



Guide to Development

May 2025

A guide to processing applications for development and doing business with Attica Township. For developers, property owners, merchants, tenants and other stakeholders.

Attica Township, Lapeer County, Michigan

4350 Peppermill Road
Attica, MI 48412

P.O. Box, Attica 48412
Phone: (810) 724-8128 • Fax: (810) 724-3705



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Introduction

Attica's Guide to Development includes a detailed overview about how to open a business and the development review process in Attica Township, Michigan. The document explains the review process, policies, steps, and other relevant information for business owners and developers. Links to the Township website are provided throughout the document for easy access to forms, applications, and additional information. Please refer to the Table of Contents for information on specific topics of interest to you. Furthermore, the document includes contact information for appropriate staff members, organized by topic, including the name, phone number, and e-mail address for each of these staff members.

This guide is general and does not remove the responsibility of a property owner or investor to speak with staff or retain outside professional guidance. Each case is unique and may require modification of the general process. The Township website, www.atticatownship.org, provides accessible forms and documents, program descriptions and links to outside sources that property owners and developers will find helpful. The success of development depends upon the cooperation and shared vision between businesses and other organizations that call Attica home. This information is designed to help property owners, business owners and prospective investors so they may better understand the unique requirements for doing business in Attica.



Photo Credit: Homes.com "Attica Township"

Key Contact Information

Township Hall

4350 Peppermill Rd, Attica, MI 48412
(810) 724-8128
www.atticatownship.org

Township Supervisor

Austin McLellan supervisor.atticatownship@gmail.com 810-724-8128

Zoning Administrator

Jerry Fackler zoning.atticatownship@gmail.com (810) 667-0420

Building Official & Code Enforcement

Township Point of Contact: Jerry Fackler
Consultant: Construction Code Authority

Township Clerk

Valerie Schultz clerk.atticatownship@gmail.com 810-724-8128

Township Treasurer

Pam Mason treasurer.atticatownship@gmail.com 810-724-8128

Assessor

Ellen Burns assessor@atticatownship.org 810-724-8128

Planning Consultant

Caitlyn Habben AICP, (Wade Trim Inc)

Township Engineer

Mike Carpenter (ROWE Professional Services Company)

Fire Chief

Chris Warford (810) 667-0443

Lapeer County Road Commission

820 Davis Lake Road, Lapeer, MI 48446
(810) 664-6272
www.lcrconline.com

Lapeer County Health Department

[Drinking Water & Well](#) [Sewage & Septic](#) [Soil and Sedimentation](#)
1800 Imlay City Rd. Lapeer, MI 48446
(810) 667-0391
www.lapeercountymi.gov/departments/health/environmental_health.php

Boards and Commissions

All boards and commissions meet in the Council Chambers at the Attica Township Hall,
4350 Peppermill Road, Attica, MI 48412

Township Board

Meets the second Thursday of each month at 7:00 pm Staff Liaison:
Valerie Schultz, Clerk

Planning Commission

Meets the fourth Thursday of each month at 7:00 pm Staff Liaison:
Jerry Fackler

Zoning Board of Appeals

Meets the fourth Thursday of each month at 6:00 pm Staff Liaison:
Jerry Fackler

Board of Review

Meets in the month of March
(see website for details in February) Staff Liaison:
Ellen Burns

Approval Authorities Table

It is important that developers and residents understand the different local authorities who will approve, or decline submitted applications. While the application and approval process can be discussed with the Township Planning/Zoning Administrator at pre-development meetings, this table provides a general view of what local authorities will be reviewing their applications.

Type of Project or Review	Twp Staff	Planning Commission	Township Board	Zoning Board of Appeals
Fence, Pond, Sign, Zoning Permits	X (Zoning Administrator)			
Building Permit	X (Building Official)			
Rear Parcel Private Drive	X (Supervisor)			
Accessory Buildings	X (Zoning Administrator)	X (For Front Yard)		
Site Plans	X (Zoning Administrator for Eligible Minor Projects)	X (For All Other Projects)	X (For All Other Projects)	
Land Division/Lot Split	X (Township Supervisor)			
Special Land Use, Rezoning, Site Plan Permits		X (Recommendation)	X (Final)	
Variance, Appeal Permits				X
Private Road Permit	X (Engineer, Planner Review)	X (Recommendation)	X (Final)	
Mining Permit	X (Engineer, Planner, and Attorney Review)	X (Recommendation)	X (Final)	
Hazardous Substances Reporting	X (Fire Chief)			

Planning and Zoning Documents

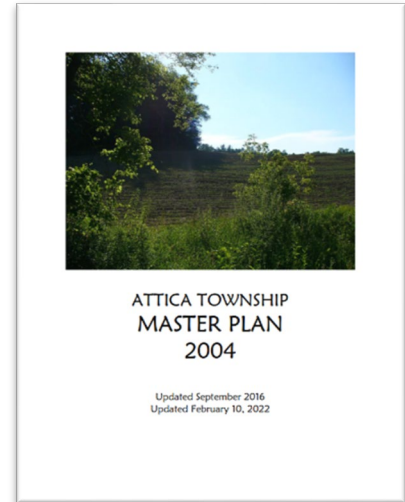
Below are links to planning and zoning documents. These links are also found on the Planning & Zoning page on the Township website: www.atticatownship.org/planning

Master Plan

The Attica Township Master Plan serves as an extension of the community's vision and goals for planning and land use. While the document doesn't explicitly regulate development in the Township, it provides insight into what improvements or projects residents and business owners want to see in their community. The Master Plan is reviewed at least once every five years, keeping the document current with the perspectives of community stakeholders.

Applications of larger developments such housing developments, rezonings, and special land uses require locations, design, and uses compliant with the Master Plan. It is highly encouraged for developers to review the plan to ensure their proposed construction aligns with the community's vision for Attica.

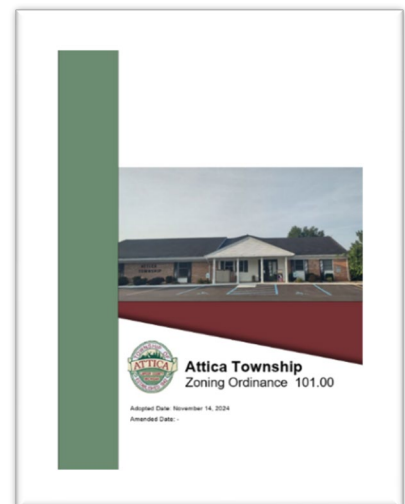
To view the Master Plan: [Click here](#)



Zoning Ordinance

The Zoning Ordinance regulates the usage of properties and buildings while determining the parameters for new construction or installation in Attica Township. Regulations can apply township-wide or be specific to the designated zoning district. Please consult with Township Planner/Zoning Administrator if you have any questions regarding the Zoning Ordinance.

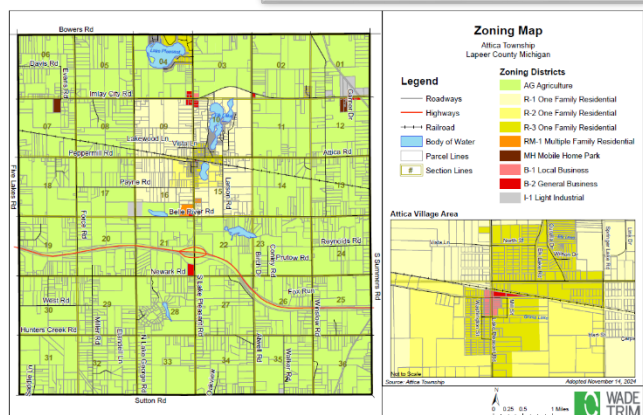
To view the Zoning Ordinance: [Click here](#)



Zoning Map

The zoning map displays the different zoning districts that are established in Attica Township. Zoning districts regulate specific uses, designs, and layouts for developments. Please consult the zoning map to determine what uses may be permitted at your site.

