appeals](#) form
- 8 copies of the Site Plan (see below)
- Required Review Fee

## What Type of Site Plan Is Required?

The site plan must contain a complete legal description, be drawn to scale, based on a mortgage or land survey of the parcel(s), and must include property lines and dimensions, existing and proposed buildings, setbacks, driveways, and adjacent uses and structures. The proposed area(s) subject to any appeal or variance should be clearly highlighted.

## What Is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, the typical minimum time frame is 30-60 days.

## Does an Approval of a Variance or Appeal Allow Me to Begin Construction?

No. Approval of a variance or appeal by the ZBA does not authorize construction. If your request is approved, site plan review, construction plan review and building permits may be required prior to construction.

## How Long Is An Approval Valid?

Variances granted by the Zoning Board of Appeals must be acted upon by the applicant within one (1) year to remain valid.

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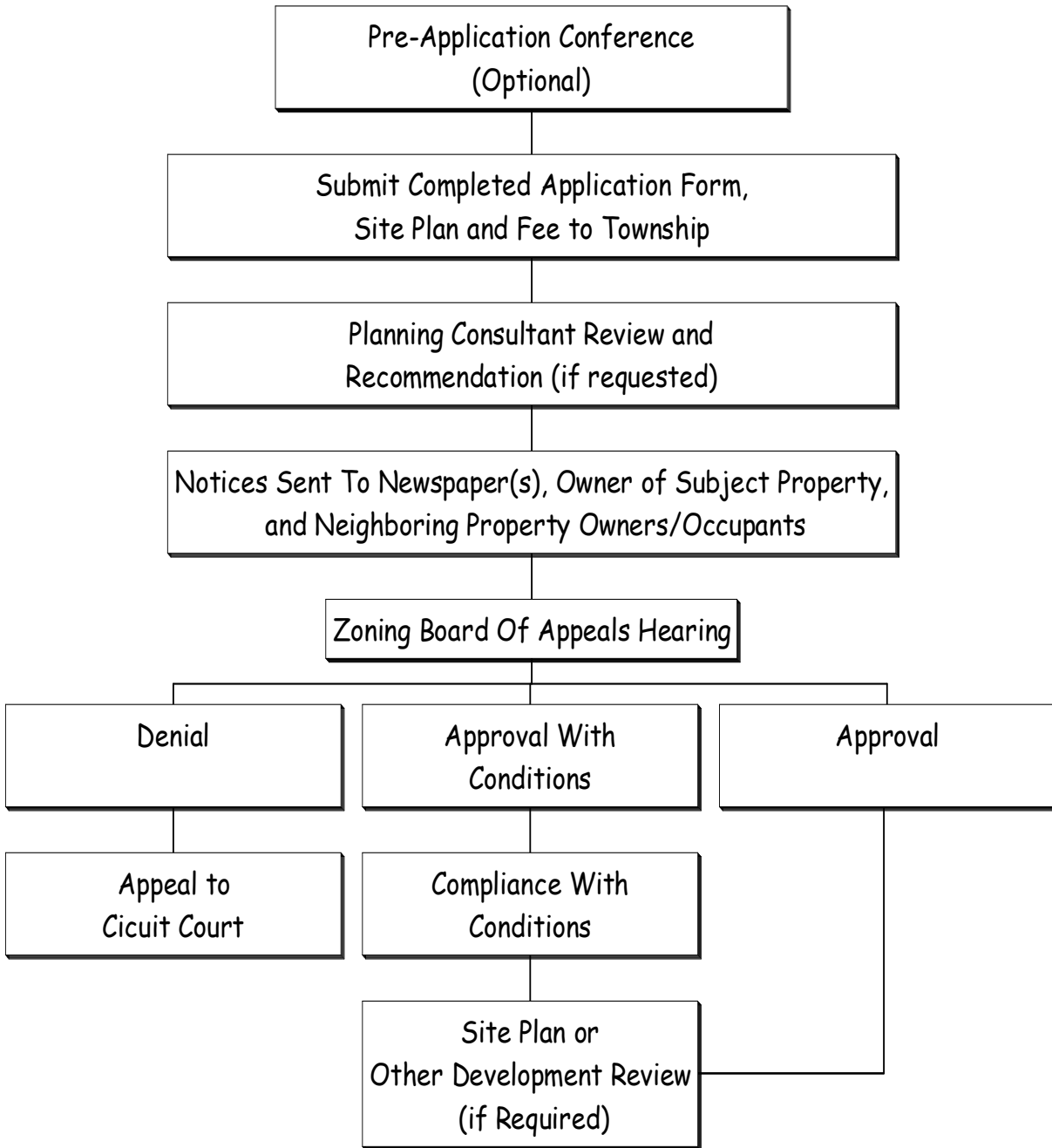
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# 5.0 Zoning Board of Appeals

## What Is The Zoning Board of Appeals Review Process?



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# APPLICATION FOR ZONING BOARD OF APPEALS

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, MI 48412-0086

PROJECT NAME \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: \_\_\_\_\_

COMPLETE LEGAL DESCRIPTION  Attached  Included on site plan

REQUIRED SITE PLAN  Attached *Application will not be accepted without required plan*

EXISTING ZONING \_\_\_\_\_ EXISTING USE \_\_\_\_\_

TYPE OF REQUEST  A variance from the Zoning Ordinance (*Complete Supplemental Information Sheet*)  
 An interpretation of the  text or  Map of the Zoning Ordinance  
 Administrative Review of an Official Order or Decision  
 Temporary Use  
 Other: \_\_\_\_\_

PROPOSED USE or ACTIVITY \_\_\_\_\_

THE APPLICANT REQUESTS THAT THE FOLLOWING BE GRANTED \_\_\_\_\_

THE REASON FOR THIS REQUEST IS \_\_\_\_\_

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY?  YES  NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

Name (Please Print)	Address	Interest	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Date Received \_\_\_\_\_ By: \_\_\_\_\_ Office Use Only Fee Paid: \_\_\_\_\_

Public Notices Sent (Date) \_\_\_\_\_

ZBA Hearing (Date) \_\_\_\_\_  Approval  Approve With Conditions  Denial

Case # ZBA \_\_\_\_\_

SUPPLEMENTAL INFORMATION – VARIANCE REQUESTS ONLY  
Zoning Board Of Appeals Case No. ZBA \_\_\_\_\_

Please answer each of the following questions. The responses will be used by the ZBA in its review of this case. The case will be heard whether or not the questions are completely answered. It is to your advantage to answer each question as completely as possible.

1. Why would strict compliance with the zoning ordinance prevent the owner from using the property for a permitted purpose, or be unnecessarily burdensome?

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2. How will the requested variance insure substantial justice (fairness) to *both* the applicant as well as other property owners?

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3. Why would a lesser variance *not* give substantial relief to the applicant?

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4. What is unique about the property, how is it different from other properties in the area or the same zoning district?

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5. Explain why the requested variance is not due to the actions of the applicant, owner, or their predecessors?

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# 6.0 Land Divisions

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## Impact of the Land Division Act, As Amended

The subdivision review process is required for any subdivision of land that meets the criteria for platting, as specified in the Land Division Act, as amended (MCL 560.101 et seq.).

The Land Division Act provides a formula for determining how many splits are allowed per parent parcel or tract without going through the plat process. It should be noted that all parcels in the state of Michigan that were lawfully in existence on March 31, 1997 are parent parcels that are potentially eligible for future splits outside the plat process. For splits occurring after this date, the resulting parcels may be eligible for additional splits after ten years. The table on the following page shows the maximum number of splits allowed without going through the plat process.

The Land Division Act also provides a bonus formula for those parent parcels or tracts that are over 20 acres. If the applicant can apply one or both of the “good planning” techniques described below, they receive 2 additional splits. These “good planning” techniques are:

1. Construction of a new road(s) results in no new driveways with access onto an existing public road.
2. At least one resulting parcel is not less than 60% of the area of the parent parcel.

The table on the next page shows the maximum number of splits allowed before the subdivision platting process is triggered. If a project is at or below these thresholds, Applicants should proceed to the Township for lot split approval. If these thresholds are exceeded, a subdivision plat is required. (An equivalent development may also be possible under the Condominium Act. Refer to Condominium Subdivision Review in this manual).

### LAND DIVISION ACT OVERVIEW

**Basic Formula for Determining the Number of Allowable Splits**

	Size of Parcel (ac)	Splits
	0-19.99	4
+10 ac	20 - 29.99	5
+10 ac	30 - 39.99	6
+10 ac	40 - 49.99	7
+10 ac	50 - 59.99	8
+10 ac	60 - 69.99	9
+10 ac	70 - 79.99	10
+10 ac	80 - 89.99	11
+10 ac	90 - 99.99	12
+10 ac	100 - 109.99	13
+10 ac	110 - 119.99	14
+40 ac	120 - 159.99	15
+40 ac	160	16
+40 ac	200	17
	Each additional 40 ac	1 additional division

**Bonus Formula for Determining the Number of Allowable Splits**

	Size of Parcel (ac)	Splits
	0-19.99	4
	20 - 29.99	7
	30 - 39.99	8
	40 - 49.99	9
	50 - 59.99	10
	60 - 69.99	11
	70 - 79.99	12
	80 - 89.99	13
	90 - 99.99	14
	100 - 109.99	15
	110 - 119.99	16
	120 - 159.99	17
	160	18
	200	19
	Each additional 40 ac	1 additional division



# 6.0 Land Divisions

In addition to the number of splits that are allowed, the Land Division Act also requires that all resulting parcels be accessible by either an existing or proposed driveway or easement.

Any parcel or tract which is “40 acres or the equivalent” or larger is known as an “exempt split.” These “exempt splits” are not counted as a division in either of the above formulas.

The above is a general description of the Land Division Act. Applicants are advised to consult the full Land Division Act, as amended (MCL 560.101 et seq.), prior to making any decisions.

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# 6.1 Land Division (Split) Review

All divisions of a parent parcel or tract that are under the maximum allowable without being processed through the platting (subdivision) process require administrative review and approval in conformance with the Attica Township Property Division Ordinance and the State Land Division Act.

## Where Do I Get Application Forms?

The application can be found on page 6-7 of this manual.

## When Do I Apply?

When you have completed the application form and have obtained the required information, submit the application packet to the Township Office / Supervisor.

