

Nancy Laier, Clerk
Deerfield Township
Deerfield Township Hall
4492 Center Rd.
Linden, MI 48451

March 28, 2003

Dear Ms. Laier:

Please find enclosed 30 copies of the final "Citizens Guide", as approved by the Township Board at its March 13 meeting. The several revisions requested during the meeting have been addressed. I have provided Cecelia with several bound copies as well, in addition to a disk containing a digital file of the Guide. The graphic on page 10 is not on the file as it is not in digital format. Cecelia has also been provided with an unbound copy of the Guide for future reproductions.

Please call if you have any questions.

Sincerely,

Mark A Eidelson, AICP
President

cc: C. Schmidt

DEERFIELD TOWNSHIP ZONING ORDINANCE

Citizens Guide

This document has been prepared as a public service to help the residents of and builders in Deerfield Township to understand the general requirements and overall format of the Township's Zoning Ordinance. A thorough review of the Zoning Ordinance is essential before initiating construction. This applies to the construction of a home or business enterprise. The provisions of the Deerfield Township Zoning Ordinance must be complied with for a building or structure to be lawfully constructed. This summary guide is not intended to be a substitute for a thorough review of the Zoning Ordinance, but is a tool to assist the Ordinance reader in understanding and applying the Ordinance's provisions. *This document is not part of the officially adopted zoning regulations of Deerfield Township and does not have any regulatory authority.*

Table of Contents

Deerfield Township Planning and Zoning	2
Creating a Home Site and Erecting a Home	3
Establishing Uses other than Dwellings	5
Amending the Zoning Ordinance	6
Some Common Questions	7
Principal Bodies and Their Responsibilities	8
Organization and Development Standards of the Ordinance	9
Rural Open Space Option Developments	10
Figures/Flow Charts	
Site Development Standards Table	11
Creating a Home Site and Erecting a Home	12
Zoning Ordinance Amendments	13
Review Process Outline for Site Plans, Special land Uses, and Rural Open Space Option Developments	14

Please feel free to contact the Zoning Administrator (517-546-8760) if you have any questions.

Part One

Deerfield Township Planning and Zoning

Planning: The Deerfield Township Comprehensive Plan

The Deerfield Township Comprehensive Plan is a policy document prepared and adopted by the Deerfield Township Planning Commission. The Plan presents policies addressing the manner in which the Township can best accommodate development while still protecting those community qualities it values. The Plan recommends where low and higher density residential development should be guided, as well as non-residential uses such as businesses. The Plan establishes policies regarding the preservation of farmland and other natural resources and open spaces, and the preservation of rural character. The Township Zoning Act, which gives Michigan township's the authority to adopt zoning regulations, requires that the zoning regulations "... be based upon a plan designed to promote the public health, safety, and general welfare..." This Comprehensive Plan serves, in part, as the basis for the establishment of the Township's zoning districts. A copy of the Plan may be viewed or purchased at the Township Hall.

Zoning: The Deerfield Township Zoning Ordinance

The purpose of the Deerfield Township Zoning Ordinance is to promote the public health, safety, and welfare by encouraging the use and development of land in a manner that assures compatibility between land uses, properties, and the natural environment, and assures the coordination between development, public services, and the cost-effective expenditure of funds for public service improvements.

The Ordinance fulfills this purpose in three primary ways:

1. The Ordinance identifies specific land uses that are permitted on a particular property by the division of the Township into Districts, with each District identifying authorized uses. (See Article 10 – 14)
2. The Ordinance identifies specific site development requirements, such as minimum lot area and width, building setbacks and heights, screening, parking spaces and parking lot layout, signs, and other development issues. (See Table 10-1 in Article 10, and Articles 17 – 24)
3. The Ordinance identifies procedures for the review and approval of development projects to assure all development complies with the requirements of the Ordinance and minimizes negative impacts upon adjoining properties and the Township as a whole. (See Articles 3 – 5)

The Zoning Ordinance is intended to, in part, implement the policies of the Deerfield Township Comprehensive Plan discussed above. A copy of the Ordinance may be purchased or viewed at the Township Hall.

Land Use Permit and Building Permit Required before Construction

The Zoning Ordinance requires that a landowner must apply for and receive a **Land Use Permit** prior to excavating or otherwise erecting a structure or building. A Land Use Permit is different from a Building Permit. A **Land Use Permit** signifies that the landowner's proposed use and development complies with all applicable requirements of the Zoning Ordinance, such as land use, lot area, lot width, building setbacks, and other related requirements. A **Building Permit** signifies that the landowner's proposal complies with all applicable building codes of the Township, such as those pertaining to plumbing, heating, ventilation, and wall/roof construction. An applicant is encouraged to seek a **Land Use Permit** prior to expending time and money preparing the detailed architectural/building plans required for a Building Permit since a Building Permit will not be issued unless a Land Use Permit has been acquired.