To view the Zoning Map: [Click here](#)



Fee Schedule

The fee schedule, located on Attica Township Planning & Zoning department page, provides the costs for applications submitted for Planning & Zoning approval. Further, the fee schedule also provides hyperlinks to the applications necessary for development, and the zoning ordinances relevant to the applications.

To view the Fee Schedule: [click here](#)

The image shows a document titled "PLANNING & ZONING APPLICATION FEE SCHEDULE - ATTICA TOWNSHIP". It lists various fees for different types of applications, including preliminary plans, site plan reviews, and special land uses. The fees are categorized by the type of application and the size of the project.

APPLICATION TYPE	FEES
1. PRELIMINARY PLANS	<ul style="list-style-type: none"> Site Plan Review: \$1000 Site Plan Review (per acre over 20): \$100
2. ZONING ORDINANCE REVIEW	<ul style="list-style-type: none"> Site Plan Review: \$1000 Site Plan Review (per acre over 20): \$100
3. MINING, LANDFILL, TRANSFER STATION SITES	<ul style="list-style-type: none"> Application Fee: \$1000 Site Plan Review: \$1000 Site Plan Review (per acre over 20): \$100
4. SITE PLAN REVIEW	<ul style="list-style-type: none"> Site Plan Review: \$1000 Site Plan Review (per acre over 20): \$100
5. SPECIAL LAND USES	<ul style="list-style-type: none"> Application Fee: \$1000 Site Plan Review: \$1000 Site Plan Review (per acre over 20): \$100
6. MINOR HOME PAWS	<ul style="list-style-type: none"> Application Fee: \$1000 Site Plan Review: \$1000 Site Plan Review (per acre over 20): \$100

Pre-Application Meetings

While not required, successful projects often begin with a pre-application meeting. Pre-application meetings serve to communicate clear expectations for application packages, informing the developer or key representative specific codes or regulations they need to meet in all steps of the application, review, and development. With expectations transparent and predictable, developers can save valuable time and money in creating an application package that is complete and ready for review. This is also an opportunity to explore qualifications for tax abatements and coordination with County agencies.

The Township Zoning Administrator will include the other key Township staff, agencies, Township Consultants, or elected officials based on what is appropriate for the project. To the extent permitted by the Freedom of Information Act, these conversations will be kept confidential until the owner is ready to submit formal documents. To request a pre-application meeting contact the Zoning Administrator.

WHAT TO SUBMIT: It is helpful to provide this information prior to the pre-application meeting so Township representatives can come with comments prior to the meeting. Based on the project the following may be helpful to provide:

- Property(ies) location (parcel ID and/or address)
- Concept plan or preliminary site plan
- Description of use(s) proposed on the property

Public Hearing Notification Procedures

Certain development applications require a public hearing which requires a specific notification procedure outlined by the Michigan Zoning Enabling Act (PA 110 of 2006). Attica Township will publish notifications in a newspaper of general circulation and mail notification to the subject property and all persons owning or living on property within 300 feet of the boundary of the subject property at least 15 days before the public hearing. Notices will describe the nature of the request or application review, identify subject property, state where and how the request or application review is being considered, and will indicate how written responses are being collected for the public hearing.

Site Plans

What are site plans?

A site plan is a detailed, scaled drawing prepared by a professional that illustrates a proposed development or land use. It includes general property information, existing site conditions, and plans for development, engineering, and building details. The site plan review ensures the project complies with ordinance standards.

When are site plans required?

To ensure orderly development, a consistent level of quality in the community, harmonious relationship between building usages, and compliance with the zoning ordinance and master plan, certain projects must undergo site plan review and approval by the appropriate local authorities. Site plan review is required for all public buildings and parks, special land uses, substantial changes of uses, multiple family residential and manufactured housing development, and new construction within certain zoning districts.

When do I apply and what do I submit?

Submit the following information to the Township Clerk prior to the Planning Commission meeting:

- Completed Application for Site Plan Review form and site plan information checklist with Sec. 12.30 (www.atticatownship.org/planning)
- Copies of site plans (digital and hard copies)
- Required fee as established by the Township Board

What is the typical process and time frame for the review process?

Applicants can engage in an optional re-application meeting with Township representatives. It is common these meetings can take place within 3 weeks of being requested via in person or virtually. The official site plans digital and hard copies are submitted to the Zoning Administrator which are then distributed to their consultants as applicable for their review. The consultant review letters are given to the Zoning Administrator. Upon finding the plans are sufficient for Planning Commission review the Zoning Administrator will distribute necessary material to the Planning Commission. The Planning Commission will review the material and provide a recommendation to the Township Board. The Township Board shall make the final determination on the application.

Upon completion of the review process, the applicant may be required to provide a revised site plan to meet any outstanding conditions or missing information. Prior to the start of construction all necessary planning and building permits must be filed and approved by the Township.

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

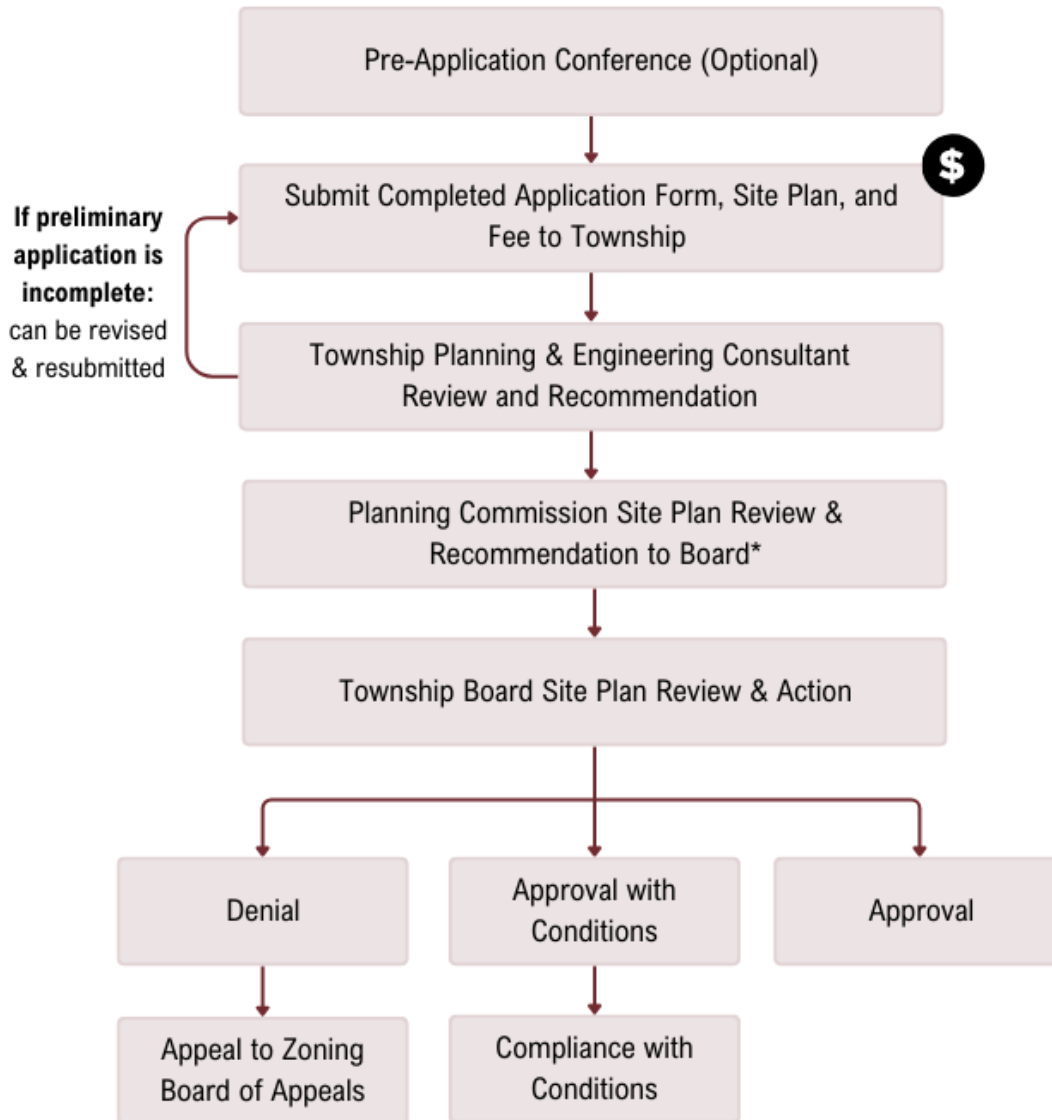
Does the site plan approval allow me to begin construction?