## What Do I Submit?

**Note:** Incomplete or inaccurate submittal may result in significant delay.

- Three (3) copies of the completed [Application for Property Division](#) form must be submitted to the Township Clerk or Supervisor.
- A documented history of ownership of the parent parcel as of March 31, 1997 through date of application, including any adjacent lots or acreage parcels which were under the same ownership.
- The names, addresses and phone numbers of all owners of record of the parent tract. Provide copies of Warranty Deed, Quit Claim Deed, Land Contract, or other legal document of conveyance, which identifies the owner(s) of the parent parcel or tract.
- The parcel identification number(s) of the parent parcel or parent tract and a copy of the most recent tax bill pertaining to the parcel(s).
- A true and accurate survey prepared by a registered land surveyor or engineer, including both a drawing to scale and full legal description of the parent parcel or tract. The survey must include:
  - All dimensions of existing property lines and easements;
  - Location of all existing buildings, wetlands, lakes, streams, ponds, drives, roads, easements, wells and septic fields, including setbacks from property lines;
  - The size (in square feet and acres) of parent parcel or tract.
- A scale drawing of the parent parcel or tract as it will appear following the proposed division, including the following information:
  - North arrow, date and scale.
  - All adjoining property within 100' of the lot, parent parcel or parent tract;
  - All dimensions of existing and proposed property lines and easements;
  - Location of all existing buildings, wetlands, lakes, streams, ponds, drives, public and private roads, easements, wells and septic fields, including setbacks from all property lines;

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# 6.1 Land Division (Split) Review

- The gross and net (exclusive of public and private road rights of way) size of each resulting parcel (in square feet and acres);
  - The proposed location and type of access to each resulting parcel. (Where a private road is proposed separate application and conformance with the Attica Township Private Road Ordinance is required);
  - Setbacks from property lines to all proposed buildings, drives, easements, wells and septic systems.
  - Delineation and area (in square feet and acres) of contiguous buildable area (exclusive of wetlands, floodplains, steep slopes, or other unbuildable features) of each resulting parcel.
- If any resulting parcel, in whole or part, is being combined with other land, the land being combined shall be placed under one legal description and a drawing and legal description of said combined land shall be attached to the application.
  - A written statement, signed and attached to the application form by the applicant and all owners of record, stating whether the right to make further divisions exempt from the platting process requirements of PA 591 The Land Division Act has been transferred or otherwise conveyed.
  - A written statement, signed by the applicant and all owners of record and attached to the application form, stating that: "The deeds for all resulting parcels that are the subject of this application shall contain the following statement: `This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right To Farm Act`".
  - Written verification of approval by the Lapeer County Road Commission for any public road proposed to be constructed to provide access to any of the resulting parcels created by the proposed land division.
  - Written verification of approval by the Lapeer County Road Commission for the design of the intersection of any proposed private road with any County Road.
  - If preliminary review finds the parcel as having hydric soils on the Township Hydric Soils Map or wetlands on the Township Wetlands Map, written verification from a civil engineer, surveyor, or sanitarian, licensed in the State of Michigan, shall be provided indicating that the delineated buildable area of each parcel is capable of supporting typical site improvements (e.g., house, accessory building(s), driveway, well, septic field, and reserve septic field).
  - Additional information as required by the Township to verify application information, geographic site data, or to clarify status of other governmental reviews and approvals.
  - All applicable review fees as established by resolution of the Township Board.

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## Do I Need To Attend Any Meetings?

Probably not. While there may be informal meetings with the Township Supervisor, there will be no need for Board or Commission review unless you are proposing a private road, need variances, or wish to appeal a decision.

## Does An Approved Land Division Allow Me To Begin Construction?

No. Land Division Approval does not authorize construction. If your division is approved, building permits are required prior to construction. Contact the Lapeer County Construction Code Authority at 810-667-0420.

## How Much Does The Review Process Cost?

\$125.00 per parcel created or adjusted, paid at the time of application submittal. Make checks payable to "Attica Township".

## What is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, the typical minimum time frame is four weeks. The typical maximum time frame is 45 days.

## How Long Is An Approval Valid?

Approval of a Land Division does not expire.

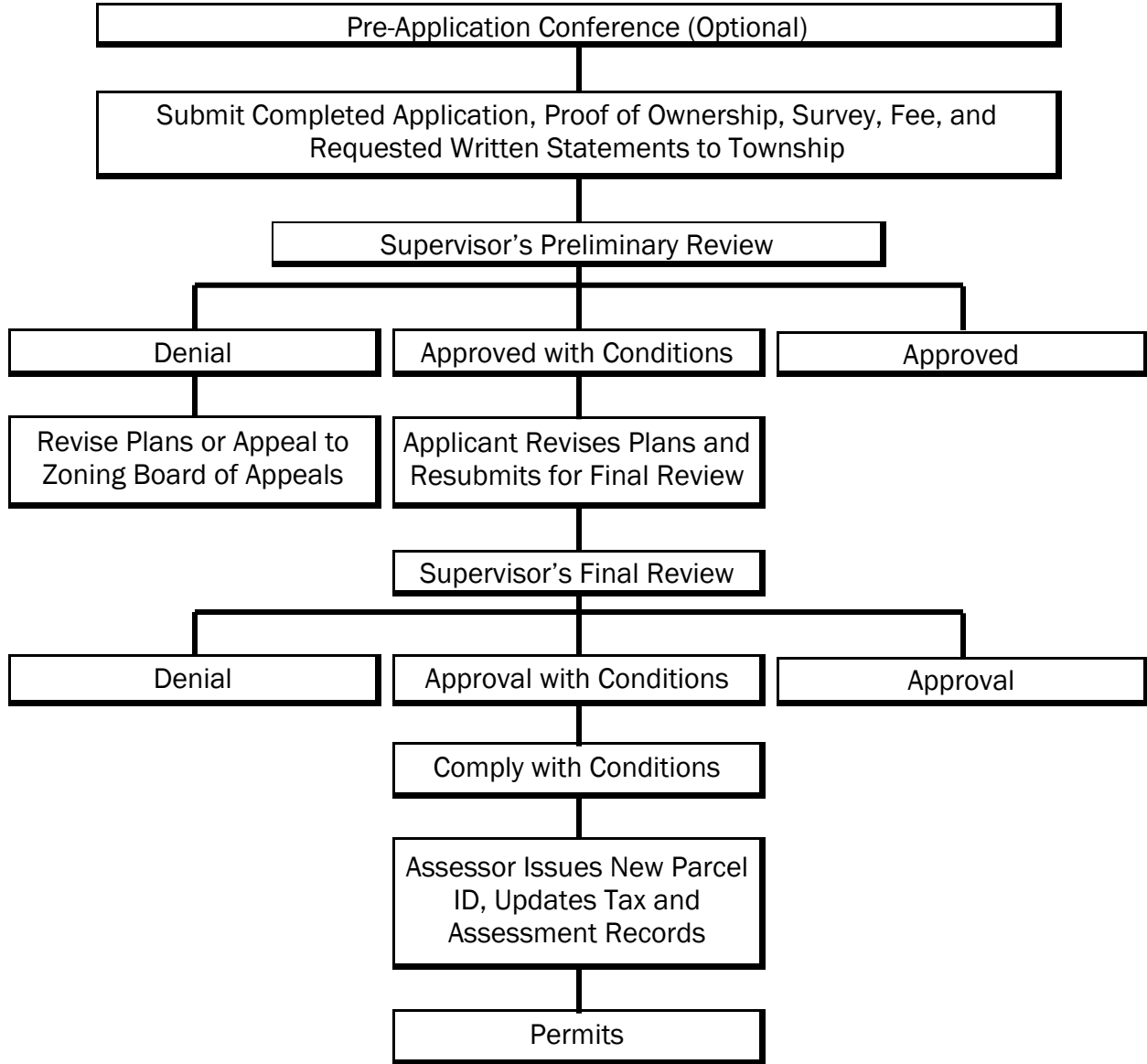
## What other approvals must I acquire?

Once the application receives PRELIMINARY APPROVAL, which has been signed by the Township Supervisor or his/her designee, the applicant can proceed with final approval and the following:

- Approval from the road commission for a driveway if the access to the property is from the county road network, or a copy of the approved road maintenance agreement if the driveway is off a private road.
- Approval from all utility companies that utility access has been obtained for all proposed parcels created.
- Tax assessment information from the assessor office as to respective property tax assessment to each remainder, combined or new parcel created.



## What is the Land Division (Split) Review Procedure?



- Where a private road is proposed in conjunction with any proposed division, review and approval of said road in conformance with the Attica Township Private Road Ordinance shall occur concurrently with application for property division. An application for property division may not be considered complete until approval of the private road in conformance with the Attica Township Private Road Ordinance.

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**APPLICATION FOR PROPERTY DIVISION  
OR BOUNDARY ADJUSTMENT**

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, MI 48412-0086

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Location: \_\_\_\_\_

Complete Legal Description  Attached  Included On Plan

Present Zoning: \_\_\_\_\_ Present Use: \_\_\_\_\_

Number of Divisions Proposed: \_\_\_\_\_ Area of Parent Parcel: \_\_\_\_\_

Are you the sole legal owner of subject property? YES \_\_\_\_\_ NO \_\_\_\_\_

Provide names, addresses and signatures for all persons with a legal or financial interest in the property (attach additional sheet if necessary). All persons having legal interest in the subject property must sign the application.

<u>Name (Please Print)</u>	<u>Address</u>	<u>Interest</u>	<u>Signature</u>
----------------------------	----------------	-----------------	------------------

1. \_\_\_\_\_

2. \_\_\_\_\_

**ALL BOUNDARY ADJUSTMENT APPLICATIONS MUST LIST ALL PROPERTY I.D. NUMBERS INVOLVED:**

PROPERTY I.D. NUMBER: \_\_\_\_\_ Area of parcel: \_\_\_\_\_

PROPERTY I.D. NUMBER: \_\_\_\_\_ Area of parcel: \_\_\_\_\_

Legal description and current survey must be attached. The survey must show *all* existing structures, distances to property lines, and any extremely low or wet land areas.

I do hereby swear that all statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file and act on behalf of all owners of the subject property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT THREE (3) COPIES OF THIS APPLICATION AND ALL ATTACHMENTS**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_ FEE PAID: \$ \_\_\_\_\_

# 6.2 Subdivision Plat Review

All divisions of a parent parcel or tract that exceed the maximum allowable acreage divisions must be processed through the platting (subdivision) review and approval process in conformance with the Attica Township Subdivision Ordinance and state Land Division Act (also known as the Subdivision Control Act).

