



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodtownship.net

Amendment to Zoning Ordinance Application

Applications will not be accepted unless containing all the following information:

- 1) Completed application form with owner's signature
- 2) A scaled drawing, if applicable, and/or supporting documents.
- 3) Cover Letter describing the request
- 4) Signed Escrow Policy with escrow amount as determined by Planner (any and all unused escrow funds will be returned per the escrow agreement)
- 5) Payment of an application fee (\$1000 for text amendment, \$875 for map amendment);
Additional meetings may require additional fees.

Applications are to be submitted 30 days prior to the Planning Commission meeting. Regular meetings are the 3rd Tuesday of each month.

Charter Township of Elmwood
Application to Amend Zoning Ordinance

Applicant

Owner (if applying for map amendment)

Name

Name

Street Address

Street Address

City State Zip

City State Zip

Phone Number

Phone Number

Email Address

Email Address

Contact Person (All communications from the Township will be sent to this individual regarding the submitted application) _____ Applicant _____ Owner

Type of Request: ___ Map Amendment ___ Text Amendment ___ Other

Zoning Map Change

Property Information:

Property Address: _____

Parcel Number: 45-004- _____ - _____ - _____ Current Master Plan Designation _____

Current Zoning District: _____ Proposed Zoning District _____

Current Use of Property: _____

Adjacent Property Zoning AND Use(s): North: _____

East: _____

South: _____

West: _____

Are any conditions being voluntarily offered as part of this zoning amendment application? (See Section 11.13 (Conditional Rezoning) ___ yes ___ no.

Other Remarks: _____

Map Amendment (Rezoning) Review Criteria. Per Section 11.12 of the Ordinance, the following criteria shall be used by the Planning Commission and may be used by the Township Board in consideration of map amendments to the Zoning Ordinance. Therefore, if you are applying for a text amendment, please answer, in detail, how your proposed text addresses the following (use additional paper if needed):

- a) Is the proposed map amendment consistent with the goals, policies, and future land use map of the Elmwood Township Master Plan? If so, how?

- b) Is the proposed district and the uses allowed compatible with the site's physical, geological, hydrological and other environmental features? If so, how?

- c) Are the potential uses allowed in the proposed zoning district compatible with surrounding uses in terms of land suitability, impacts on the community, density, and potential influence on property values and traffic impacts? If so, how?

- d) If rezoned, would the site be capable of accommodating the uses allowed, considering existing or planned infrastructure including roads, sanitary sewers, storm sewers, water, sidewalks, and road lighting? If so, how?

- e) Are there other factors authorized by law that should be taken into consideration? If so, how?

Zoning Text Change

Section(s) of Existing Zoning Ordinance Proposing to Change

Summary of intent of proposed Text, including all necessary additions to or deletions from current Zoning Ordinance. Attach proposed text to application.

Explain why the Text Amendment is being requested:

Text Amendment Review Criteria. Per Section 11.12 of the Ordinance, the following criteria shall be used by the Planning Commission and may be used by the Township Board in consideration of amendments to the Zoning Ordinance. Therefore, if you are applying for a text amendment, please answer, in detail, how your proposed text addresses the following (use additional paper if needed):

- a) Would the proposed text amendment clarify the intent of the Ordinance? If so, how?

b) Would the proposed text amendment correct an error in the Ordinance? If so, how?

c) Would the proposed text amendment address changes to State legislation, recent case law or opinions from the Attorney General of the State of Michigan? If so, how?

d) Would the proposed text amendment promote compliance with changes in other county, state or federal regulations? If so, how?

e) Would the proposed text amendment be consistent with the goals, policies, and future land use map of the Elmwood Township Master Plan, or if conditions have changed significantly since the Master Plan was adopted, consistent with recent development trends in the area? If so, how?

f) In the event the amendment will add a use to a district, will that use be consistent with the character of the range of uses provided within the district? If so, how?

g) Will the amendment not create incompatible land uses within a zoning district, or between adjacent districts? If so, how?

h) Is the proposed text amendment supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items? If so, how?

i) Will the proposed text amendment be consistent with the Township's ability to provide adequate public facilities and services? If so, how?

j) Will the proposed text amendment be consistent with the Township's desire to protect the public health, safety, and welfare of the community? If so, how?

Affidavit:

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, and that the answers and statements herein contained and the information submitted are in all respects true and correct. In addition, the undersigned represents that he/she or they is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon for the sole purpose of gathering information regarding this request.

Owner Signature Date

Applicant Signature Date

OFFICE USE ONLY:

Case Number: _____ Fee: _____ Paid: _____

Publication Date: _____

PC Decision: _____ Date: _____

LCPC Decision: _____ Date: _____

TB Decision: _____ Date: _____

Charter Township of Elmwood Escrow Policy

Accordingly, the procedure for the handling and processing of escrow deposits henceforth shall be as follows:

- A. In connection with any application for a special land use, site plan approval, zoning amendment, cluster residential development review, site condominium review, planned unit development review, appeal, interpretation, variance, or other application as required by this Ordinance, the Township may require the applicant to pay in advance into an escrow fund established to cover the reasonable costs of reviewing the application. These costs may include staff costs or consultant fees covering planning, engineering, environmental analysis, wetland delineation, legal review, and other professional and technical services required for a proper and thorough review of the application. No application shall be reviewed further or considered complete, and no permit shall be issued, until all costs have been paid and/or the escrow fund has been replenished as outlined below. The Township shall account for the expenditure of all escrow funds, and the Township Clerk shall refund any unexpended funds within sixty (60) days of final action.

- B. Should the escrow fund ever dip below fifty (50%) of the original fund amount, the applicant shall be advised and required to replenish said escrow fund to the full original amount within five (5) business days of having been so notified by the Township Clerk.

- C. The applicant may seek an accounting from the Township Clerk of expenditures from the escrow fund when a request is made by the Township to replenish the fund and/or after a final decision on the application has been made. However, the applicant has no authority to approve or deny expenditures.

Amount of Escrow Deposit Required: _____

Amount of Escrow Deposit Received: _____

Date: _____

Signature: _____

Name: _____ Phone Number: _____

Address: _____