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 does approval last?

Approvals are valid for one (1) year from the date of the approval. Extension may be granted by the Township upon written application to the Township prior to expiration.

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.

Special Land Uses

What is a special land use permit?

Unlike Permitted Principal Uses, which are allowed by right, “Special Land Uses” may be permitted by the Township, but they require additional approval. This approval is based on compliance with general and special standards, as well as reasonable conditions set by the Township. The Special Land Use process is outlined in Sec. 12.70.

How do I know if my project requires special land use approval?

The Attica Township Zoning Ordinance ([click here](#)) lists the various zoning districts, and the permitted uses and special land uses allowed within each district. Review the zoning map to understand the zoning district the applied site is located in.

How do I submit my application?

Submit the following information to the Township Clerk prior to the Planning Commission meeting:

- Completed Special Land Use Application/Permit Form (www.atticatownship.org/planning)
- Copies of site plans/plot plan (digital and hard copies)
- Required fee as established by the Township Board

What is the approval process?

Applicants can engage in an optional pre-application meeting with Township representatives. It is common that these meetings can take place within 3 weeks of being requested via in person or virtually. The official site plans digital and hard copies are submitted to the Zoning Administrator which are then distributed to their consultants as applicable for their review. The consultant review letters are given to the Zoning Administrator. Upon finding the plans are sufficient for Planning Commission review the Zoning Administrator will distribute necessary material to the Planning Commission and prepare the necessary public notices. The Planning Commission will hold the public hearing, review the material and provide a recommendation to the Township Board. The Township Board shall make the final determination on the application

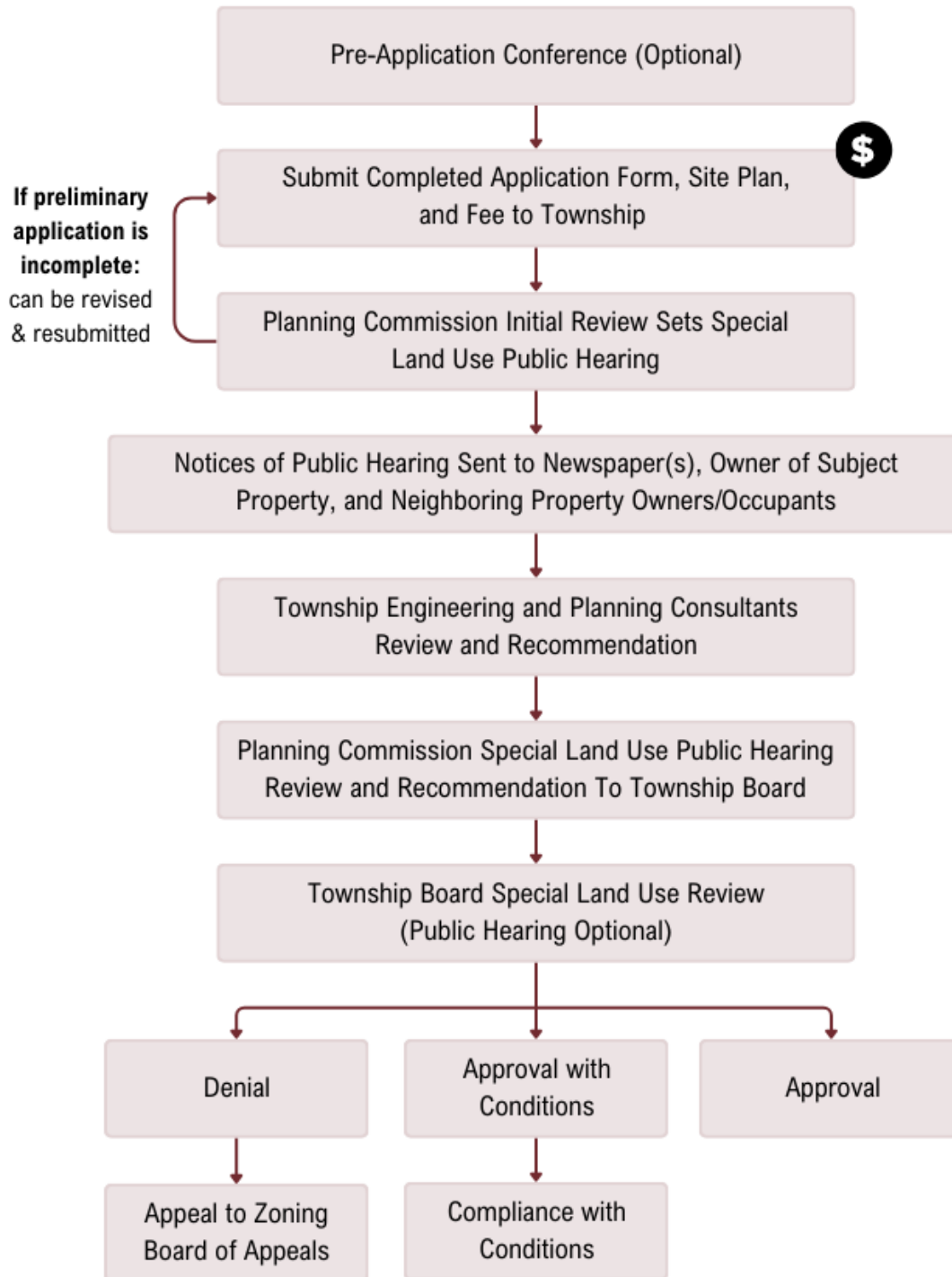
Once special land use approval is granted by the Planning Commission, most projects will need to go back to the Planning Commission for final site plan review and approval.

How long does approval last?

The special land use must commence, or a building permit must be applied for, within 1 year of approval. As part of the site plan review process, applications can be granted a 1 year extension by the Planning Commission.

If there are changes to the project, an amendment to the Special Land Use may be required. The process to amend the permit is the same as the full special land use process.

What is the Special Land Use Process?



Rezoning (Zoning Map Amendments)

Who can initiate a rezoning?

Changes to the zoning district boundaries and zoning designation can be requested by the property owner of a specific parcel or initiated by the Township. All rezoning requests require a public hearing by the Planning Commission and final approval by the Township Board.

What do I need to submit?

Submit the following information to the Zoning Administrator:

- Completed Application for Rezoning form (www.atticatownship.org/planning)
- Required fee as established by the Township Board
- A concept plan showing basic features of the site
- A legal description of the subject property
- If applicable, a community impact statement, if required by Zoning Ordinance Section 6.50 or Traffic Impact Study Section 6.60
- Offer of conditions if application is for conditional rezoning

What is the typical process and time frame for the review process?

Applicants can engage in an optional pre-application meeting with Township representatives. It is common these meetings can take place within 3 weeks of the meeting being requested via in person or virtually.

The official application is submitted to the Zoning Administrator which are then distributed to their consultants as applicable for review. The Zoning Administrator will prepare the necessary notices for the Planning Commission public hearing. The Planning Commission shall hold the public hearing and make a recommendation to the Township Board. The Township Board shall make a decision regarding the rezoning request.

Assuming the application materials are complete and accurate, the typical minimum time frame is 60-90 days.

