

# PUTNAM TOWNSHIP ZONING APPLICATION

<b>Planning Commission:</b>	
<input type="checkbox"/> Special Land Use	<input type="checkbox"/> Planned Unit Development – Final
<input type="checkbox"/> Site Plan Review – Preliminary	<input type="checkbox"/> Private Street
<input type="checkbox"/> Site Plan Review – Final	<input type="checkbox"/> Zoning Ordinance Text Amendment
<input type="checkbox"/> Planned Unit Development – Preliminary	<input type="checkbox"/> Zoning Map Amendment (Rezoning)
	<input type="checkbox"/> Other (describe)
<b>Board of Zoning Appeals:</b>	
<input type="checkbox"/> Non-Use Variance <input type="checkbox"/> Use Variance	<input type="checkbox"/> Appeal
<input type="checkbox"/> Interpretation of Ordinance or Map	<input type="checkbox"/> Temporary Use or Activity

**Applicant Name:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.

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

**Applicant is the:**     Owner     Lessee     Contract Purchaser     Contractor/Architect

This application must be accompanied by proof of ownership or documentation of a legal interest.

PERMISSION TO ENTER (OWNER ONLY): I hereby grant permission for members of the Putnam Township (Planning Commission) (Board of Zoning Appeals) (Staff) to enter the property described below (or as described in the attached) for the purpose of gathering information related to this application. (Note to owner/applicant: This is optional and will not affect any decision on this application)

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Location or Address:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Explanation of Request (attach additional sheets as necessary):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IN ADDITION TO THIS FORM, YOU MUST ALSO REQUEST AN INFORMATION SHEET AND CHECKLIST FOR YOUR ZONING REQUEST. THE INFORMATION SHEET DESCRIBES THE HEARING PROCESS AND ALSO LISTS ADDITIONAL SUBMITTALS. YOUR APPLICATION IS NOT COMPLETE AND WILL NOT BE PROCESSED WITHOUT THE CHECKLIST AND ALL REQUIRED SUBMITTALS. SEE ALSO IMPORTANT INFORMATION ON THE BACK OF THIS FORM.**

### TO BE COMPLETED BY TOWNSHIP

Date application and fee received and accepted: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Fee Amount:        \$ \_\_\_\_\_ Escrow Amount (if req'd)    \$ \_\_\_\_\_

Note: Information contained in this application, as well as supporting documentation, may be subject to review by the public if a Freedom of Information Act Request is filed.

**PLEASE SEE IMPORTANT INFORMATION ON THE BACK OF THIS FORM**

## PUTNAM TOWNSHIP ZONING APPLICATION INFORMATION

**Information Sheet/Checklists:** Applicants must request the appropriate Information Sheet and Checklist related to the request. The required Checklist must be completed and accompany each application and all required plans. The Checklist contains all of the requirements for submittals and site plans for each type of application.

**Fees and Escrow:** The required application fee must accompany each submittal. See the Zoning Administrator for fee requirements. The application fee is nonrefundable. Applications may also require payment of an escrow fee to cover the Township's costs for review by professional consultants. If costs exceed the escrow amount prior to final action on the application, the applicant may be required to submit additional funds to the escrow account. Any unused portion of the escrow will be returned to the applicant after the application has been decided.

### PUTNAM TOWNSHIP PLANNING COMMISSION

**Meeting Dates:** The Planning Commission meets the **second** and **fourth Wednesday** of each month at **7:00 pm** in the Putnam Township Annex, 122 S. Howell, Pinckney, MI.

**Deadlines:** Applications for review by the Putnam Township Planning Commission must be received no later than 30 days prior to the desired Planning Commission meeting (adjusted to the nearest business day when the deadline falls on a weekend or holiday). An application will not be placed on a meeting agenda unless the Zoning Administrator determines that the application is complete.

**Review Procedure:** Rezoning, Planned Unit Developments, Zoning Ordinance Text Amendments, and Special Land Uses require a Public Hearing by the Planning Commission. The Planning Commission shall make a recommendation on the request to the Township Board who shall make the final decision.

**Prerequisites:** PUDs and site plans require review of both preliminary and final plans. The preliminary review process cannot be bypassed. Upon approval of a preliminary site plan, the applicant must submit a complete application for the final site plan no more than 180 days after preliminary approval. An extension may be granted if the extension request is made in writing at least 30 days prior to expiration. For final PUDs, the final plan must be submitted within six months of preliminary PUD approval. Failure to apply for final PUD approval within the six month period will nullify the preliminary PUD approval. See the appropriate information sheets and checklists for more information.

### PUTNAM TOWNSHIP BOARD OF ZONING APPEALS

**Meeting Dates:** The Board of Zoning Appeals meets the **second** and **fourth Monday** of each month, as needed, at **7:00 PM**, in the Putnam Township Annex, 122 S. Howell, Pinckney, Michigan.