Part Two

Creating a Home Site and Erecting a Home

Land Divisions, Land Use Permits, and Building Permits

Creating a Home Site

Creating a home site in Deerfield Township is a procedure similar to that of most other communities. If an individual already owns a vacant parcel on which a home is to be erected, then the home site already exists and the individual can pursue the acquisition of the necessary Land Use Permit and Building Permit to begin construction (see "Erecting a Home" on page 4). In the case where an individual wants to create a new parcel on which to establish a home, or sell the parcel to a prospective home builder, then the owner of the parcel to be divided must typically follow one of three procedures to establish the new parcel:

- 1) Create one or more "land divisions."
- 2) Create a platted subdivision.
- 3) Create a condominium subdivision.

Platted and condominium subdivisions are a more complex form of making land splits and are typically associated with neighborhood developments. These kinds of developments are regulated by the Land Division Act (platted subdivisions) and the Condominium Act (condominium subdivisions). However, the Land Division Act does permit a landowner to make a certain number of land splits without having to go through the more complex platting requirements of the Act. The Land Division Act establishes a formula that determines the number of land divisions that can be created without following the platting requirements. The formula generally provides that a parent parcel existing as of March 31, 1997 can be split to create the following number of divisions without having to comply with the platting requirements of the Act:

	Parent Parcel or Parent Tract Acreage		Maximum Number of Regular Divisions That May Be Created
For the first...	→ 10 acres or fraction thereof...	→	...up to 4 divisions may be created.
For each additional...	→ whole 10 acres, up to a total parent parcel/tract acreage of 120 acres ...	→	...1 additional division may be created, yielding a maximum of 11 additional divisions.
For each additional...	→ whole 40 acres above the first 120 acres of the parent parcel/tract...	→	...1 additional division may be created.

The Land Division Act permits opportunities for additional bonus divisions. All divisions must comply with the minimum lot area and width provisions of the Deerfield Township Zoning Ordinance. *Any individual contemplating the splitting of land is encouraged to become knowledgeable about the specific provisions of all applicable laws and seek the assistance of a qualified engineer and attorney.*

If the landowner wants to create one or more land divisions exempt from the platting requirements of the Land Division Act, the applicant must submit a land division application to the Township. The Planning Commission will review the application to determine if it complies with applicable standards of the Zoning Ordinance, including the Ordinance's minimum lot area and lot width requirements. The Planning Commission will make a recommendation to the Township Board and the Township Board will take final action on the application. If the land division application is approved by the Township Board, then the land division is assigned a tax parcel number by the Township Assessor. The Township will then recognize the new parcel as a lawful home site.

Erecting a Home

With the creation or acquisition of a lawful parcel, a person can pursue the establishment of a home on the parcel. The Deerfield Township Zoning Ordinance provides opportunities for residential development in every Zoning District except the B-1 Local Business District. Like most other forms of development in the Township, erecting a dwelling requires the acquisition of certain permits. The **Land Use Permit** will be issued by Deerfield Township and the **Building Permit** will be issued by the Livingston County Building Department. The Zoning Administrator will issue a Land Use Permit when he determines that the proposed dwelling is in conformance with the requirements of the District in which it is to be located and all other applicable provisions of the Zoning Ordinance. Some of the features that the Zoning Administrator will consider to determine if the proposed dwelling is in conformance with the Zoning District in which the dwelling is to be located include:

- 1) The area and width of the lot.
- 2) The minimum distances between the lot lines and proposed dwelling.
- 3) The dwelling's square footage.
- 4) The dwelling's height.

To facilitate the Zoning Administrator's review of the proposed dwelling, and document the applicant's proposed improvements to the lot, including the proposed location of the dwelling, the applicant must submit a **Plot Plan** to the Zoning Administrator (see Section 4.03 of the Ordinance).

A Building Permit will be issued by the Livingston County Building Department when the applicant has submitted a complete set of building plans (floor plan, wall construction, heating, plumbing, etc.) that comply with the State of Michigan Building Code. The applicant may find it advantageous to acquire a Land Use Permit prior to preparing detailed building plans and seeking the Building Permit.

There are permits that the applicant will need to acquire from other public agencies such as, but not necessarily limited to permits from the Livingston County Health Department for a private well and septic system, and a driveway permit from the Livingston County Road Commission. The Zoning Administrator and Building Inspector can inform the applicant of the permits needed and when to apply for them.

Once the applicant has acquired all necessary permits, the applicant may initiate construction of the dwelling. The Building Inspector can advise the applicant on building inspections required during the construction of the dwelling. When the Building Inspector determines that the dwelling has been constructed as approved and in accordance with the Building Code, the Building Inspector will issue a **Certificate of Occupancy**. The Certificate of Occupancy certifies that the applicant may occupy the dwelling. A dwelling may not be occupied prior to the issuance of a Certificate of Occupancy.