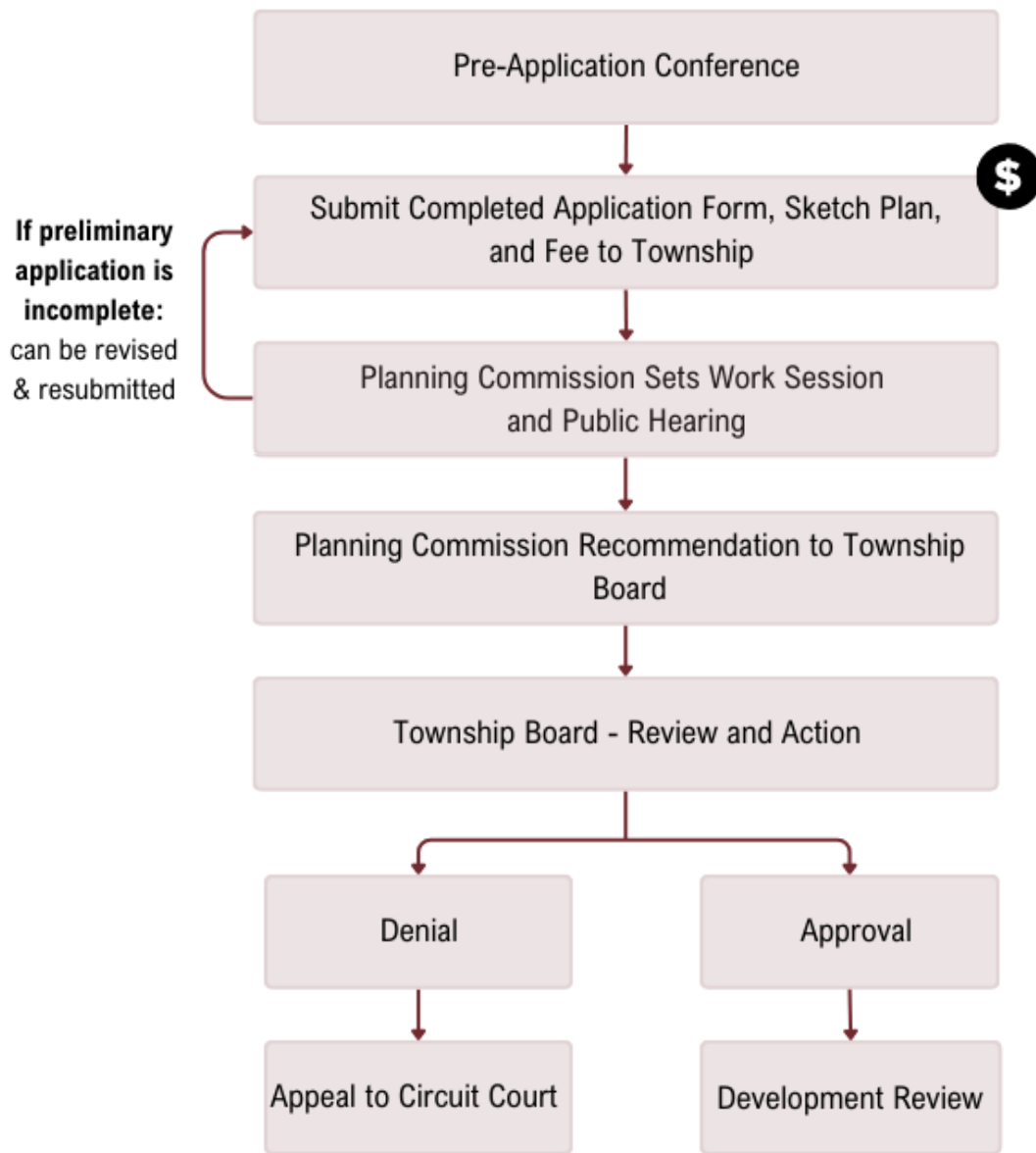
Does rezoning allow me to begin my proposed land use and/or construction?

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 does approval last?

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, unless it is part of a condition in a conditional rezoning.

What is the Rezoning Review Process?



Non-Use Variances

What is a non-use variance?

A non-use variance is permission or approval of specific features and measurements on a property that are not aligned with the standards set in the zoning ordinance.

Who grants a non-use variance?

Non-use variances may be granted by the Township's Zoning Board of Appeals (ZBA). The ZBA is a quasi-judicial body that has the authority to review certain requests. The variances can be granted by the ZBA after submission of a completed variance application and a public hearing in accordance with the Michigan Zoning Enabling Act. All ZBA actions are final and appeals of ZBA can be made to the circuit court.

How do I apply for a non-use variance?

- Completed application for Zoning Board of Appeals form
- Site plan or plot plan
- Required review fee
- Legal description of subject property

After receiving the variance application, public notice will be distributed. The ZBA will review the request, hold a public hearing, and decide to approve, approve with conditions deemed reasonable, or deny the dimensional variance request. For more information on the ZBA and the variance request process, please review Section 14.70.

What is the typical process and time frame for the review process?

The application is submitted to the Township Zoning Administrator who prepare the necessary public notices. The matter will be reviewed by the ZBA at their next available meeting. It is required that you attend the ZBA meeting to discuss your application. The ZBA will deliberate and could ask for additional information. The ZBA is the final authority for review and approval of variances.

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

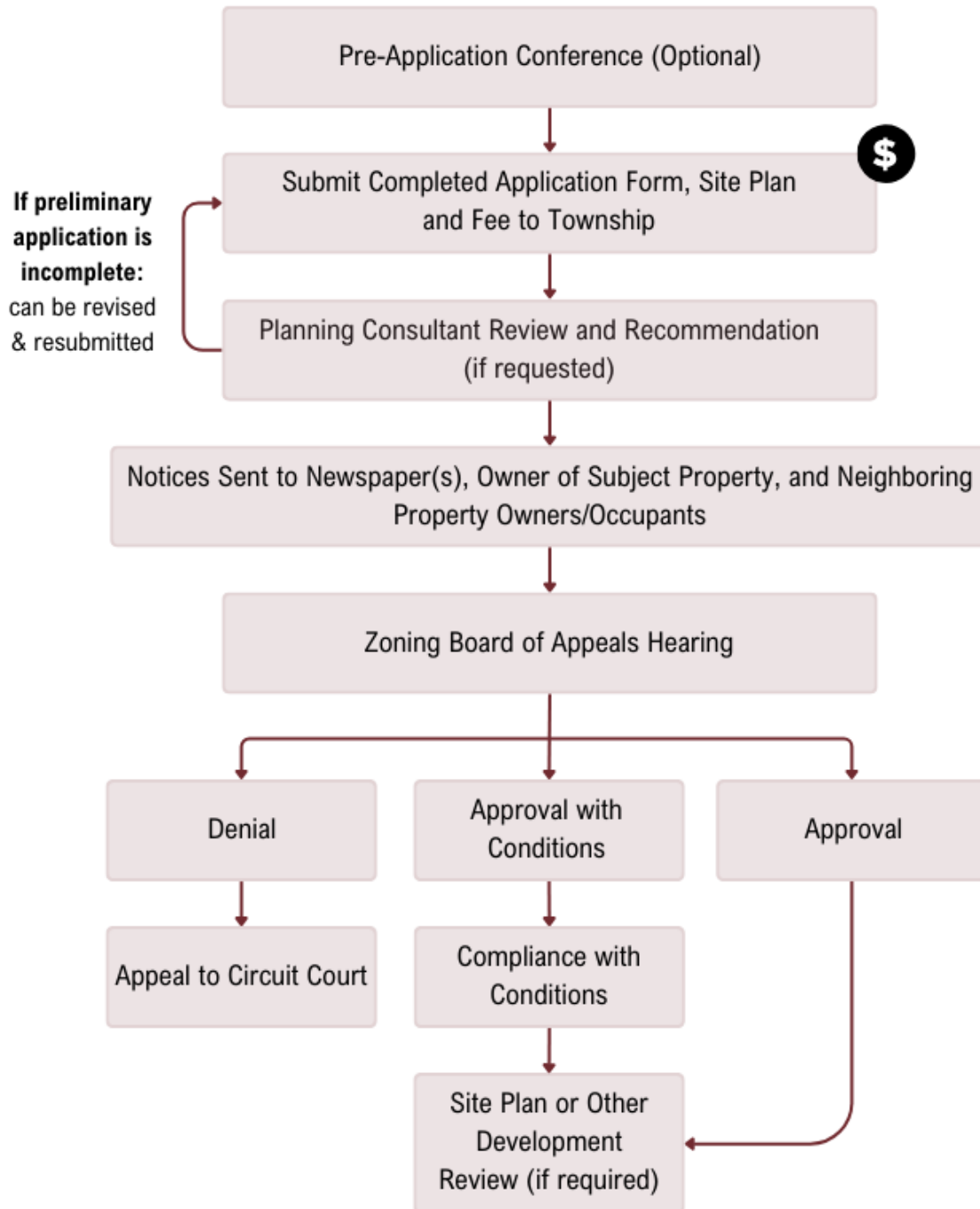
Does an approval of a variance allow me to begin construction?