## When Do I Apply & What Do I Submit?

Submit the following to the Township Clerk 20 days prior to the Planning Commission meeting (held the 1st Wednesday of the month):

For Tentative Preliminary Plat Review, submit the following to the Township Clerk:

- 10 copies completed [Application for Subdivision \(Plat\) Review](#) form.
- 10 copies of Tentative Preliminary Plat prepared in conformance with Section 301 of the Attica Township Subdivision Ordinance and the Land Division Act.
- Required review fees as established by resolution of the Township Board.

For Final Preliminary Plat Review, submit the following to the Township Clerk:

- 10 copies of the Final Preliminary Plat reflecting required changes, and prepared in accordance with Section 302 of the Attica Township Subdivision Regulations and the Land Division Act.
- Copies of transmittals to all authorities required to review the Preliminary Plat.
- Evidence of approval of the preliminary plat by the required review authorities.
- Required review fees as established by resolution of the Township Board.

For Engineering Plan Review, submit the following to the Township Clerk:

- Engineering plans for grading and drainage, underground utilities, and road construction.
- Required review fees and performance guarantees as established by the Township.

For Final Plat Review, submit the following to the Township Clerk:

- 1 electronic and 7 paper copies of the Final Plat prepared in accordance with Section 303 of the Attica Township Subdivision Ordinance and the Land Division Act.
- 2 copies of the proposed Subdivision Deed Restrictions or Protective Covenants, or a statement in writing that none are proposed.
- Abstract of title or policy of title insurance for subject site.
- Proof that property taxes and special assessments have been paid on the subject site.

## What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference is held, and the application materials are complete and accurate, the typical minimum time frame is 6-24 months.

## When Can Construction Begin?

Once the final preliminary plat and engineering plans are approved, the construction of improvements such as site grading, underground utilities, roads, and the like may begin,

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# 6.2 Subdivision Plat Review

subject to receipt of required permits. House construction, with the exception of model homes, cannot begin until the final plat is approved and recorded with the County Register of Deeds.

## How Long Is An Approval Valid?

Tentative Preliminary Plat approval is valid for 1 year. Final Preliminary Plat approval is valid for 2 years. Final Plat approval does not expire.

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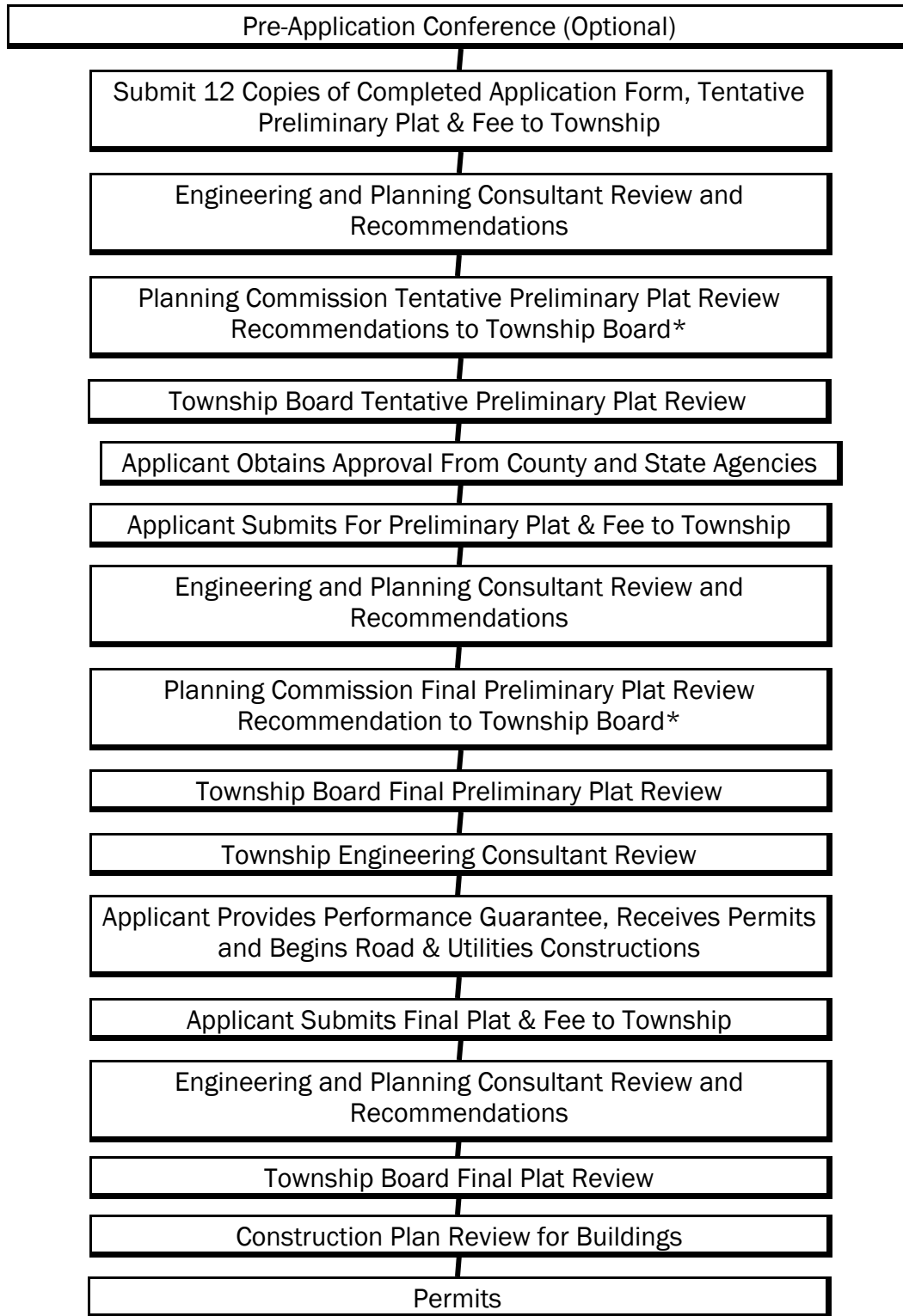
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# 6.2 Subdivision Plat Review

## What is the Subdivision Review Process?



\* Recommendations will be forwarded to the Township Board only when minor revisions are necessary.

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# APPLICATION FOR SUBDIVISION (PLAT) REVIEW

Attica Township  
 4350 Peppermill Road  
 P.O. Box 86  
 Attica, MI 48412-0086

	<u>Applicant</u>	<u>Design Engineer</u>	<u>Others</u>
Name (print)	_____	_____	_____
Address	_____	_____	_____
	_____	_____	_____
Phone	_____	_____	_____
FAX	_____	_____	_____

Name Of Proposed Subdivision (Plat) \_\_\_\_\_

Project Location: \_\_\_\_\_

Complete Legal Description  Attached  Included On Plat

Present Zoning \_\_\_\_\_ Present Use \_\_\_\_\_

Estimated Completion Date Of Proposed Project \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_ Area of Subject Property: \_\_\_\_\_ Acres \_\_\_\_\_

For Final Preliminary Plat: Evidence of County and State Approvals  Attached  Included On Plat

For Final Plat: Certificates of County and State Approvals  Attached  Included On Plat

Are You The Sole Legal Owner Of Property?  YES  NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. *All persons having legal interest in the property must sign this application.*

	<i>Name (Please Print)</i>	<i>Address</i>	<i>Interest</i>	<i>Signature</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

\_\_\_\_\_  
 Signature of Applicant \_\_\_\_\_  
 Date

---

**Office Use Only**

Date Received \_\_\_\_\_ By: \_\_\_\_\_ Fee Paid: \_\_\_\_\_  
 Tentative Preliminary Plat Approval (Date) \_\_\_\_\_ Final Preliminary Plat Approval (Date) \_\_\_\_\_  
 Subdivision Engineering Plans Approval (Date) \_\_\_\_\_ Final Plat Approval (Date) \_\_\_\_\_

CASE NO. SUB \_\_\_\_\_

# 6.3 Condominium Subdivision Review

Condominium Subdivisions are regulated by the state Condominium Act and Section 6.3 of the Township Zoning Ordinance. In addition, the design and layout of Condominium Subdivisions shall be in conformance with Sections 301 and 302 of the Township's Subdivision Ordinance.

All Condominium Subdivisions require site plan review and approval. The approval process also requires the review of Condominium documents, such as a Master Deed and By-Laws for the Association of Co-owners.

## When Do I Apply and What Do I Submit?

Submit the following to the Township 20 days prior to the Planning Commission meeting (held the 1st Wednesday of the month) for initial staff/consultant review:

- 12 copies of the completed [Application for Condominium Subdivision Plan Review](#) form
- 12 copies of site plan in conformance with Section 6.1 and Section 6.3
- Master Deed and By-Laws (may be submitted as a separate step following the subdivision plan review)
- Legal Description of subject property
- Required fee as established by the Township Board.

## What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference is held, and the application materials are complete and accurate, the typical minimum time frame is 5 - 6 months.

## Does An Approved Condominium Subdivision Plan Allow Me To Begin Construction?

No. Condominium Subdivision Plan Approval does not authorize construction. If your site plan is approved, construction plan review, completion of all streets and utilities, recording of Master Deed, and building permits will be required prior to construction.

## How Long is a Condominium Subdivision Approval Valid?

Approval is valid for one (1) year, unless an extension is requested by the applicant and granted by the Township.