***The typical steps followed for creating a home site
and erecting a home are outlined on Page 12.***

Part Three

Establishing Uses Other Than Dwellings

The Zoning Ordinance permits uses in the Zoning Districts other than just dwellings. Depending upon the District, these uses may include kennels, veterinarian clinics, golf courses, offices and a wide variety of other uses. The establishment of such uses in the Township requires the issuance of a **Land Use Permit** and **Building Permit**. The first step in the establishment of a new use on a parcel, other than a home, is to submit a Land Use Permit application. If the application is approved, a Land Use Permit will be issued. Once the Land Use Permit is obtained, the landowner may then pursue the acquisition of a Building Permit.

If you want to build or establish a primary use other than a home, the application process generally follows one of two courses:

- 1) Review the Zoning Ordinance to determine what District your property is in (see Zoning Map), and whether the proposed building or use is permitted in the District.
- 2) *If the use/building is classified as a **Principal Permitted Use** in the District*, it will be necessary to submit a Land Use Permit application to the Zoning Administrator. The application must be accompanied by a site plan, which will be reviewed by both the Planning Commission and Township Board. A **site plan** is a detailed set of drawings and supporting documents that portray the proposed project and alterations to the property. (See Section 4.03(B)). Upon approval of a Land Use Permit application (including a site plan) by the Township Board, after receiving a recommendation from the Planning Commission, the Zoning Administrator will issue the Land Use Permit.
- 3) *If the use/building is classified as a **Special Land Use** in the District*, the same procedure will be followed as in (2) above, except that a public hearing will be held by the Planning Commission and the project will undergo a more rigorous review process (See Article 5, Procedures for Special Land Uses). There are additional requirements in the case of a Rural Open Space Option development, and this is discussed in more detail on page 10.
- 4) If the Township issues a **Land Use Permit** for the project, the next step is to seek a Building Permit. A **Building Permit** will be issued by the Building Inspector when the applicant has submitted a complete set of building plans (floor plan, wall construction, heating, plumbing, etc.) that comply with the State of Michigan Building Code. The applicant may find it advantageous to acquire a Land Use Permit prior to preparing detailed building plans and seeking the Building Permit. Other permits may also be necessary, including permits from the Livingston County Health Department for a private well and septic system, and a driveway permit from the Livingston County Road Commission.
- 5) Once the applicant has acquired all necessary permits, the applicant may initiate construction of the project. The Building Inspector can advise the applicant on building inspections required during the construction of the home. When the Building Inspector determines that the project has been constructed as approved and in accordance with the Building Code, the Building Inspector will issue a Certificate of Occupancy. The **Certificate of Occupancy** certifies that the applicant may occupy the building. A building may not be occupied prior to the issuance of a Certificate of Occupancy.

The typical steps followed during the review and approval of a site plan application, including special land uses and Rural Open Space Option developments, is outlined on Page 14.

Part Four

Amending the Zoning Ordinance

A petition may be filed with the Township to change the provisions of the Zoning Ordinance. Zoning Ordinance changes, referred to as “amendments,” can be divided into two types. A “**text amendment**” involves a change to the text of the Zoning Ordinance. Examples of text changes include, but are not limited to, changes to building setback requirements and changes in the uses that are permitted in a District. The other type of amendment is a “**map amendment**,” more commonly referred to as a “**rezoning**.” A rezoning involves a change in the boundaries of a District on the Zoning Map. The Zoning Map delineates the boundaries of the various Districts established in the Zoning Ordinance, and is an integral part of the Zoning Ordinance. The more common reason for a private citizen to pursue a rezoning of land from one District to another is to enable the landowner to develop the parcel with smaller residential lots than otherwise permitted by the current District classification of the parcel.

As the Zoning Ordinance is a law adopted by the Township Board, any change to the Zoning Map and boundaries of a District must follow procedures established by state law. A text amendment must also follow state-mandated procedures. An applicant must first complete an application form. The Deerfield Township Planning Commission then holds a public hearing on the proposed rezoning and makes a recommendation to the Township Board. The Township Board takes final action on the amendment request and may approve or deny the request.

The submittal of a rezoning petition does not assure the applicant that the requested rezoning will be approved. In order to ensure the proper arrangement of land uses and development densities throughout the Township, and to effectively manage growth and development, petitions for rezonings are examined very carefully. Factors that are frequently considered when judging the merits of a rezoning request include, but are not limited to:

- 1) What, if any, identifiable conditions related to the application have changed which justify the proposed rezoning?
- 2) What are the precedents and the possible effects of such precedent which might result from the approval or denial of the rezoning?
- 3) What is the impact of the rezoning on the ability of the Township and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?
- 4) Does the rezoning adversely affect environmental conditions, or the value of the surrounding property?
- 5) Is the site’s physical, geological, hydrological and other environmental features compatible with the host of uses permitted in the proposed district?
- 6) Is the subject property able to be put to a reasonable economic use in the zoning district in which it is presently located?
- 7) Does the rezoning generally comply with the planning goals of the Township?
- 8) Is the proposed rezoning consistent with the zoning classification of surrounding land?
- 9) Can all requirements in the proposed zoning classification be complied with on the parcel?