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.

When does approval expire?

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

What is the Zoning Board of Appeals Review Process?



Accessory Building (Pole Barn) Permit

When is Accessory Building permit required?

An accessory building permit is required for proposing a new construction or the expansion of an accessory building, commonly known as a pole barn over 200 square feet.

How do I apply?

Review the zoning ordinance requirements in Section 5.10 Accessory Buildings for compliance. The appropriate size of the accessory building is based on the zoning district the property is located in.

The application for an accessory building permit includes:

- Completed Accessory Building Application (www.atticatownship.org/planning), submitted to the Township
- A review fee as established by the Township Board
- A site plan and to scale drawings of the accessory building, truss drawing, and roof style.

What is the review process?

The Zoning Administrator will review the application for completeness and adherence to the zoning ordinance. The applicant shall stake the location of the proposed accessory building location.

Following zoning review, the Zoning Administrator will review the application, and a permit will be issued to the applicant. The Zoning Administrator or another Township Official will conduct inspections after issuing permits to ensure that construction has remained compliant with regulations listed on the zoning ordinance.

In the case where an accessory building is proposed to be in the front yard, this will require additional review by the Planning Commission. The Planning Commission meets monthly and requires material to be submitted prior to the meeting. The Zoning Administrator will let you know what meeting agenda your item will be on.

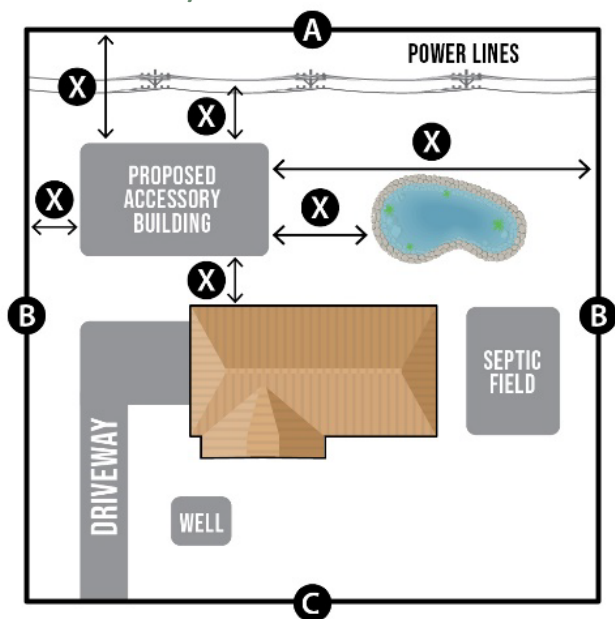
Do I need to attend any meetings?

If you are applying for a front yard accessory building, it is encouraged that you attend the Planning Commission meeting to answer any questions. Upon approval by the Planning Commission, the Zoning Administrator will complete the remainder of the process administratively. The Planning Commission meets once a month.

When does the permit expire?

Permits are valid for 1 year after the date of the approval.

EXAMPLE PLOT/SKETCH PLAN



Building Permits

Who approves construction permits such as building, electrical, and plumbing?

The Zoning Administrator is the point of contact within the Township to ensure all structures are in compliance with the State Construction Code Act, the State of Michigan Building Code and Attica Township Ordinances. Building codes seek to ensure public safety, health and welfare by governing the construction and maintenance of structures. The Township uses Construction Code Authority (CCA) as a consultant who is responsible for issuing building permits and the provision of inspection services related to these permits. Note: a building permit is not required for sheds and other accessory buildings less than 200 square feet in size.

Permit Type	When is it Required	Who Reviews and Approves?
Building Permit	Constructing, enlarging, altering, repairing, moving, or demolishing a structure. Note: a building permit is not required for sheds and other accessory buildings less than 200 square feet in size.	Zoning Administrator/ Construction Code Authority (CCA)
Electrical Permit	Installing new electrical wiring, equipment, or altering electrical wiring	Zoning Administrator/ Construction Code Authority (CCA)
Plumbing Permit	Installing new plumbing fixtures or altering present ones	Zoning Administrator/ Construction Code Authority (CCA)
Mechanical Permit	Installing new mechanical/heating fixtures or altering present ones	Zoning Administrator/ Construction Code Authority (CCA)
Soil Erosion Permit	Moving or changing earth within 500 ft. of a lake or stream, changes that occur over 1 acre, and gravel operations within 500 ft. of a lake or stream or over 1 acre in size	Lapeer County Health Department
Driveway Permit	Installation of new driveway or change in use of an existing driveway	Lapeer County Road Commission
Well and Septic	Installation or change in use of existing facilities	Lapeer County Health Department

What is required to apply?

Building permit information should be submitted to the Township Zoning Administrator. Certain documents and information are required to be submitted with the building permit application. Information required for all buildings permits includes the address of the job site, a complete signed application by the proper applicant, and a set of construction plans. There may be further information including additional permits and certifications

depending on the architecture and materials of the structure, its geographic location, or environmental factors possibly impacted by the construction.

The completed application with plans will be reviewed and you will be contacted by CCA with permit details, required inspections and associated fees. Once application fees are paid and the permit is issued, the proposed work may begin. Contact CCA to schedule building inspections.

Where can I find out more about inspections?

Inspections by the inspectors will be required at multiple points throughout the project. Inspection scheduling is a responsibility of the developer and should occur when the work is ready for inspection. The inspectors will perform the mandatory inspections in reasonable amount of time after the request is made.

When do building permits expire?

Once approved, building permits expire 180 days approval, unless substantial construction has begun.

Hazardous Substances Reporting Form Permit

What is a hazardous substance reporting form?

When hazardous substances are proposed to be located onsite a Hazardous Substance Reporting Form is required. This is to ensure public safety officials (fire department, etc.) are aware of potential hazards in case of an emergency situation.

How do I apply?

Submit the following information to the Township:

- Hazardous Substance Reporting Form for Site Plan Review (www.atticatownship.org/planning) including the Types and Quantities of Hazardous Substances or Polluting Materials which will be used, stored, or generated on-site.

Land Division

What is a land division, and when is it required to go through the Land Division Review?

All divisions of a parent parcel or tract that are being divided, without being processed through the platting or subdivision process, are required to go through an administrative review and approval. This makes sure the land division meets the Attica Township Property Division Ordinance and the State Land Division Act.

What do I need to submit?

Submit the following information to the Township Office / Supervisor:

- Completed application of the Property Division or Boundary Adjustment Form (www.atticatownship.org/planning)
- Required Fee as established by the Township Board
- Contact information and documents of landowners
- Land survey and legal description
- Scale drawing of the parent parcel
- Approval letter from the Lapeer County Road Commission for access to any new public roads or approval of private road connections.
- Letter from utility company of right-of-way
- Letter from Lapeer County Treasurer to ensure there are no delinquent taxes (www.lapeercountymi.gov/departments/treasurer/index.php)
- Any additional information needed for the Zoning Administrator to confirm compliance with zoning requirements.

Do I need to attend any meetings?

Likely not. There will be no need for Board or Commission review unless you are proposing a private road, need for non- use 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.