**Deadlines:** The application deadline is **30 days** prior to the requested meeting date (adjusted to the nearest business day when the deadline falls on a weekend). An application will not be placed on a meeting agenda unless the Zoning Administrator determines that the application is complete.

**Review Procedure:** The applicant will be required to show how the request is justified according to the Standards of Review listed in Chapter 25 of the Putnam Township Ordinances. The applicant must show that all of the standards are met. See the appropriate Information Sheet/Checklist for more information.

**Effective Date:** If the request is approved, it does not become valid until after the minutes from the meeting have been approved, usually at the next scheduled meeting.

**Appeals of BZA Decisions:** Any individual aggrieved by the BZA's decision may file an appeal to the County Circuit Court.

**Denial:** No application that has been denied wholly or in part by the Board shall be resubmitted for a period of one (1) year from the date of the last denial, except on grounds of changed conditions that would significantly change the nature of the request or affect the reasons for denial first ordered by the Board.

**Questions:** Contact the Putnam Township Zoning Administrator: 131 S. Howell St., P.O. Box 439, Pinckney, MI 48169. Phone: 734-878-3131 fax: 734-878-2545 e-mail [zoningadmin@putnamtwp.us](mailto:zoningadmin@putnamtwp.us). Internet: [www.putnamtwp.us](http://www.putnamtwp.us)

**PRELIMINARY SITE PLAN REVIEW CHECKLIST  
PUTNAM TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN**

**NAME OF PROJECT:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

This checklist must be filled out and returned with the application form and site plan as required below. For information on Site Plan Review, please request the Information Sheet for Site Plan Review from the Zoning Administrator.

**Deadline:** The items required below must be submitted no less than thirty (30) days prior to the meeting of the Planning Commission. The Planning Commission meets the second and fourth Wednesday of each month. The Zoning Administrator will determine if the application is complete before distribution to the Township's consultants. Incomplete applications will not be accepted until all materials are received.

**Note:** Preliminary site plan approval is required prior to applying for final site plan approval.

<b>Application Requirements</b> (check off each item included with your submission)	
	Three (3) completed and signed copies of the application for site plan review
	Twelve (12) individually-folded copies of the preliminary site plan prepared as required in the table below. The plans shall be prepared on 24 inch by 36 inch sheets and shall be drawn to a scale of not more than one (1) inch equals fifty (50) feet. For a plan consisting of three (3) or more sheets, a cover sheet showing the entire project and proposed construction shall be included.
	Written statement by the Zoning Administrator listing any of the site plan requirements in the table below that are waived. Any requirements not specifically waived by the Zoning Administrator on this statement are <u>required</u> and must be shown on the preliminary site plan.
	Site Plan Review Fee (nonrefundable)
	Site Plan Review Escrow Fee (see Zoning Administrator; unused portion of escrow fees will be returned)
	This checklist, filled out completely

**Site Plan Requirements:** The Zoning Administrator may determine (and must verify in writing) if any of the following are not applicable and therefore not required. All other items must be submitted and/or shown on the site plan. Consultation with the Zoning Administrator well in advance of the application deadline is recommended.

**Site Plan Checklist:** Check off each item shown on the site plan. Only those items waived by the Zoning Administrator and listed on his/her written statement may be left off the plan.

<b>Requirements for Preliminary Site Plans</b>	
	Small scale sketch of the area within one quarter (1/4) mile of the subject property, showing the property location.
	Adjacent existing and proposed streets, existing buildings or structures, and curb cuts within one hundred (100) feet of the property.
	All lot lines with dimensions.
	Parking lots and access points
	Required parking calculations—number of spaces required by the Zoning Ordinance and number of spaces provided.
	Locations and description of significant natural features and other natural characteristics, including but not limited to: wetlands, open space, stands of trees, flood plains, hills, and other significant natural features.
	Proposed buildings, including approximate dimensions.
	For residential properties, include information on proposed number and type of dwelling units, including a calculation of units per acre.
	Location of any signs not attached the building (including method of illumination, if any).
	General topographical features including contour intervals no greater than ten (10) feet.
<b>Plan narrative (may be separate), including the following information:</b>	
	Number of acres allocated to each use with dwelling unit gross density by type, if applicable.
	Gross area in buildings, structures, parking, public and/or private streets and drives, and open space.
	A written description of the proposed method of providing storm drainage, sewer and water service, as well as other public and private utilities.
	Any other information deemed necessary to properly illustrate the development concept to the Planning Commission.

**Contact the Putnam Township Zoning Administrator** for any questions regarding the above requirements.

**Putnam Township Hall**  
 131 South Howell Street  
 P.O. Box 439  
 Pinckney, MI. 48169  
 Telephone: (734) 878-3131  
 Fax: (734) 878-2545