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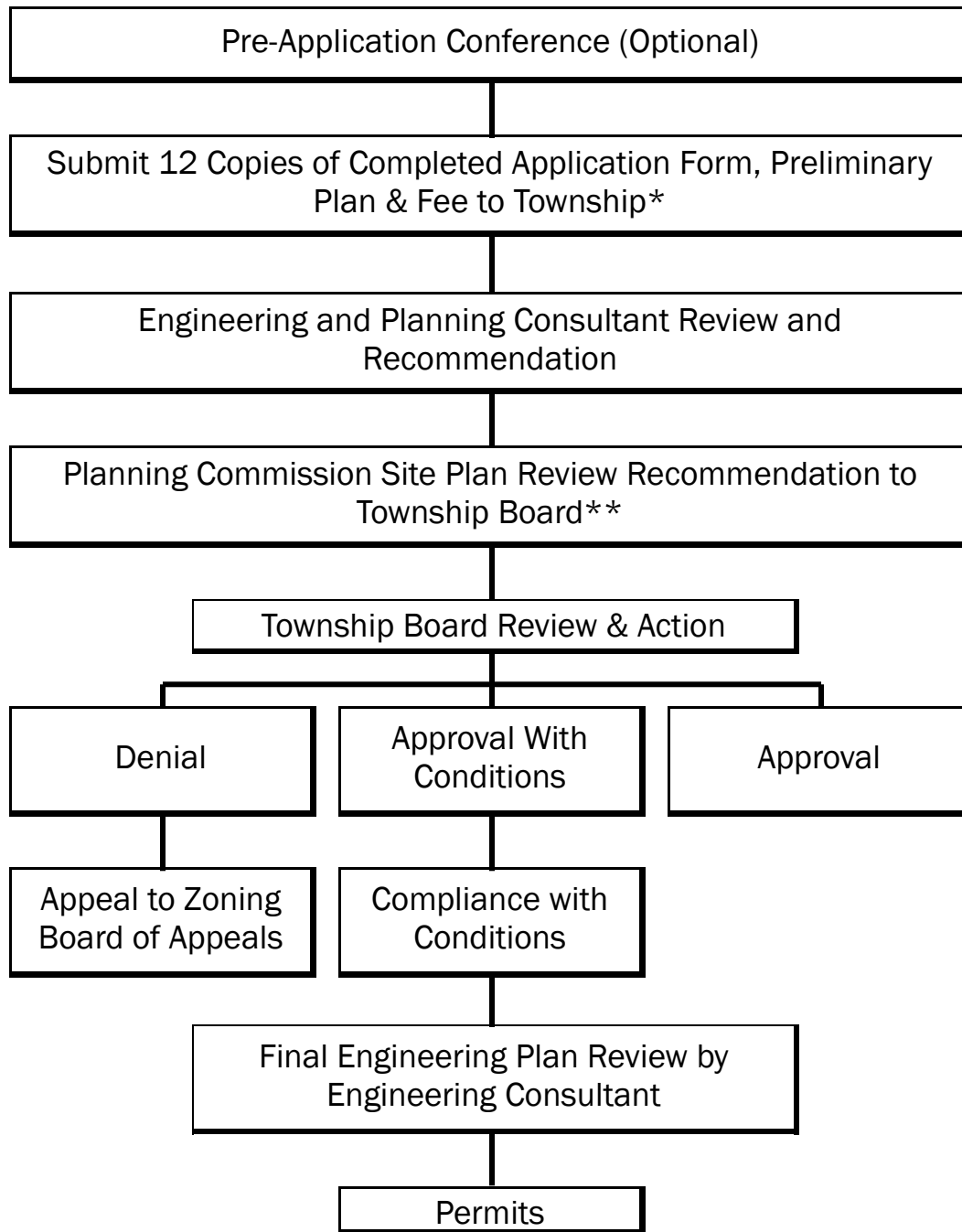
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# 6.3 Condominium Subdivision Review

What is the Condominium Subdivision Review Process?



\* Master Deed and By-Laws may be submitted as a separate step following plan review.

\*\* Recommendations will be forwarded to the Township Board only when minor revisions are necessary.

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**APPLICATION FOR CONDOMINIUM  
SUBDIVISION PLAN REVIEW**

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, MI 48412-0086

PROJECT NAME \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: \_\_\_\_\_

COMPLETE LEGAL DESCRIPTION  Attached  Included on site plan

EXISTING ZONING \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

SITE PLAN  Attached *Application will not be accepted without site plan*

AREA OF SUBJECT PARCEL Gross/Net Area: \_\_\_\_\_ / \_\_\_\_\_ NUMBER OF LOTS \_\_\_\_\_

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT \_\_\_\_\_

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY?  YES  NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

Name (Please Print)	Address	Interest	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

**Office Use Only**

Date Received \_\_\_\_\_ By: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Site Plan Submitted? (10 Copies)  Yes *(DO NOT ACCEPT APPLICATION WITHOUT SITE PLANS)*

Planning Commission Prelim. Plan Review -lots & roads (Date) \_\_\_\_\_  Approval  Approve W/ Conditions  Denial

Site Plan Cmte. Review of Site/Eng. Plans, Master Deed/By-laws (Date) \_\_\_\_\_  Approval  Approve W/Conditions  Denial

Plan. Comm. Review of Site/Eng. Plans, Master Deed/By-laws (Date) \_\_\_\_\_  Approval  Approve W/Conditions  Denial

Plan. Comm. Final As-Built Plan, Master Deed/By-laws Review (Date) \_\_\_\_\_  Approval  Approve W/Conditions  Denial

Case # CS \_\_\_\_\_

# 7.0 Mining Permit Review

Mining of topsoil, clay, sand, gravel, rock, and agates may be allowed as a special land use within the agricultural district on properties of at least 40 acres in size.

## When Do I Apply and What Do I Submit?

Submit the following information to the Township at least 20 days prior to a Planning Commission meeting (first Wednesday of the month).

- 12 copies of the [Application for Mining Permit](#) form
- Required Fee as established by the Township Board
- All plans, drawings, and supporting information required by Section 301 of the Attica Township Soil Removal Ordinance
- Complete legal description of the premises
- Names and addresses of the operator and all owners of the property in question
- Impact Assessment
- All requirements in accordance with Section 6.1 and 6.2 of the Attica Township Zoning Ordinance

## What is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, the typical minimum time frame is 45 to 75 days.

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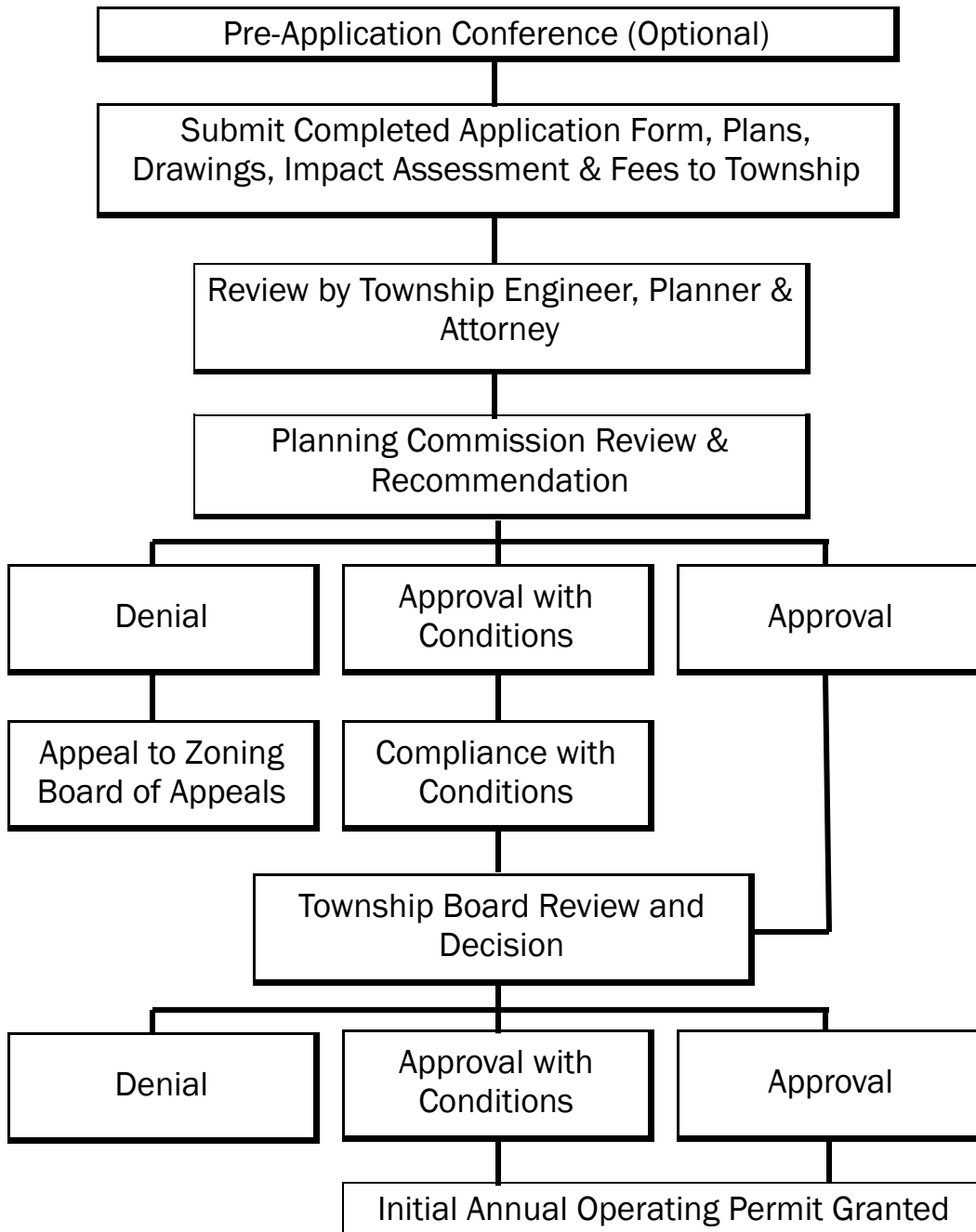
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# 7.0 Mining Permit Review

What Is the Sign Permit Review Process?



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# Application for Mining Permit

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, MI 48412-0086

	<u>Operator</u>	<u>Owner</u>	<u>Owner</u>
Name (print)	_____	_____	_____
Address	_____	_____	_____
	_____	_____	_____
Phone	_____	_____	_____
FAX	_____	_____	_____

Common Description of Property and Address, If Issued: \_\_\_\_\_  
\_\_\_\_\_

Complete Legal Description  Attached  Included on site plan

Existing Zoning \_\_\_\_\_

Type of Mining to Take Place  Topsoil  Clay  Sand  Gravel  Rock  Aggregates

Required Information Attached  Soil Removal Ordinance Section 301 plans and drawings  
 Site Plan  
 Impact Assessment

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

\_\_\_\_\_  
Signature of Applicant Date

Date Received \_\_\_\_\_ By: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Site Plan Submitted? (12 Copies)  Yes (DO NOT ACCEPT APPLICATION WITHOUT SITE PLANS)

Planning Commission Meeting Date: \_\_\_\_\_ Action:  Approved  Denied

Conditions: \_\_\_\_\_

# 8.0 More

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# 8.1 Sign Permit Review

- All permanent and temporary signs must comply with the provisions of Section 5.7 of the Zoning Ordinance, and require a permit prior to installation.

## When Do I Apply and What Do I Submit?

Submit the following information to the Township 20 days prior to the next regularly scheduled Planning Commission meeting. (The first Wednesday of the month.)