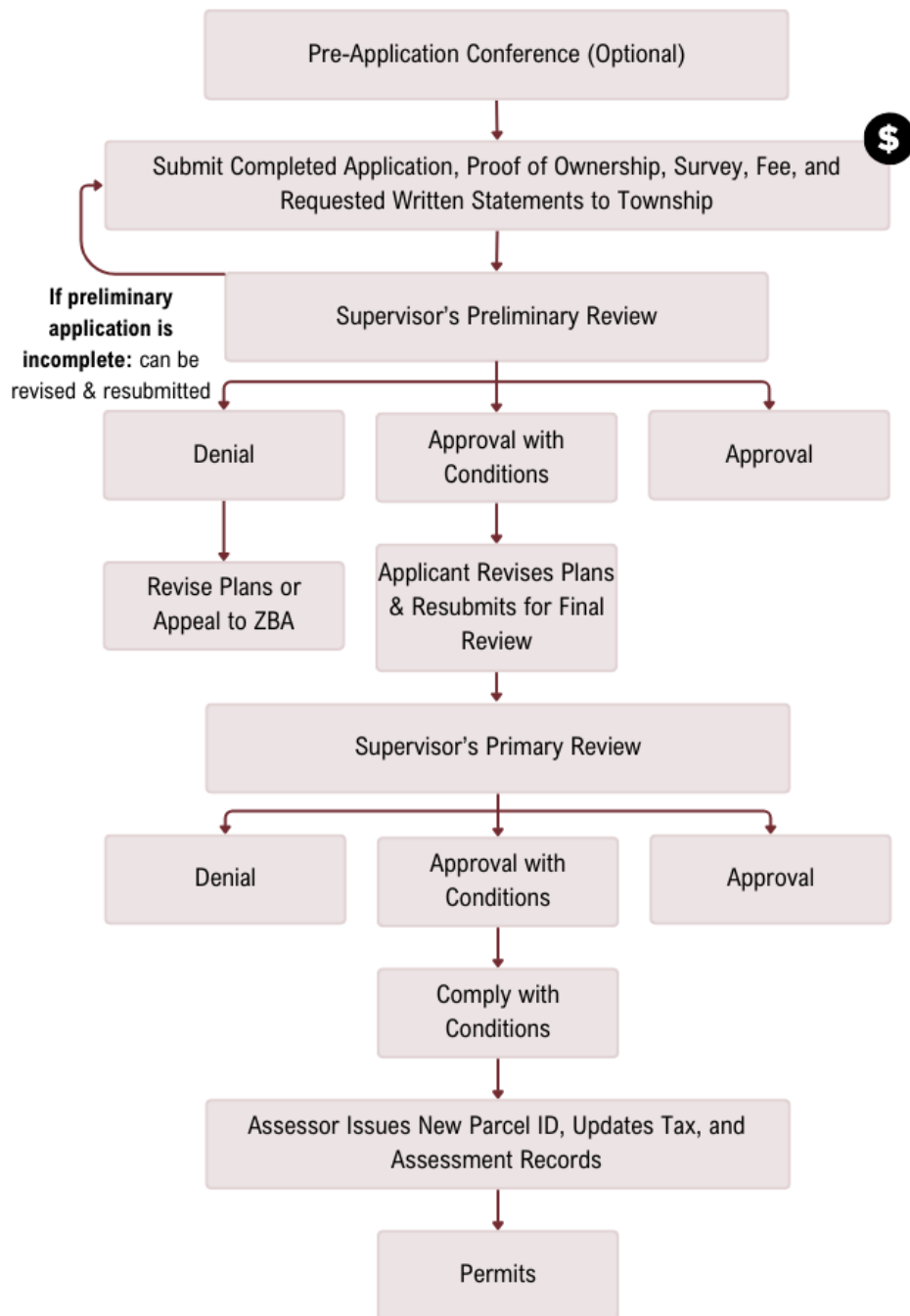
What is the typical process and time frame for the review process?

The application is submitted to the Attica Township Assessor. The initial application will be reviewed by the Assessor and Township Supervisor. 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 approval valid?

Approval of a Land Division does not expire.

What is the Land Division Review Process?



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.

Mining Permit

When is mining allowed?

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. Please note, the Township has two types of applications one is for new installations while the other is the annual renewal application.

How do I apply?

Submit the following information to the Township prior to a Planning Commission meeting:

- Completed Application for Mining Permit form ((www.atticatownship.org/planning))
- Required fee as established by the Township Board
- All site plans, drawings, and supporting information required by Section 301 of the Attica Township Soil Removal Ordinance
- Description of changes to the site if different from the approved site plan
- Names and addresses of the operator and all owners of the property in question

What is the typical process and time frame for the review process?

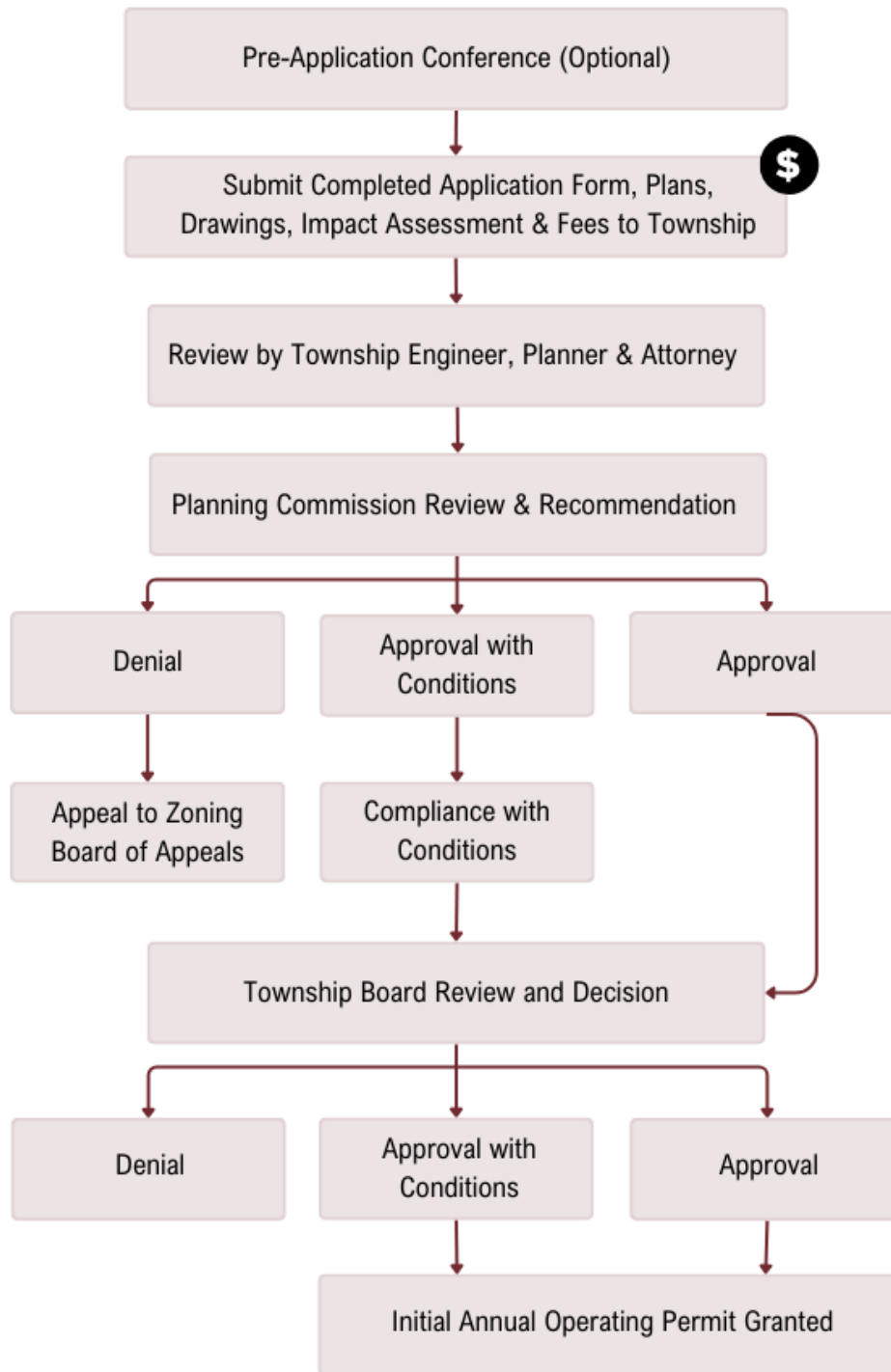
To start a new mining operation please review the special land use and site plan review procedures. Assuming the application materials are complete and accurate, the typical minimum time frame is 45 to 75 days.

