

LAND USE PERMIT APPLICATION INFORMATION

As part of our process, staff looks back at the original site plan and examines the Zoning Ordinance to determine compliance. Staff makes a determination as to what is required to bring the site into compliance with the approved site plan and/or Zoning Ordinance after an onsite inspection is made. There may be items that require the attention of the property owner. Examples of common requirements are improvements to landscaping, restriping of parking lots, replacement of ADA signs, replacement or repair of light fixtures, etc. These are examples only and will be different from site to site. Those items identified in the review must be completed or installed prior to issuance of a land use permit.

The Zoning Ordinance also allows posting of a performance guarantee equal to 150% of the estimated cost of completion. The guarantee would be in the form of a cash deposit or automatically renewable irrevocable letter of credit. Please refer to Zoning Ordinance Section 3.09 for more details about this.

Section 3.05. Land Use Permit. (excerpt from Zoning Ordinance)

- A. No new use or change of use for a building, structure or land may be established unless a Land Use Permit has first been issued. The purpose of the Land Use Permit is to ensure that a proposed use is permissible within the subject Zoning District, that other requirements of the Zoning Ordinance have been met and to ensure that the site conditions comply with any site plan approved by the Planning Commission.
- B. Applications for Land Use Permits for uses other than Class A Farm Markets and single-family dwellings shall be accompanied by a site plan approved by the Planning Commission or by a sketch plan meeting the requirements of Table 5.2, Site Plan and Sketch Plan Submittal Requirements, as appropriate.
- C. Applications for Land Use Permits for Class A Farm Markets and single family homes and accessory structures and uses (including, but not limited to, accessory structures such as sheds, pools, fences and the like) shall be accompanied by a plot plan drawn to scale, providing the following information:
 - 1. The actual shape, location and dimensions of the lot.
 - 2. The shape, size and location of all buildings or other structures to be erected, altered, or moved and of any building or other structures already on the lot.
 - 3. The location of drives, access ways, easements, septic tanks, wells, overhead and underground utilities, and drain fields.
 - 4. The location of water bodies and water courses including the ordinary high water mark and floodplain elevations, where applicable.
 - 5. The existing and intended use of the lot and of all such structures upon it, including in residential areas, the number of dwelling units the building is intended to accommodate. The Zoning Administrator may require floor plans and elevations.
 - 6. The Zoning Administrator may require a field survey to establish locations of property lines and improvements.
 - 7. Such additional information as may be required to review the application for conformance with this ordinance and to determine that the provisions of Article 5, Site Plan Review, are not applicable.
- D. No Land Use Permit shall be issued unless the Zoning Administrator has first determined that the use is allowable within the Zoning District and complies with local, county, state and federal regulations.
- E. No Land Use Permit shall be issued unless the Zoning Administrator has first determined the minimum level of improvements necessary to bring a site into compliance with applicable zoning regulations and with any site plan approved by the Planning Commission.
- F. No sign permits shall be issued until a Land Use permit has first been issued.



- ☐ Site Plan Review
- ☐ Rezoning
- ☐ Use Requiring Special Approval
- ☐ Land Use Review
- ☐ Land Division & Combination
- ☐ Road Profile
- ☐ Other _____

PLAN REVIEW APPLICATION

Highland Township Planning Department, 205 N. John St, Highland, Michigan 48357 (248) 887-3791 Ext. 2

Date Filed: _____ Fee: _____ Escrow: _____ Case Number: _____

NOTICE TO APPLICANT AND OWNER

BY SIGNING THIS APPLICATION, THE APPLICANT AND OWNER ACKNOWLEDGE ONE OR THE OTHER OR BOTH ARE RESPONSIBLE FOR ALL APPLICATION AND CONSULTANT FEES THAT ARISE OUT OF THE REVIEW OF THIS REQUEST THE OWNER ALSO AUTHORIZES THE TOWNSHIP TO PLACE A SIGN ON THE PROPERTY, IF NECESSARY, TO INFORM THE PUBLIC OF THE PENDING MATTER BEING REQUESTED.

REQUIRED COPIES OF PLANS

INITIAL REVIEW: 2 HARD COPIES OF PLANS AND PDF COPY OF PLANS
CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 2 COPIES AND PDF COPY

1. APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

2. SITE INFORMATION

ADDRESS OR ADJACENT STREETS: _____

LOT WIDTH: _____ LOT DEPTH: _____ LOT AREA: _____

PARCEL IDENTIFICATION NUMBER(S): _____

3. PROJECT INFORMATION

PROJECT NAME: _____

PRESENT ZONING: _____ PROPOSED ZONING: _____

PRESENT USE: _____ PROPOSED USE: _____

APPLICANT

SIGNATURE: _____

PRINT NAME: _____

On the ____ day of _____, _____ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan
County Of Oakland

Notary Public: _____

PROPERTY OWNER

SIGNATURE: _____

PRINT NAME: _____

On the ____ day of _____, _____ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan
County Of Oakland

Notary Public: _____

• If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this cover sheet will be considered the official designee for the group and all correspondence will be addressed to this person.

• A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The person signing this cover sheet, however, will be considered the official designee for the Owner and all correspondence will be addressed to this person.