- 10 copies of the [Application Sign Permit](#) form and attachments
- Required Fee as established by the Township Board
- 10 copies of scaled drawings which provide the following:
  - The location of the subject property and current zoning classification
  - A scale drawing of each sign, in the colors of the finished sign, indicating the size, shape, message, lettering style, and materials of the finished sign (all required copies must also be in color)
  - Building elevation sketches showing the position and size of each sign on the building and the location and size of any existing sign(s) on the same structure.
  - For freestanding signs, a site plan sketch showing the sign height, location of the sign on the site, and verifying compliance with all setback requirements
  - For freestanding signs, the site plan sketch shall illustrate any proposed landscaping around the sign, the size of the landscaped area, details regarding proposed plant material (quantity, species, size and method of maintenance)
  - If the sign will be illuminated, plans shall include all details regarding the location, type of fixture, color of the illumination, and method of shielding the lighting equipment to prevent glare.

## What is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, the typical minimum time frame is 2 weeks.

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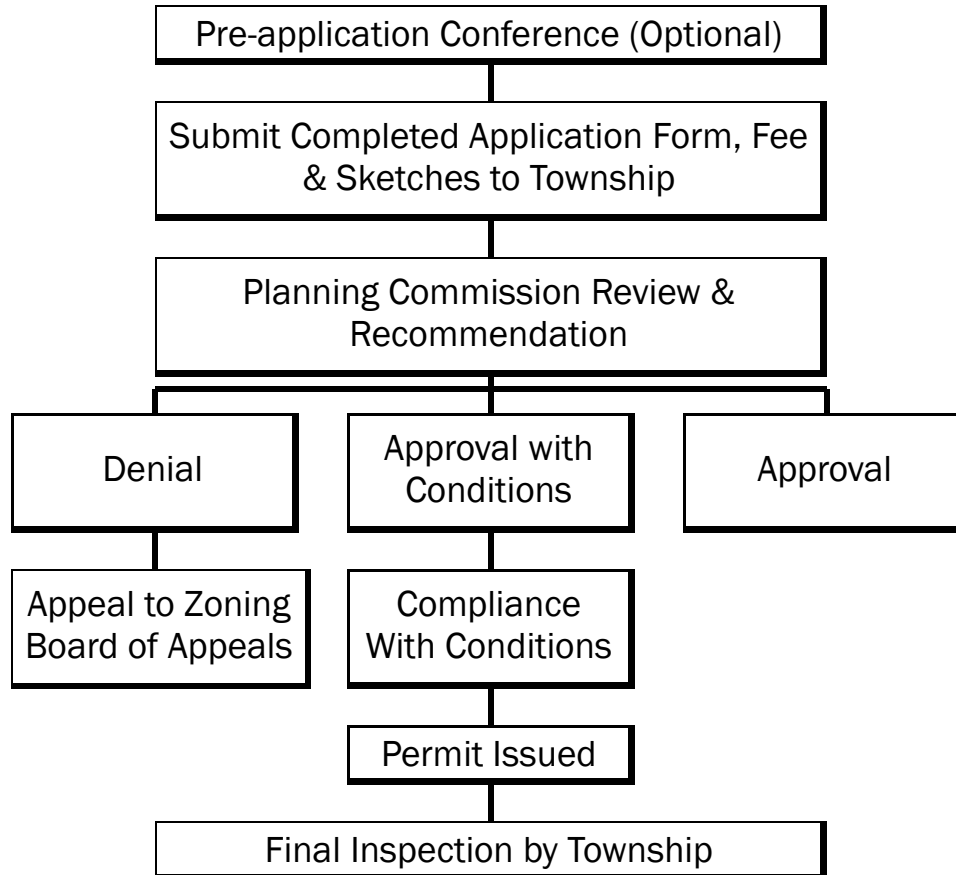
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# 8.1 Sign Permit Review

What Is the Sign Permit Review Process?



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# 8.2 Private Road Review

- Private roads may be permitted within the Township provided they are properly constructed and maintained. To ensure proper construction and maintenance of such roads, the Township has adopted a Private Road Ordinance which specifies standards and procedures for reviewing and approving new roads.

## When Do I Apply & What Do I Submit?

Submit the following to the Township 20 days prior to the Planning Commission meeting (held the first Wednesday of the month):

- 12 copies of the completed [Application for Private Road Review](#) form
- 12 copies of site plan and engineering plans in conformance with Sections 6, 7, and 8 of the Private Road Ordinance
- 12 copies of Private Road Maintenance Agreement.
- Legal Description of subject property, private road easement, all resulting parcels, and storm drain / utility easements. Legal description must be included on the survey and provided in digital format (e.g., on disk).
- Required fee as established by the Township Board.

## What is the Typical Time Frame for the Review Process?

Assuming a pre-application conference is held and the application materials are complete and accurate, the typical minimum time frame is 45-90 days.

## Does An Approved Private Road Site Plan Allow Me To Begin Construction?

No. Approval does not authorize construction. If your Private Road Site Plan is approved, construction plan review and permits are required. At the time of application for a permit, you must file a cash deposit, certified check or irrevocable bank letter in an amount equal to the total cost of the required improvements. At least 1 week prior to construction, you must hold a pre-job meeting with the Township Engineer.

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# 8.2 Private Road Review

## What Needs To Be Included In The Private Road Maintenance Agreement?

The following lists the basic required content of Private Road Maintenance Agreements:

- ❑ **Legal Description** - Legal description of parent parcel, resultant parcels, private road easement, utility easements.
- ❑ **Private Road Association** - Creation of Private Road Association, Membership, Voting Rights, Election of Officers.
- ❑ **Annual Meeting** - Annual meeting required. Purpose - Elect officers, approve maintenance program and budget for next year.
- ❑ **Assessment** - Annual assessment required, proportional to share of budget, based on number of parcels owned.
- ❑ **Assessment Collection** - How assessments will be collected, treasurer responsible, due dates, where funds will be deposited.
- ❑ **Failure To Pay Assessment** - Recourse(s) available to Association if landowner fails to pay, liens, suits, collection costs.
- ❑ **Special Assessment District** - Each owner's written approval for the establishment of a Special Assessment District, for maintenance of the private road by the Township, upon failure of the owners to maintain the private road.
- ❑ **Road and Utility Easement** - Easement for road and utilities, access assured to owners, public, utilities and the Township.
- ❑ **Estimate Of Expenses** - Estimates required yearly for maintenance of road, Association responsible for securing estimates for grading, drainage, snow removal and base / surface repair.
- ❑ **Extraordinary Repairs** - Unanticipated repairs, method of assessment collection, Association empowered to take immediate steps to repair.
- ❑ **Notice to Township** - Association required to notify Township yearly with Association contact, agenda and minutes for annual meeting, proposed and approved maintenance budgets.
- ❑ **Maintenance and Repair Work** - Association Chair responsible to schedule maintenance, bills paid by treasurer, all work to be in conformance with Township-Approved plans and Private Road standards. *Language that specifies that Township and County Road Commission are NOT responsible for maintenance of private roads.*
- ❑ **Remedies** - Vested right of Association to take legal actions deemed necessary for violations.
- ❑ **Drainage Maintenance** - Drainage to be maintained, drainage patterns not to be altered unless prior approval by appropriate governmental authority and Township, owners not to block or alter.
- ❑ **Dust Control** - (If Applicable) For gravel roads, method & frequency of dust control.
- ❑ **Subsequent Owners** - Agreement runs with the land, binding on all current and future owners, owner required to disclose this agreement.
- ❑ **Public Road Dedication** - Process for future dedication, sole responsibility of Association to comply with County Road Commission requirements at that time.
- ❑ **Owners Not To Restrict Road Access** - Owners prohibited from blocking or hindering use of road.

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# 8.2 Private Road Review

- ❑ **Recording Required** - Maintenance Agreement, survey and legal description to be recorded.
- ❑ **Copy of Agreement To Be Provided At Closing** - Seller required to provide copy of maintenance agreement at time of closing.
- ❑ **Amendments** - Amendments to Maintenance Agreement require Township approval, cannot have effect of reducing or eliminating Association’s responsibility for road maintenance.
- ❑ **Mowing of Grass** – Agreement must include the following statement, “It shall be the responsibility of the owner of each parcel of property to which the road provides access to maintain grass at a height of twelve (12) inches or less.”
- ❑ **Signatures**

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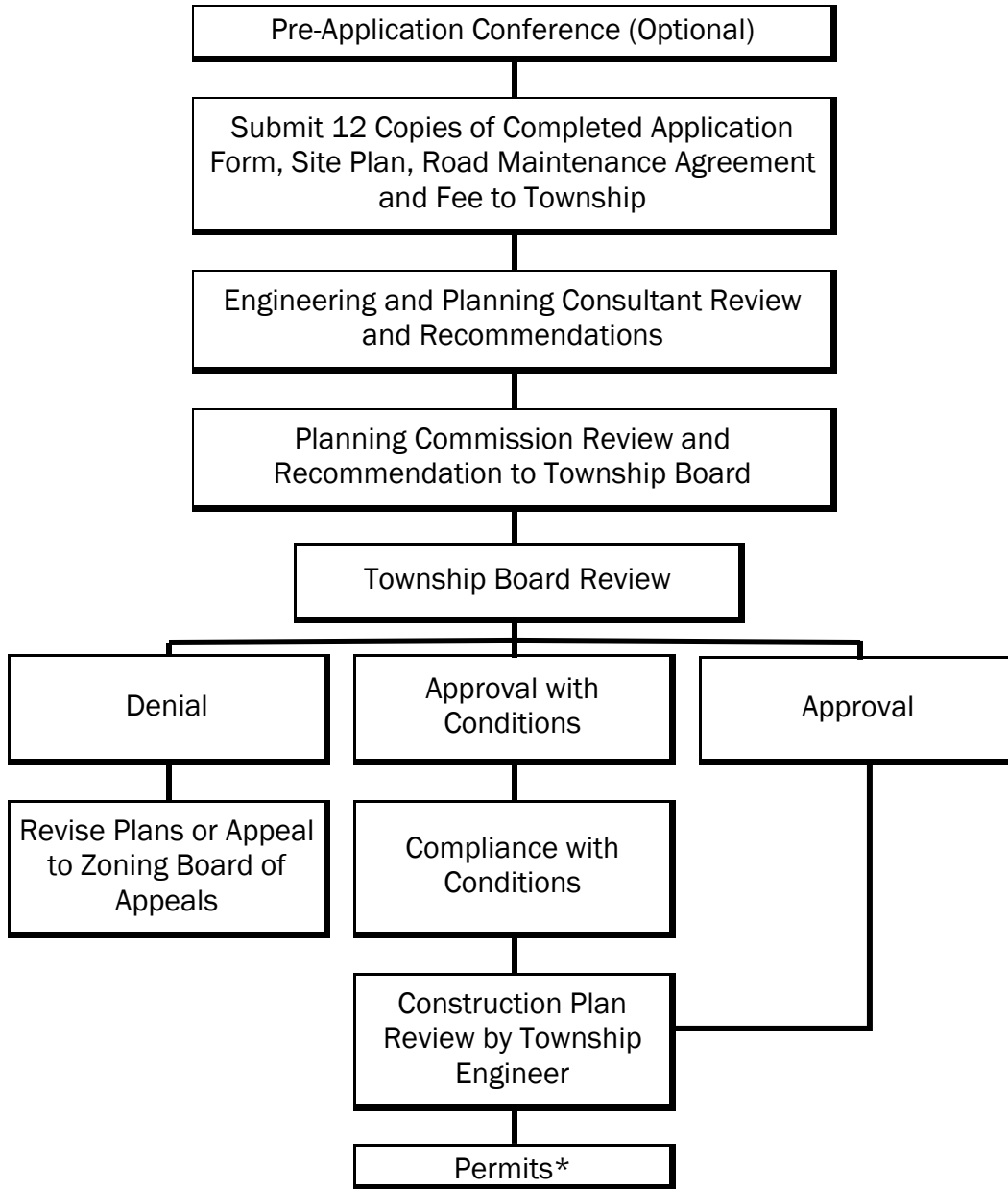
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# 8.2 Private Road Review