For annual review of a mining operation, the necessary documentation should be submitted to the Zoning Administrator for Attica Township. The Zoning Administrator will review and submit the necessary documents to be reviewed by the Township engineering consultant. The engineering consultant will coordinate to conduct an onsite inspection if necessary to evaluate changes.

Renewal

Upon approval of mining operation, the site will have an annual inspection by the Township Engineer. The annual inspections are to determine if there is consistency with the site plan and other rules and regulations. A renewal for the operation of the mine is required every five years. The Planning Commission will review the petitioner's application and provide a recommendation to the Township Board. The Township Board will then make the final decision on the renewal.

What is the Mining Permit Review Process?



Pond Permit

When is a pond permit required?

Prior to the construction, expansion, or cleaning of a pond that will result in the removal of over 100 yards of material. If a pond permit exceeds 1,000 cubic yards, a mining permit is required.

How do I apply for a pond permit?

Submit the following information to the Zoning Administrator. The application for a pond permit includes:

- Completed Pond Application (www.atticatownship.org/planning), submitted to the Township
- A review fee as established by the Township Board
- Plot/sketch plan in conformance with Zoning Ordinance Section 4.70.A Accessory Private Residential Ponds and Agricultural Ponds
- Elevation Drawing (showing slope of pond)
- Any additional information needed for the Zoning Administrator to confirm compliance with zoning requirements.

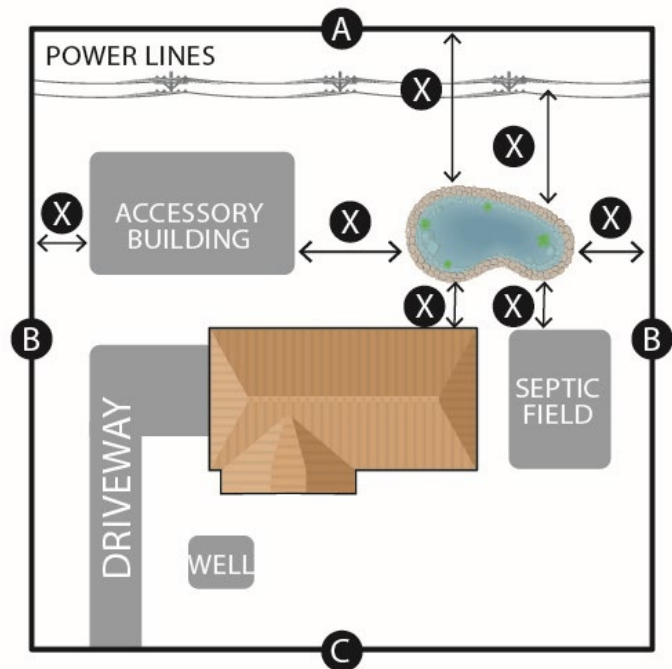
What is the review process?

The Zoning Administrator will review the application for completeness and adherence to the zoning ordinance. The applicant should stake the proposed location of the pond.

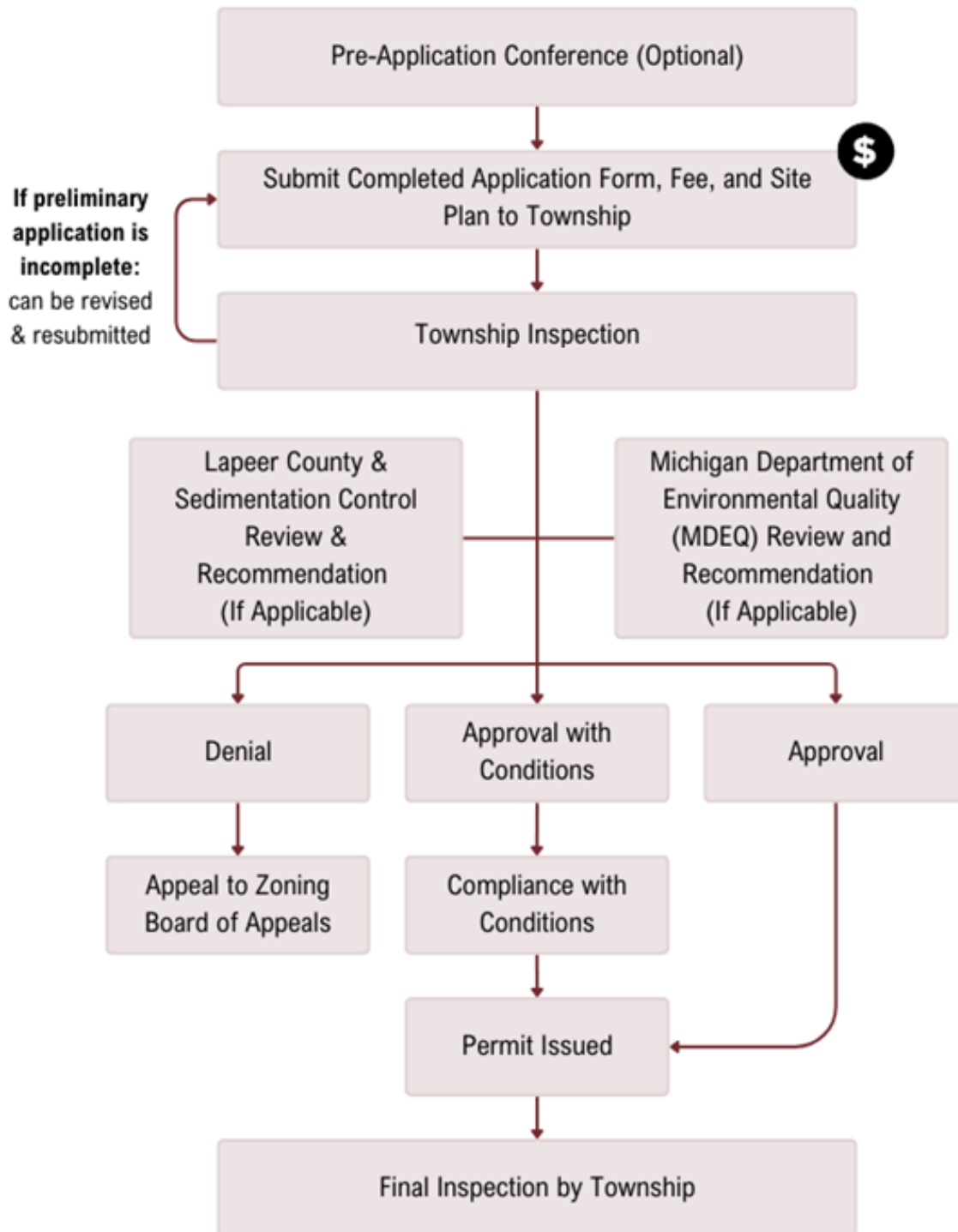
Following zoning review, the Zoning Administrator will review the application, and a zoning permit will be issued to the applicant. The Zoning Administrator or other Township Official will conduct inspections after issuing permits to ensure that construction has remained compliant with regulations listed on the zoning ordinance.

When do pond permits expire?

The construction must be completed before the permits expire. Permits are valid for six (6) months after the date of the approval. The Zoning Administrator may grant an additional six (6) month of validity.



What is the Pond Review Process?



Private Road

What is a private road and when do I need to do a 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.

How do I apply?