The typical steps followed during the review and approval of an amendment/rezoning application is outlined on Page 13.

Part Five

Some Common Questions

What can I do if I feel my permit application was improperly denied?

A person may pursue an administrative appeal to the Zoning Board of Appeals (ZBA) requesting modification of an administrative decision by an official or body of the Township made in the administration of the Zoning Ordinance (See Sec. 6.05). An administrative appeal may involve, for example, the decision of the Township Board to deny site plan approval for a particular project, or a decision of the Zoning Administrator to deny approval of a plot plan for a home. The decision of the ZBA, when hearing an administrative appeal, is generally limited to the following issues:

- 1) Were proper procedures followed in making the administrative decision?
- 2) Was the administrative decision based upon the proper approval standards and guidelines of the Zoning Ordinance, and does it reflect reasonable discretion on the part of the approving body in light of the record of evidence?

The ZBA does **not** have the authority to modify a recommendation of the Planning Commission, or the decision of the Township Board, regarding an amendment to the Zoning Ordinance or a decision on a Special Land Use application.

What can I do if I feel the requirements of the Zoning Ordinance, such as setback requirements, create a particular hardship for me?

The ZBA has the authority to issue a non-use variance. A non-use variance permits a landowner to depart from compliance with certain specified standards, limitations, or requirements contained in the Zoning Ordinance (See Sec. 6.05). The ZBA cannot issue a variance to allow a use of land not otherwise permitted in a District. Three of the primary conditions which must be met in order for the ZBA to issue a variance are:

- 1) A genuine practical difficulty exists because of unique circumstances or physical conditions of the parcel that do not generally apply to other property or uses in the same zoning district.
- 2) The hardship or special conditions or circumstances do not result from actions of the applicant.
- 3) Strict compliance with area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose, or would render conformity unnecessarily burdensome.

What fees are involved in applying for a Land Use Permit?

In order to cover the expenses of the Township in the review and processing of permit applications, including costs associated with public notices, public hearings, staff, consultants, and related expenses, the Township requires the payment of the necessary fee prior to any action being taken on an application. This policy applies to Land Use Permits as well as requests for Ordinance amendments, appeals to the ZBA, and other applications associated with the Ordinance. A schedule of fees is available at the Township Hall.

What happens if my lot, home, building or the use of my property does not comply with the new Zoning Ordinance adopted in 2002?

It is possible that the area or width of your lot does not comply with the minimum requirements of the District in which it is located, according to the recently adopted 2002 Zoning Ordinance. Provided your lot, building, or use were lawfully established prior to the adoption of the 2002 Zoning Ordinance, you may continue to use your lot in the same general manner as you have. Further, if the lot is vacant and does not comply with the minimum lot area or width requirements of the District in which it is located, the lot may still be used for any use authorized in the District (provided all necessary review procedures and permit requirements are followed). Article 8 of the Ordinance includes provisions addressing this issue.

Part Six

Principal Bodies and their Responsibilities

The administration and enforcement of the Deerfield Township Zoning Ordinance involves a number of activities that are shared by several Township bodies. The following summarizes the principal responsibilities of Deerfield Township officials as part of the Township's zoning activities.

The Zoning Administrator...

- 1) is responsible for most of the day-to-day activities associated with the Ordinance.
- 2) serves as the receiving body for applications for Land Use Permits.
- 3) reviews and issues Land Use Permit applications for single family and duplex homes.
- 4) issues Land Use Permits for other land uses when directed to do so by the body responsible for reviewing and approving the application (typically the Township Board).
- 5) maintains files of permits, permit applications, and Ordinance violation complaints.
- 6) investigates complaints regarding violations of the Zoning Ordinance and issues the necessary notices of violation.

The Planning Commission...

- 1) considers amendments to the Zoning Ordinance, initiated by a landowner or the Planning Commission itself, and forwards a recommendation to the Township Board for final action.
- 2) reviews and makes recommendations to the Township Board regarding site plan and special land use applications.

The Township Board...

- 1) takes final action on all amendment requests.
- 2) takes final action on all site plans and special land uses, after receiving a recommendation from the Planning Commission.
- 3) initiates legal action in the enforcement of the Zoning Ordinance, if necessary.

The Zoning Board of Appeals...

- 1) hears and rules on appeals regarding an administrative decision.
- 2) hears and rules on appeals regarding an interpretation of the Zoning Ordinance.
- 3) hears and rules on appeals for variances from the standards of the Zoning Ordinance.

