

Putnam Township Zoning Application

Zoning Board of Appeals

Non-Use Variance
Interpretation of Ordinance or Map
Appeal
Temporary Use Activity

Planning Commission

Special Land Use
Site Plan Review - Preliminary
Site Plan Review - Final
Planned Unit Development -
Preliminary
Private Street
Zoning Ordinance Text Amendment
Zoning Map Amendment (Rezoning)
Other (describe)

Applicant Name

Street Address

City

State

Zip

Phone Number

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

Contract/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 CONTAINED IN/WITH 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 Wednesday of each month at 7:00 pm in the Putnam Township Hall, 3280 W. M36, 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's, Planned Unit Developments (PUD), 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 PUD, 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 ZONING BOARD OF APPEALS (ZBA)

Meeting Dates: Meetings of the ZBA will be determined by the call of the chairperson and at other times as the ZBA may specify.

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 §340-170 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. However, the ZBA shall have the option of certifying the decision on a form signed by the Chairperson and ZBA members at the meeting at which the decision is made.

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

Denial: No application that has been denied wholly or in part by the ZBA 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 ZBA.

Questions: Contact the Putnam Township Zoning Administrator: 3280 W. M36, Pinckney, MI 48169. Phone: 734-878-3131 fax: 734-878-2545 e-mail zoningadmin@putnamtwp.us.
Internet: www.putnamtwp.us