Submit the following to the Township prior to the Planning Commission meeting:

- Completed Application for Private Road Review form
- Required fee as established by the Township Board
- Site plan and engineering plans in conformance with Sections 6, 7, and 8 of the Private Road Ordinance
- The Private Road Maintenance Agreement
- Legal Description of subject property, private road easement, all resulting parcels, and storm drain / utility easements

Private Road Maintenance Agreement

The following are a list of content that would be required in a private road maintenance agreement:

- **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.
- **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 of property owners part of the private road

What is the typical process and time frame for the review process?

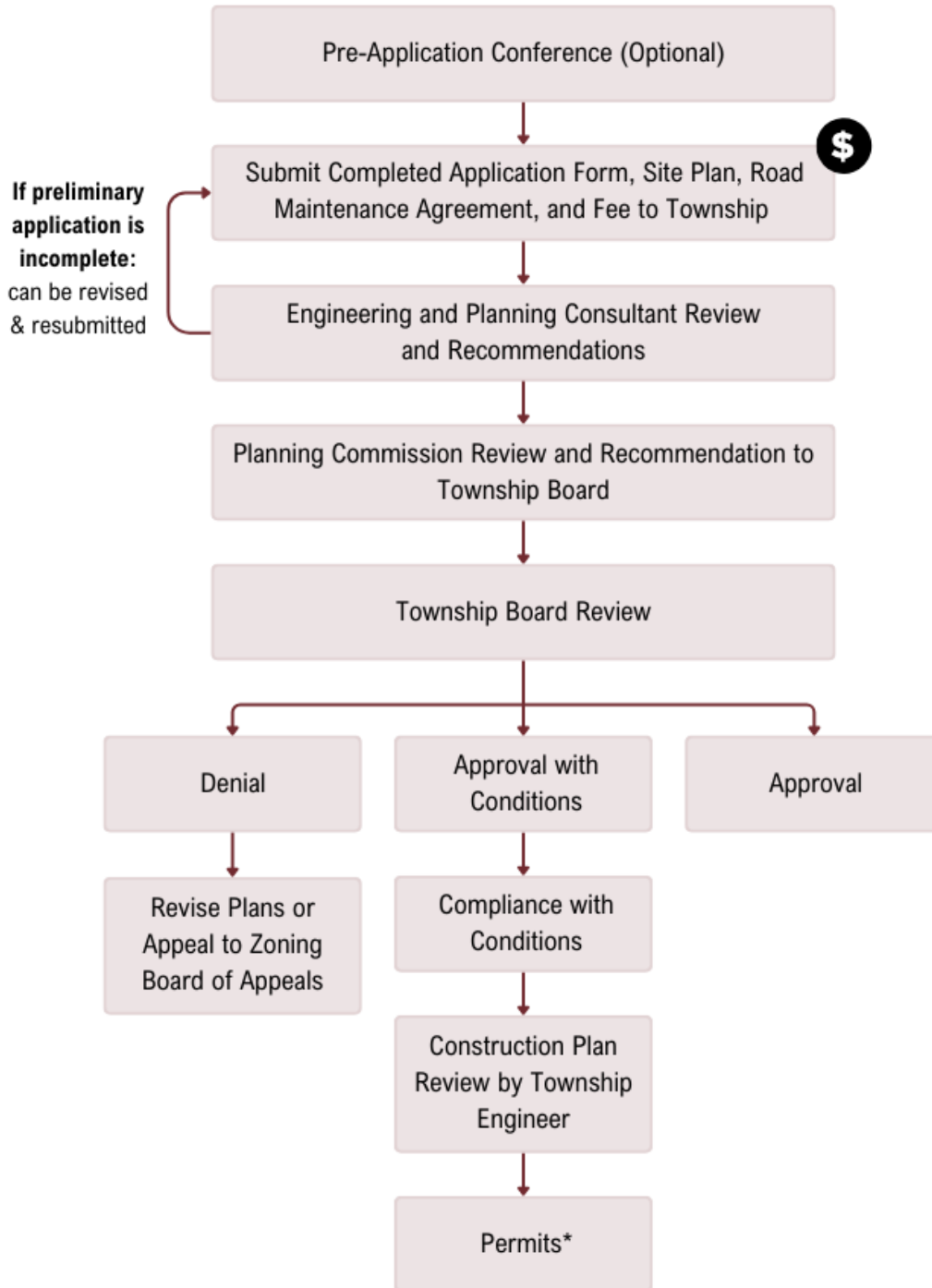
The applications should be submitted to the Zoning Administrator. The Township will distribute the plans to the necessary consultants for review. Review letters will be provided to the Township and if deemed worth will proceed to be reviewed by the Planning Commission. The Planning Commission will review the documents and provide a recommendation to the Township Board. The Township Board will make the final determination. The final engineering review would be completed internally.

The typical minimum time frame is 60 - 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.

What is the Private Road Review Process?



* Permits are required before construction can begin.

Rear Parcel Private Drive Review Permit

When is a Rear Parcel Private Drive permit required?

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](#).

How do I apply?

Submit the following to the Secretary of the Planning Commission:

- Completed Rear Parcel Private Drive Application (www.atticatownship.org/planning), submitted to the Township
- A review fee as established by the Township Board
- Plot/sketch plan in conformance with Zoning Ordinance Section 5.13 & 5.14
- A copy of the property deed clearly indicating that the maintenance of the private drive is the responsibility of the owners of said parcel.

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.

What is the review process?

Upon completion of the application, the permit is reviewed by the Township Supervisor and other Township Staff to ensure compliance.

When does the permit expire?

Permits are valid for 6 months after the date of the approval.

Sign Permit

When is a Sign Permit Required?

All signs, permanent and temporary, must comply with the provisions of Article 9 of the Zoning Ordinance. All signs require a permit prior to installation.

What is required to apply for a Sign Permit?

The following information needs to be submitted to the Zoning Administrator.

- Application Sign Permit form and attachments
- Required Fee as established by the Township Board
- Plot plan and/or site plan
- Scaled drawings of each proposed signs (color, material)
- Statement of illumination method if proposed
- Building Elevation (building mounted signs)

What is the Typical Time Frame for the Review Process?

If not reviewed as part of a site plan application and deferred, it is common these are reviewed within 3 weeks administratively by the Zoning Administrator.

Does Approval Allow Me to Begin Construction?

No necessarily. If signs require additional permits like electrical those are required to approved prior to construction.

How Long Is an Approval Valid?

Approvals are valid for 6 months, unless an extension is granted by the Township.

Zoning and Fence Permits

What is the permit?

Zoning permits serve as certification that the structure being constructed or changes to a site meet the dimensional requirements and permitted use as detailed in the zoning ordinance. **For any project which requires a building permit, the zoning review and approval is done as part of the building permit review process. Therefore, a separate zoning permit application is not required when a building permit application is submitted.**

The following are the most common types of projects requiring a zoning permit:

- Change in Use of Existing Building with no physical changes to buildings and is not a special land use.

Fence permits serve as certification that a fence is constructed to meet the dimensional and design requirements of the zoning ordinance.

When is a permit not required?

Submit the following information to the Zoning Administrator. The application for a pond permit includes:

- A separate zoning permit application is not required for any project which requires the submittal of a building permit application.
- A building permit application is not required, nor is a zoning permit application required for sheds and other accessory structures under 200 square feet in size. Please note that the owner is still responsible for knowing and ensuring that zoning requirements are met (i.e., height and setbacks).
- “Like-for-like” fence repairs (i.e., same fence material, style, height, and location).
- Fences that are for the keeping of livestock.

How do I apply for a zoning permit?

Submit to the Zoning Administrator:

- The application for a zoning permit includes a completed Zoning Permit Application (www.atticatownship.org/planning).
- A review fee,
- A plot/sketch plan,
- Concept picture of said fence should be provided
- Any additional information needed for the Zoning Administrator to confirm compliance with zoning requirements.

What is the review process?

The Zoning Administrator will review the application for completeness and adherence to the zoning ordinance. Following zoning review, the Zoning Administrator will review the application, and a zoning permit will be issued to the applicant. The Zoning Administrator or other Township Official will conduct inspections after issuing permits to ensure that construction has remained compliant with regulations listed on the zoning ordinance.