Township staff are available to assist you in identifying what person or body to contact to address your concern or application.

Part Seven

Organization and Development Standards of the Zoning Ordinance

The Deerfield Township Zoning Ordinance is divided into 25 Articles (similar to chapters). Most of the Articles can be grouped as follows:

1. Definitions: Article 2 provides a listing of terms used in the Ordinance and their definitions.
2. Procedures: Articles 3 - 9 identify the procedures that must be followed in administering, enforcing, and amending the Ordinance, including procedures for site plan and special land use approvals.
3. Zoning Districts: Articles 10 – 15 identify the Districts into which the Township is divided, the uses permitted in each District, and basic site development requirements such as minimum lot area and building setbacks.
4. Development Standards: Articles 16 – 24 identify additional site development requirements that may apply to the use of property, such as requirements regarding special land uses and Rural Open Space Option developments, private roads, off-street parking, screening, signs, and environmental protection.

ZONING ORDINANCE TABLE of CONTENTS

Article 1: Title and Purpose	Article 16: Reserved for Future Use
Article 2: Definitions	Article 17: Standards for Special Land Uses
Article 3: Administration, Enforcement, & Penalties	Article 18: Rural Open Space Option
Article 4: Procedures for Plot Plan and Site Plan Review	Article 19: General Provisions
Article 5: Procedures for Special Land Uses	Article 20: Private Roads
Article 6: Zoning Board of Appeals	Article 21: Signs
Article 7: Procedures for Amendments	Article 22: Off-Street Parking and Loading
Article 8: Nonconforming Buildings, Structures and Uses	Article 23: Landscaping and Screening
Article 9: Reserved for Future Use	Article 24: Environmental Standards
Article 10: Zoning Districts and Map	Article 25: Reserved for Future Use
Article 11: Public Resources Districts	Article 26: Interpretation, Severability, Vested Right, Repeal, and Effective Date
Article 12: Agricultural Districts	
Article 13: Residential Districts	
Article 14: Business Districts	
Article 15: Reserved for Future Use	

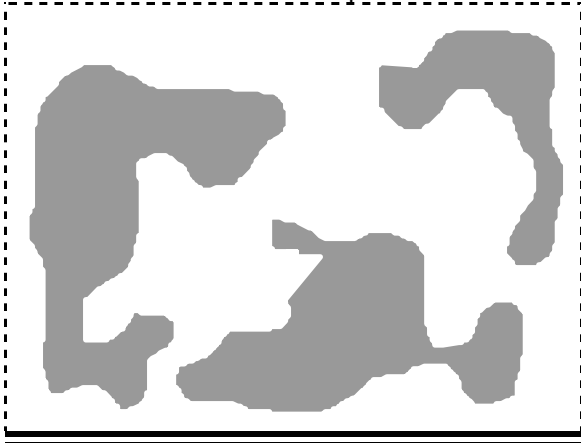
***Basic site development standards for each District
are presented on Page 11.***

Part Eight

Rural Open Space Option Developments

The officials and residents of Deerfield Township are very interested in insuring that future growth and development does not undermine those essential qualities of the community that make Deerfield Township such an enjoyable community to live. These qualities include, but are not limited to, the Township's abundant farmland, woodlands, wetlands, and other open spaces, and its rural character. Development can take many forms, and some forms of residential development can be unnecessarily destructive to these very features of the Township that are important to preserve. To address this issue, the Ordinance includes a special development option called a Rural Open Space Option (ROSO). This option is available in the A-1 and P-1 Districts. It allows the landowner to cluster lots, smaller than what either District typically requires, in one or several portions of the development parcel while setting aside the balance of the parcel as permanent open space.

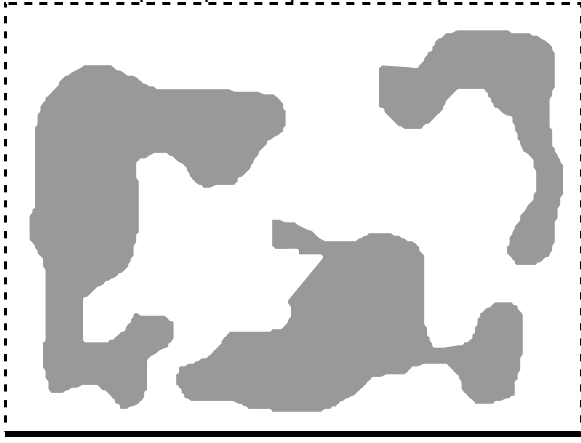
Traditional Development



This development option provides the landowner with increased development flexibility and can minimize road and infrastructure costs. In turn, the development provides for the permanent protection of important resources, and the preservation of rural character. The landowner has the opportunity to be awarded a greater number of lots if the proposed ROSO meets certain design guidelines.