## What Is The Private Road Review Process?



\* Permits are required before construction can begin.

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**APPLICATION FOR PRIVATE ROAD REVIEW**

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, MI 48412-0086

APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: \_\_\_\_\_

COMPLETE LEGAL DESCRIPTION  Attached  Included on site plan

EXISTING ZONING \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

ENGINEERED SITE PLAN  Attached (Application will not be accepted without site plan)

AREA OF SUBJECT PARCEL \_\_\_\_\_ Gross/Net Acreage: \_\_\_\_\_ / \_\_\_\_\_

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT \_\_\_\_\_

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY?  YES  NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

Name (Please Print)	Address	Interest	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Office Use Only*

Date Received By: Fee Paid:

Site Plan Submitted? (12 Copies)  Yes (DO NOT ACCEPT APPLICATION WITHOUT SITE PLANS)

Planning Commission Recommendation:  Approval  Approval with Conditions Denial Date: \_\_\_\_\_

Township Board Action:  Approval  Approval with Conditions Denial Date: \_\_\_\_\_

Case # PVTRD \_\_\_\_\_

# 8.3 Rear Parcel Private Drive Review

- Every dwelling or principal building within Attica Township must be located on a lot or parcel who's full width of the front of the property fronts a public or approved private road. All lots which don't front on a public or approved private road must apply for a rear parcel private drive. These drives must comply with the requirements of Sections 5.13 and 5.14 of the Attica Township Zoning Ordinance.

## What must I submit when applying for a Rear Parcel Private Drive?

Submit the following to the Secretary of the Planning Commission 20 days prior to a regular Planning Commission meeting (held the first Wednesday of the month):

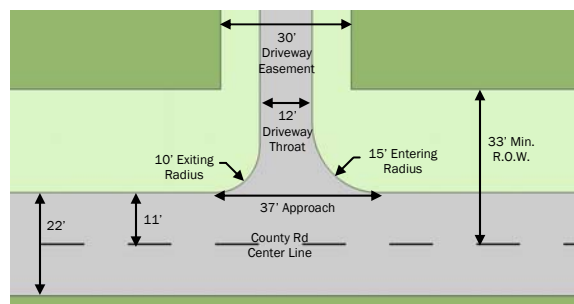
- [Application for a Rear Parcel Private Drive](#)
- A copy of the property deed clearly indicating that the maintenance of the private drive is the responsibility of the owners of said parcel.
- Required fee as established by the Township Board.

## What requirements must be met when applying for a Rear Parcel Private Drive?

1. All parcels served by private drives shall be a minimum of five (5) acres.
2. The private drive shall not exceed 700 feet in length..
3. Only one residence may have access to and from such a private drive.
4. The driveway shall occupy a strip of land, owned in fee, whose width shall be a minimum of 30 feet. The driveway shall be properly landscaped and maintained and dust shall be controlled at all times by hard surfacing or chemical treatment.  
Note: Lapeer County Road Commission standards for driveway permits require the minimum driveway approach to be 37 feet wide. See sketch below.
5. Not more than 3 driveways within 200 feet shall be located on the same side of the road.
6. A Township-approved property address post and driveway must be installed to Township specifications before a building permit can be issued.
7. The private drive shall be constructed in accordance with the standards set in Section 5.14 Private Drive Standards For Emergency Access of the Attica Township Zoning Ordinance.

## What inspections will be required before a building permit can be obtained?

Two inspections will be conducted, the first when the topsoil is stripped and the final when the gravel is placed.



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Application for a Rear Parcel Private Drive

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, MI 48412-0086

Application #PD\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address and location of property: \_\_\_\_\_

**Requirements for a Rear Parcel Private Drive: See Section 5.13 and Section 5.14 of the Zoning Ordinance.**

Application must be filed with the Secretary of the Planning Commission fourteen (14) days prior to a regular Planning Commission meeting (the first Wednesday of the month) in order to be placed on the agenda.

Fee paid: \_\_\_\_\_ Fee received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning Commission:**  Approved  Denied Date: \_\_\_\_\_

**First Inspection made by:** \_\_\_\_\_ Date: \_\_\_\_\_

- 1. Not more than 3 driveways within 200 feet on same side of road.  Yes  No
- 2. All top soil stripped.  Yes  No
- 3. Fourteen feet of clearance for full width.  Yes  No

**Second Inspection made by:** \_\_\_\_\_ Date: \_\_\_\_\_

- 1. Gravel placed for full length of drive 12 feet wide.  Yes  No
- 2. Post installed and address posted.  Yes  No

# 8.4 Pond Review

Prior to the construction, expansion, or cleaning of a pond that will result in the removal of over 100 yards of material, a site plan must be submitted to the Planning Commission Secretary for review and approval.

## When Do I Apply and What Do I Submit?

Submit the following information to the Planning Commission Secretary.

- 4 copies of the completed [Zoning Compliance Permit Construction or Enlargement of a Pond](#) form must be submitted to the Township
- Required fee as established by the Township Board
- 4 copies of a site plan in conformance with Zoning Ordinance Section 4.7, illustrating the following:
  - Property lines and dimensions.
  - All existing and proposed structures on the site and on adjacent parcels within 500' of the site.
  - Location of the proposed pond.
  - Location of all wells, septic tanks, drainage fields, and tile drains (including agricultural drains) on the site and within 500' of the site.
  - Setbacks (distance) in feet from the proposed pond to all property lines, rights of way, existing and proposed structures, wells, septic tanks, drainage fields and tile drains on the site.
  - Location of all existing and proposed fencing, berming and land balancing, including the location, height and slope of all areas where excavated materials (spoils) will be placed on site.
  - Spot elevations sufficient to determine the location, grading and drainage patterns created by the pond and all associated land balancing, berming and excavation.
  - Location of all wetlands, streams, rivers, lakes, drains or other water bodies.

## What is the Typical Time Frame for the Review Process?

Assuming the application materials are complete and accurate, including a detailed drainage plan when required, the typical time frame is 7 business days. Where review by the Lapeer County Soil Erosion and Sedimentation Control Office is required, the process may be extended up to 30 days, and where MDEQ review is required, the process may take up to 90 days.

## Is There a Deadline in Which Construction Must be Completed?

All approved ponds shall be completed within six (6) months of the permit being issued. The Zoning Administrator may grant a six (6) month extension of the permit for just cause.

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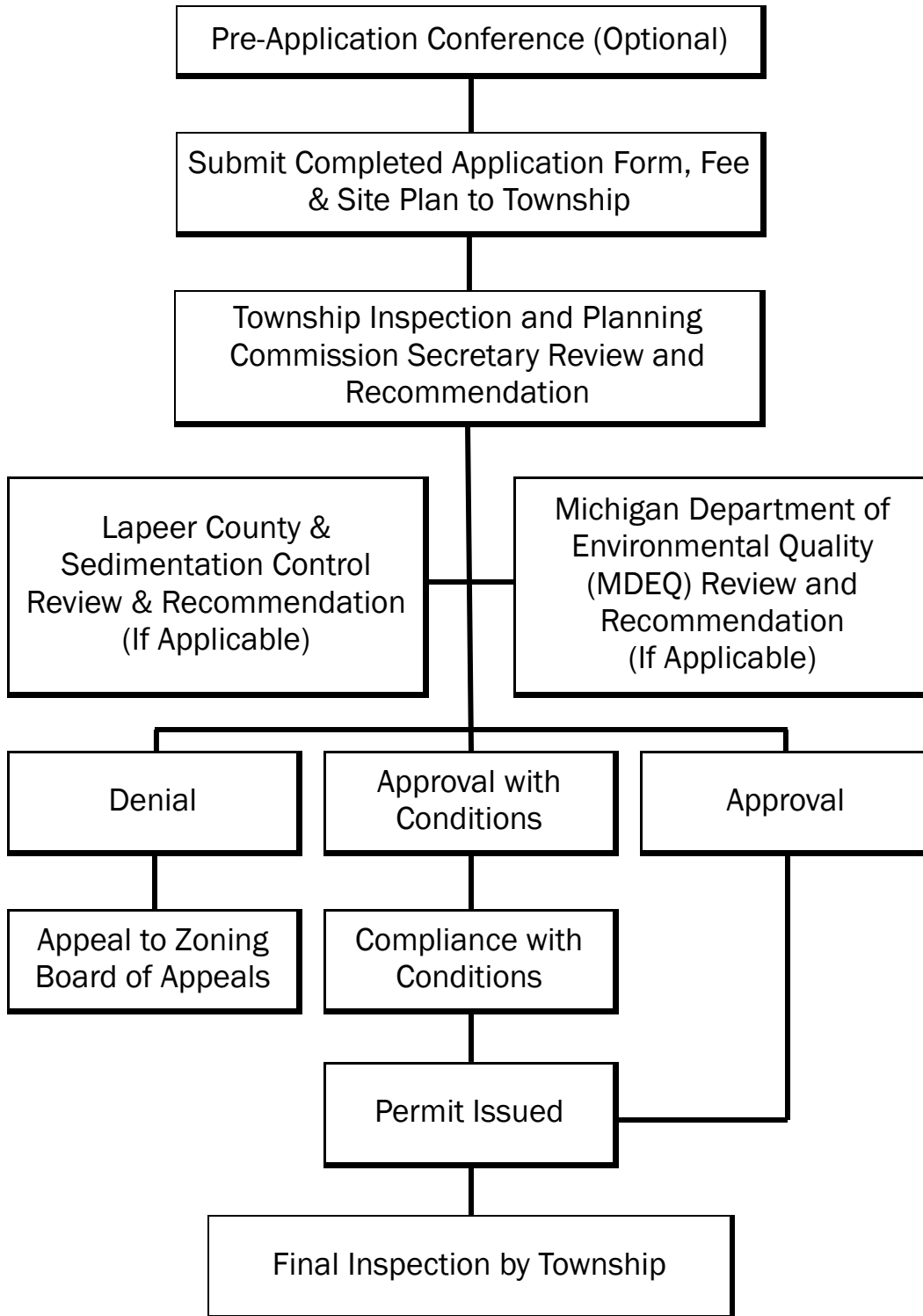
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# 8.4 Pond Review

What Is the Pond Review Process?