The "Traditional Development" scenario to the left is an example of how this parcel might possibly be developed in a traditional manner. The shaded areas, representing woodlands and wetlands, will likely witness degradation and perhaps destruction due to road and home construction, grading, alternation of drainage patterns, and/or other impacts.

Rural Open space Option Development



The "Rural Open space Option Development" scenario portrays how this parcel might otherwise be developed under the ROSO provisions. Through the use of smaller lots, and less road and utility infrastructure, a significant portion of the site and its natural resources are preserved in a permanent open space status through deed restrictions, conservation easements, or other legally binding tools.

Landowners considering the development of their property for multiple lot purposes are encouraged to meet with township officials and discuss ROSO development.

Site Development Standards Table

Table 10-1 of the Zoning Ordinance summarizes basic site development standards. The specific District regulations and other Articles should be consulted to identify all other applicable standards and regulations.

Table 10-1: Schedule of Regulations for “Principal Permitted Uses”

Zoning District	Minimum Lot Area	Minimum Lot Width ⁱ (in feet)	Maximum Building Height		Minimum Yard Setback ^j (in feet) See Footnote “j”			Maximum Lot Coverage (%)
			Stories	Feet	Front	Side	Rear	
P-1: Natural Resource Protection	20 acres ^b	600	2 1/2	35 ^a	50	20	20	5
A-1: General Agriculture	20 acres. ^{b, c}	600	2 1/2	35 ^a	50	20	20	10
A-2: Small Farms/10	10 acres	330	2 1/2	35 ^a	50	20	20	10
A-3: Small Farms/5	5 acres	330	2 1/2	35 ^a	50	20	20	10
A-4: Small Farms/2	2 acres	200	2 1/2	35 ^a	50	20	20	15
R-1: Medium Density Residential	30,000 to 65,000 sq. ft. ^d	150 to 250 ^e	2 1/2	35	50	20	20	30
R-2: Shoreline Residential	30,000 to 40,000 sq. ft. ^f	120	2 1/2	35	50	20	20	30
R-3: Manufactured Housing Community	10 acres ^g	330 ^g	2	20	Compliance with Rules and Standards of Michigan Mobile Home Commission			
B-1: Local Business	1 acre	200	2	30	50	20 ^h	20	50

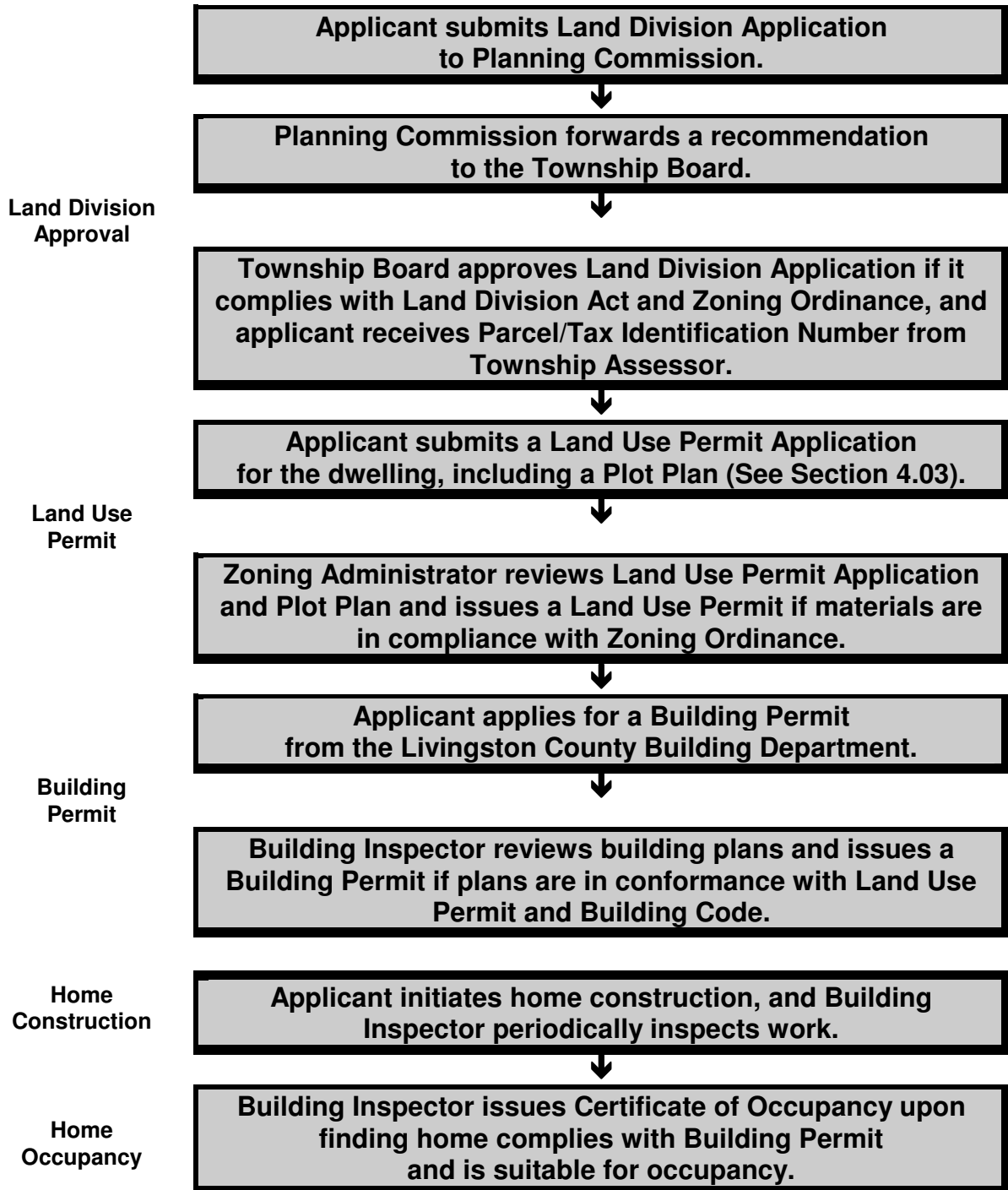
Footnotes For Table 10-1:

- a. Maximum height for farm buildings is 150 feet.
- b. See Article 18 regarding opportunities for higher density development as part of a Rural Open Space development.
- c. A parcel of no less than 2 acres may be created for each 40 acres contained in the parcel to be divided, as of the effective date of this Ordinance, provided the total number of such parcels shall not exceed 6.
- d. 30,000 sq. ft. for single family dwellings with sewer, otherwise 40,000 sq. ft. 50,000 sq. ft. for two-family dwellings with sewer, otherwise 65,000 sq. ft.
- e. Minimum 250 feet required if lot gains direct access to minor or major thoroughfare, otherwise minimum 150 feet required.
- f. Minimum lot area of 30,000 sq. ft. required with sewer, 40,000 sq. ft. otherwise.
- g. Minimum 10 acres and 330 foot lot width required for mobile home park development.
- h. 40 feet where side yard abuts a Public Resources, Agricultural, or Residential District.
- i. No lot shall have a depth greater than four (4) times its width.
- j. A minimum setback of 50 feet shall be maintained between a principal building or structure and the ordinary high water mark of a lake, pond, or stream.

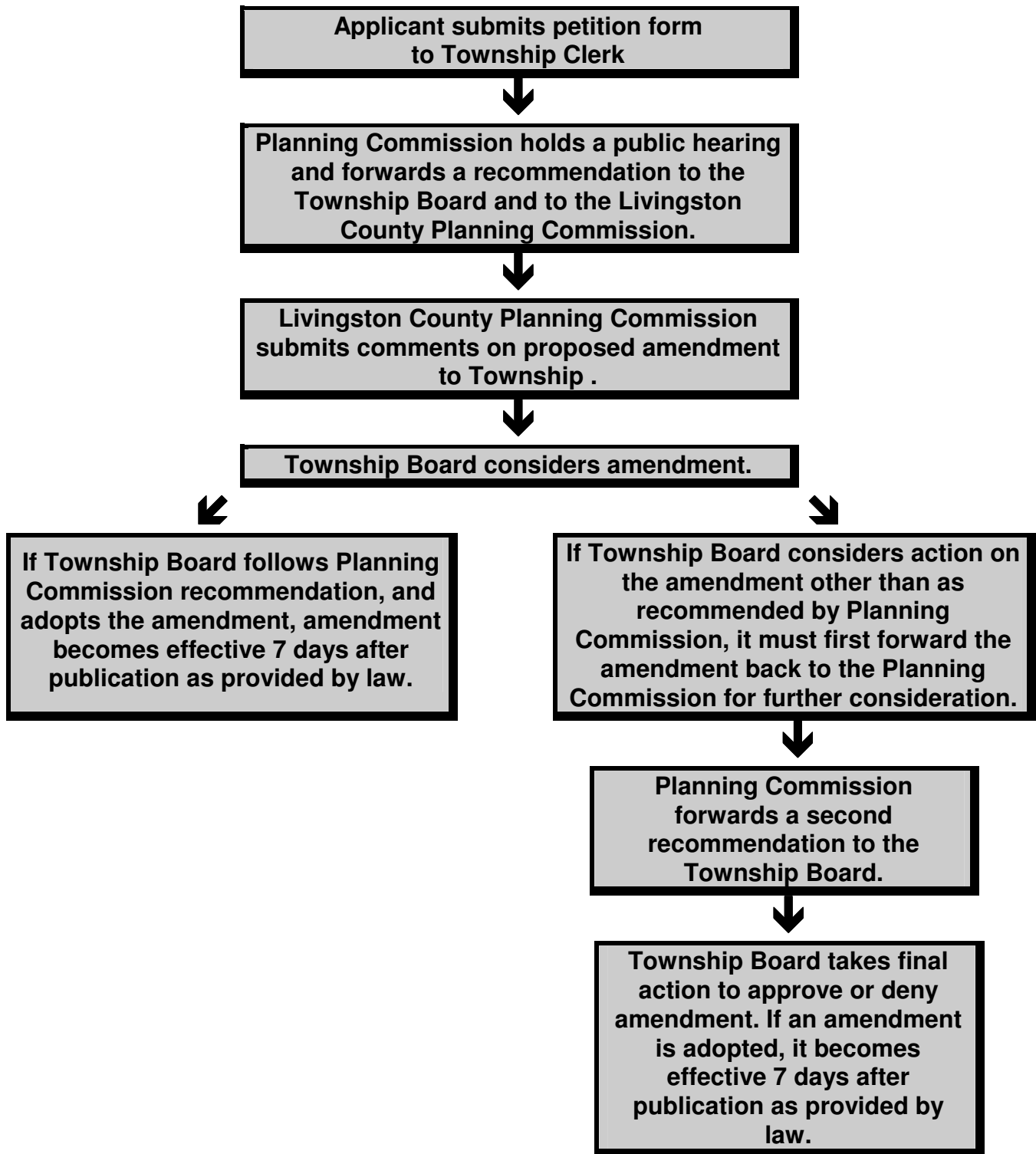
FLOW CHART

Summary Process for Creating a Home Site and Erecting a Home

(Based on the creation of a land division.)



FLOW CHART
Summary of Zoning Ordinance Amendment Process
(Rezoning and Text Amendments)



Review Process Outline for Site Plans, Special Land Uses, and Rural Open Space Option Developments

This Page Does Not Apply to Single and Two-Family Dwelling Units

(PC = Planning Commission, TB = Township Board, ZA = Zoning Administrator, ROSO = Rural Open Space Option)

1. **Pre-Application Meeting (Optional)**

A meeting is held between the applicant, township consultants, PC chairperson, and TB representative, prior to the formal submittal of an application, to discuss the project concept, review procedures and submittal requirements, and discuss important planning/zoning/engineering issues associated with the project. The applicant may share conceptual layouts for the project during the meeting if so desired.

2. **Application Submittal**

Applicant submits the necessary copies of all application materials to the Zoning Administrator. Submittal requirements are generally as follows:

Use Permitted by Right: Application form with all necessary attachments, and a Site Plan (Sec. 4.03(B))

Special Land Uses (excluding ROSOs): Application form with all necessary attachments, including an analysis statement according to Sec. 5.02(A)(3), and a Site Plan (Sec. 4.03(B)).