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**Zoning Compliance Permit Construction  
or Enlargement of a Pond**

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, MI 48412-0086

Permit Number: \_\_\_\_\_

Proposed Activity       New Pond       Enlarge Existing Pond       Clean Out Existing Pond

Site Plan Approved:       Yes       No,      Date: \_\_\_\_\_  
First Inspection Approved:       Yes       No,      Date: \_\_\_\_\_  
Final Inspection Approved:       Yes       No,      Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Property Location \_\_\_\_\_  
\_\_\_\_\_

Property Size: Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Acres: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_ Pond Depth in Feet: \_\_\_\_\_

Lapeer County Soil and Erosion Sedimentation Permit:  
Permit Number: \_\_\_\_\_ Date Approved: \_\_\_\_\_  Not Applicable

Michigan Department of Environmental Quality Permit:  
Permit Number: \_\_\_\_\_ Date Approved: \_\_\_\_\_  Not Applicable

Drainage Plan:     Attached       Not Applicable

Sketch Plan in Accordance with Section 4.7 of Attica Township Zoning Ordinance  
 Attached (Do not accept application without sketch plan)

Applicant's Signature: \_\_\_\_\_

**Office Use Only**

Date: \_\_\_\_\_ Permit Fees Paid: \$ \_\_\_\_\_ Bond Fees Paid: \$ \_\_\_\_\_  
Application and Fees Received by: \_\_\_\_\_ Date: \_\_\_\_\_

# 8.5 Public Hearings/Notice Procedures

## ZONING MAP AMENDMENTS (REZONING), ZONING ORDINANCE TEXT AMENDMENTS, SPECIAL LAND USES, AND ZONING BOARD OF APPEALS CASES

1. Notice Contents: Notices must contain the following:
  - Description of the nature of the request.
  - Indication of the property that is the subject of the request, if applicable, including a listing of all street addresses within the property (if they exist).\*
  - When and where the request will be considered (date, time, and place of the public hearing).
  - When and where written comments will be received concerning the request.

\* If 11 or more adjacent properties are proposed for rezoning, individual addresses do not need to be listed.

2. Newspaper Notice – One notice must be published not less than 15 days prior to the hearing.
3. Notice to Property Owner and Neighboring Owners/Occupants – Notice must also be sent by mail or personal delivery to the following:
  - The owner of the subject property.
  - All persons to whom real property is assessed within 300 feet of the subject property, regardless of whether their property is located in Attica Township.\*
  - The occupants of all structures within 300 feet of the subject property, regardless of whether the structure is located in Attica Township.\*

\* If 11 or more adjacent properties are proposed for rezoning, notice does not need to be sent to persons to whom real property is assessed and occupants of structures within 300 feet of the subject property.

4. Notice to Utilities – For rezonings and zoning text amendments, notice of the time and place of the public hearing must also be sent by mail to each electric, gas, and pipeline public utility company, each telecommunication service provider, and each railroad operating within the district or zone affected that registers its name and mailing address with the Township Clerk for the purpose of receiving notices of public hearing.

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# 8.5 Public Hearings/Notice Procedures

## Sample Notice of Public Hearing - Rezoning Attica Township Planning Commission

Notice is hereby given that the Attica Township Planning Commission will hold a public hearing on (day & date) beginning at (time) p.m. at the Attica Township Hall, 4350 Peppermill Road, Attica, MI 48412. The purpose of the hearing is to receive public comments on a proposed rezoning from \_\_\_\_\_ to \_\_\_\_\_ on the following described property:

---

The property in question is located at:

---

A complete copy of the application for rezoning may be examined at the Attica Township Hall, Mondays through Fridays, except holidays, from 9 a.m. to 12 noon.

Written comments may be sent to the Planning Commission, at the address above, prior to the hearing. Verbal comments will be taken during the public hearing.

This notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

Nancy Herpolsheimer  
Attica Township Clerk

### Instructions:

- 1) Publish notice once. Notice must appear not less than 15 days before the public hearing
- 2) Mail copy of notice to owner of subject property and to all property owners / occupants of structures within 300 feet of the parcel under consideration, not less than 15 days before the public hearing. If 11 or more adjacent properties are proposed for rezoning, the requirement to mail to property owners / occupants of structures within 300 feet of the subject property does not apply.
- 2) Mail copy of notice to registered utilities not less than 15 days before the public hearing.

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# 8.5 Public Hearings/Notice Procedures

## Sample Notice of Public Hearing - Special Land Use Approval Attica Township Planning Commission

Notice is hereby given that the Attica Township Planning Commission will hold a public hearing on \_\_\_\_\_ beginning at \_\_\_\_\_, at the Attica Township Hall, 4350 Peppermill Rd, Attica, MI 48412. The purpose of the hearing is to receive public comments on a request submitted by \_\_\_\_\_ for special land use approval of a proposed \_\_\_\_\_ The property in question is located at: \_\_\_\_\_.

A complete copy of the application for the proposed special land use may be examined at the Attica Township Hall, Monday through Friday, except holidays, from 9 a.m. to 12 noon.

Written comments may be sent to the Planning Commission, at the address above, prior to the hearing. Verbal comments will be taken during the public hearing.

This notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

\_\_\_\_\_

Clerk  
Attica Township

### Instructions:

- 1) Publish notice once. Notice must appear not less than 15 days before the public hearing.
- 2) Mail copy of notice to owner of subject property and to all property owners / occupants of structures within 300 feet of the parcel under consideration, not less than 15 days before the public hearing.

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# 8.5 Public Hearings/Notice Procedures

## Sample Notice of Special Land Use Consideration Attica Township Board

Notice is hereby given that the Attica Township Board will consider a request for special land use approval at the meeting on \_\_\_\_\_ beginning at \_\_\_\_\_, at the Attica Township Hall, 4350 Peppermill Rd, Attica, MI 48412. The request was submitted by \_\_\_\_\_ for special land use approval of a proposed \_\_\_\_\_. The property in question is located at:\_\_\_\_\_.

A complete copy of the application for the proposed special land use may be examined at the Attica Township Hall, Monday through Friday, except holidays, from 9 a.m. to 12 noon.

Written comments may be sent to the Township Board, at the address above, prior to the meeting. A public hearing on the proposed special land use may be requested prior to the meeting by any property owner or the occupant of any structure located within 300 feet of the boundary of the property being considered for special use.

This notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

\_\_\_\_\_, Clerk  
Attica Township

### Instructions:

- 1) Publish notice once. Notice must appear not less than 15 days before the meeting.
- 2) Mail copy of notice to owner of subject property and to all property owners / occupants of structures within 300 feet of the parcel under consideration, not less than 15 days before the meeting.

NOTE: A public hearing and review by the Planning Commission are required for all special land uses. A public hearing may also be held by the Township Board, at the discretion of the Board or if requested by a property owner or occupant within 300 feet of the proposed special land use.

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# 8.5 Public Hearings/Notice Procedures

## Sample Notice of Public Hearing - Special Land Use Approval Attica Township Board

Notice is hereby given that the Attica Township Board will hold a public hearing on \_\_\_\_\_ beginning at \_\_\_\_\_, at the Attica Township Hall, 4350 Peppermill Rd, Attica, MI 48412. The purpose of the hearing is to receive public comments on a request submitted by \_\_\_\_\_ for special land use approval of a proposed \_\_\_\_\_. The property in question is located at:\_\_\_\_\_.

A complete copy of the application for the proposed special land use may be examined at the Attica Township Hall, Monday through Friday, except holidays, from 9 a.m. to 12 noon.

Written comments may be sent to the Township Board, at the address above, prior to the hearing. Verbal comments will be taken during the public hearing.

This notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

\_\_\_\_\_, Clerk  
Attica Township

### Instructions:

- 1) Publish notice once. Notice must appear not less than 15 days before the public hearing.
- 2) Mail copy of notice to owner of subject property and to all property owners / occupants of structures within 300 feet of the parcel under consideration, not less than 15 days before the public hearing.

NOTE: A public hearing and review by the Planning Commission are required for all special land uses. A public hearing may also be held by the Township Board, at the discretion of the Board or if requested by a property owner or occupant within 300 feet of the proposed special land use.

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# 8.5 Public Hearings/Notice Procedures

## Sample Notice of Public Hearing Attica Township Zoning Board Of Appeals

Notice is hereby given that the Attica Township Zoning Board Of Appeals will hold a public hearing on: \_\_\_\_\_, beginning at \_\_\_\_\_, at the Attica Township Hall, 4350 Peppermill Rd, Attica, MI 48412. The purpose of the hearing is to receive public comments on a request submitted by \_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_. The property in question is located at:  
\_\_\_\_\_.

A complete copy of the application for the proposed application for appeal may be examined at the Attica Township Hall, Monday through Friday, except holidays, from 9 a.m. to 12 noon.

Written comments may be sent to the Zoning Board of Appeals, at the address above, prior to the hearing. Oral comments will be taken during the hearing.

This notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

\_\_\_\_\_, Clerk  
Attica Township

### Instructions:

- 1) Publish notice once. Notice must appear not less than 15 days before the public hearing.
- 2) Mail copy of notice to applicant and to all property owners / occupants of structures within 300 feet of the parcel under consideration, not less than 15 days before the public hearing.

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# 8.6 Environmental Permits Checklist

This checklist has been prepared to alert businesses to state and county environmental permit requirements which may apply to new or existing facilities. Applicants are requested to complete this form and submit it with the site plan application.

This checklist is not a permit application form. Businesses are responsible for obtaining information and permit application forms from appropriate state and county offices. Please note that this checklist pertains only to state and county environmental permits. Additional permits and approvals may be required by the Township or other government agencies. Compliance with applicable county and state requirements is a prerequisite for site plan approval in Attica Township. The Township will forward this form to the Michigan Department of Natural Resources and Environment Permits Coordinator.

- 
1. Y N Will the project involve the discharge of any type of wastewater or surface water runoff to a storm sewer, drain, lake, stream or other body of water?  
**Section 12 of Part 31 NREPA**  
**Contact:** *Michigan Department of Natural Resources and Environment, Water Bureau.*
  
  2. Y N Will the project involve the discharge of liquids, sludges, wastewater and/or wastewater residuals into or onto the ground?  
**Section 7(1) and 12 of Part 31 NREPA**  
**Contact:** *Michigan Department of Natural Resources and Environment, Waste and Hazardous Material Division.*
  
  3. Y N Will the project or facility store or use hazardous substances, chemicals, petroleum products, and/or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (or a material storage permit) may be required.  
**Part 5 Rules of Part 31 NREPA**  
**Contact:** *Michigan Department of Natural Resources and Environment, Waste and Hazardous Materials Division.*
  
  4. Y N Will the facility use underground storage tanks? Existing tanks must be registered with the MDNRE. Tanks must be installed and operated in accordance with state regulations.  
**Section 2 of Part 211 NREPA**  
  
A 30-day notice is required before beginning either permanent closure or a change-in-service. Upon permanent closure or change-in-service, a site assessment must be performed in accordance with state regulations.  
**Sections 2 and 3 of Part 211 NREPA**  
**Contact:** *Michigan Department of Natural Resources and Environment, Waste and Hazardous Materials Division*

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# 8.6 Environmental Permits Checklist

- 5. Y N Will the facility generate, or involve the transport, on-site treatment, storage or disposal of hazardous waste? If yes, permits may be required. **Part 111 NREPA**  
**Contact:** *Michigan Department of Natural Resources and Environment, Waste and Hazardous Materials Division.*
  
- 6. Y N Will the project involve burning, landfilling, transferring or processing any type of solid non-hazardous wastes on-site? **Part 115 NREPA**  
**Contact:** *Michigan Department of Natural Resources and Environment, Waste and Hazardous Materials Division.*
  
- 7. Y N Will the project involve the installation, construction, reconstruction, relocation or alteration of any process equipment (including air pollution control equipment) which has the potential to emit air contaminants? **Section 5 of Part 55 NREPA**  
**Contact:** *Michigan Department of Natural Resources and Environment, Air Quality Division, Permits Section.*
  
- 8. Y N Will the project involve any man-made change in the natural cover or topography of land including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation permit is required. **Part 91 of NREPA**  
**Contact:** *County Drain Commission*
  
- 9. Y N Will the project involve any work (dredging, filling, construction, placement of structure) in a river, stream, creek, ditch, wetland, floodplain, land/water interface or within 500 feet of an inland lake, river, stream, creek or ditch? **Section 8 of Part 31**  
**Contact:** *Michigan Department of Natural Resources and Environment, Land and Water Management Division.*
  
- 10. Y N Will an on-site wastewater treatment or septic system be installed? Will septage be stored on-site prior to off-site disposal? **Part 31 NREPA**  
**Contact:** *County Environmental Health Office.*  
  
For industrial / commercial wastewater in any quantity or more than 10,000 gallons/day of sanitary sewage. **Part 31 NREPA, standards are found in 22 Rules of Part 31 NREPA.**  
**Contact:** *Michigan Department of Natural Resources and Environment, Waste and Hazardous Materials Division.*

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# 8.6 Environmental Permits Checklist

- 11. Y N Is this facility (or any facility under your ownership) currently involved in any compliance discussions with the Michigan Department of Environmental Quality or the Michigan Attorney General’s Office?  
**Contact:** *Michigan Department of Natural Resources and Environment, Office of Civil Enforcement Coordination*
  
- 12. Y N Is this facility / property ( or any facility / property under your ownership) included on the list of “Michigan Sites of Environmental Contamination,” including sites where leaking underground storage tanks have been found?  
**Contact:** *Michigan Department of Natural Resources and Environment, Remediation and Redevelopment Division*

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, MI. 48412-0086  
(810) 724-8128

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**HAZARDOUS SUBSTANCES REPORTING FORM FOR SITE PLAN REVIEW**  
**Attica Township, Lapeer County, Michigan**

**Note:** This form must be completed and submitted as part of the application for site plan review.

Name of business: \_\_\_\_\_

Name of business owner(s): \_\_\_\_\_

Street and mailing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

I affirm that the information submitted is accurate.

Owner(s) signature and date: \_\_\_\_\_  
\_\_\_\_\_

Information compiled by: \_\_\_\_\_  
\_\_\_\_\_

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**Part 1: Management of Hazardous Substances and Polluting Materials**

1. **Y N** Will the proposed facility store, use or generate hazardous substances or polluting materials (including petroleum-based products) now or in the future? If yes, please complete this form and submit your site plan.
  
2. **Y N** Will the hazardous substances or polluting materials be reused or recycled on-site?

**Part II: Types and Quantities of Hazardous Substances or Polluting Materials Which Will Be Used, Stored, or Generated On-site**

Please list the hazardous substances and polluting materials (including chemicals, hazardous materials, petroleum products, hazardous wastes and other polluting materials) which are expected to be used, stored or generated on-site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages if necessary to list all hazardous substances and polluting materials.

COMMON NAME	CHEMICAL NAME (components)	FORM	MAX. QUANTITY ON HAND AT ONE TIME	TYPE OF STORAGE
		<b>KEY:</b> <b>Liq.</b> = liquid <b>P.Liq</b> = pressurized liquid <b>S</b> = solids <b>G</b> = Gas <b>P.G.</b> = Pressurized gas		<b>KEY:</b> <b>AGT</b> = aboveground tank <b>DM</b> = drums <b>UGT</b> = underground tanks <b>CY</b> = cylinders <b>CM</b> = metal cylinders <b>CW</b> = wooden or composition container <b>TP</b> = portable tank

**Application for the Construction of  
a Detached Accessory Building**

Attica Township  
4350 Peppermill Rd  
P.O. Box 86  
Attica, MI 48412

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Property Location: \_\_\_\_\_  
Property Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_  
Parcel I.D. Number: \_\_\_\_\_ Present Zoning: \_\_\_\_\_

Proposed Accessory Building Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_  
Roof Pitch: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_

Total Sq. Ft. of all other detached accessory buildings on your property: \_\_\_\_\_

Will this building be used for Farm Animals?  Yes  No

This application shall be accompanied by a sketch plan drawn to scale. See Section 5.1 of the Attica Township Zoning Ordinance for requirements and standards for accessory buildings. The drawing must also show the location of the accessory building with relationship to the main residence and to all property lines (a mortgage survey will work the best).

All statements given above are true and accurate to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application must be filed with the Secretary of the Planning Commission fourteen (14) days prior to a regular Planning Commission meeting (the first Wednesday of the month) in order to be placed on the agenda.

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**Office Use Only**

Application Reviewed and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Application for the Placement of an  
Accessory Building in the Front Yard

Attica Township  
4350 Peppermill Rd  
P.O. Box 86  
Attica, MI 48412

Application # AB \_\_\_\_\_  
Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location of Accessory Building if different than above: \_\_\_\_\_  
\_\_\_\_\_

**Requirements:**

1. The accessory building will not block the view toward the road for neighboring residences.
2. The accessory building is not placed directly in front of the primary residence.
3. There is a minimum building separation of 50 ft. from neighboring residences.
4. See Section 5.1 for requirements and standards for accessory buildings.

**Application must include:**

1. Mortgage survey showing the location of the proposed residential accessory building.
2. A description of the type of exterior building materials that will be used.

**Note: Overhead doors on a residential accessory building located in a front yard shall not face the street.**

Application must be filed with the Secretary of the Planning Commission fourteen (14) days prior to a regular Planning Commission meeting (the first Wednesday of the month) in order to be placed on the agenda.

\_\_\_\_\_  
Applicant's Signature Date

**Office Use Only**

Fee paid: \_\_\_\_\_ Fee received by: \_\_\_\_\_ Date: \_\_\_\_\_

Site inspection made by: \_\_\_\_\_

**Planning Commission:**     Approved             Denied            Date: \_\_\_\_\_

# APPLICATION FOR DRAINAGE ASSESSMENT REVIEW

Attica Township  
4350 Peppermill Road  
P.O. Box 86  
Attica, MI 48412-0086

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

Three copies of this application and all required information must be filed with the Township Supervisor or his/her designee, in compliance with the Property Division Ordinance and the Building Code.

Attach a complete Drainage Assessment of the subject property, which includes the following required information:

- Any existing drainage easements on the subject property or across adjoining properties ;
- Identification of areas described as wetlands on the National Wetlands Inventory and MIRIS maps of Attica Township;
- Identification of areas having alluvial soil types as indicated in the USDA Soil Survey of Lapeer County;
- Known areas of seasonal flooding;
- Anticipated direction and paths of the water flow; and
- Proposed methods for ensuring that storm water will be directed to an appropriate County Drain or natural drainage way without flowing across adjacent properties, or to an approved retention basin onsite.

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property. By signing this application, I certify that I have inspected the National Wetlands Inventory, MIRIS, and Soil Survey maps, that I have evaluated the subject site, and that the plan for grading the site provides for positive drainage away from the foundation walls without adversely impacting neighboring properties and dwellings.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Office Use Only

Attica Township Lapeer

Construction Code Authority

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Sufficiency Review (Date) \_\_\_\_\_

Final Review (Date) \_\_\_\_\_

Approved/Forwarded to Lapeer Construction

Approved  Approved with Conditions

Code Authority

DeniedReason(s) \_\_\_\_\_

DeniedReason(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_