ROSO: Application form with necessary attachments, including: 1) analysis statement according to Sec. 5.02(A)(3); 2) Site Features Inventory according to Sec. 18.03; 3) Conventional Plan according to Sec. 18.04, last paragraph; and 4) Site Plan (Sec. 4.03(B)).

3. **Application Distribution**

Zoning Administrator reviews application to determine if application appears generally complete,

If complete: Township forwards copies of application to PC and TB, and planner, engineer, attorney, etc. (as applicable). Determination by the ZA that application is complete does not preclude the PC or TB from requesting additional information as may be necessary to make an informed decision.

If incomplete: ZA informs applicant of deficiencies (in writing).

4. **Application Review**

Consultants review application and submit reports to Township, presenting findings of review, and Township forwards reports to PC and TB prior to the meeting when the matter will be discussed. PC and TB members review application and all reports prior to the meeting when the applications are to be discussed. In the case of a special land use, including a ROSO, the PC holds a public hearing prior to forwarding a recommendation to the TB.

5. **PC Recommendation to TB (and possible public hearing)**

PC deliberates on application at one or more meetings, and recommends to the TB to approve, approve with conditions, or deny the application. In the case of a special land use, including a ROSO, the PC will hold a public hearing prior to making a recommendation (Sec. 5.02(D)).

6. **TB Final Action**

TB deliberates on Site Plan application at one or more meetings, and takes final action to approve, approve with conditions, or deny the application.

7. **ZA Issues Permit**

Upon approval or conditional approval by the TB, Zoning Administrator issues appropriate Land Use Permit.

Preliminary Site Plan Review Option

An applicant may first submit a preliminary site plan to seek approval for the general design and layout of the project before embarking on the development of detailed final site plan application materials. In this case, steps 2 – 6 would be followed but for preliminary site plan approval only. The preliminary site plan to be submitted as part of Step 2 must include the information required by Sec. 4.06. Approval of a preliminary plan is valid for six months, in which time a final site plan must be submitted. Steps 2 – 7 would then be followed in the review of the final application materials, including a final site plan.