

ADDISON TOWNSHIP APPLICATION
Rezoning, Site Plan, Special Use, Open Space, Conditional Zoning or Plats

This application is not accepted as complete, and bound by timeframes in the ordinance, until it is determined to be administratively complete as evidenced below by the date and the signature of the Township representative.

Date _____ By _____ Office use _____

For Information relative to the powers and duties of the Addison Township Planning Commission, please refer to the Michigan Zoning Enabling Act (MZEA) Public Act 110 of 2006 as amended. (MCL 125.3101-125.3702)

For information on Addison Township Zoning Ordinances, please refer to the Township website (www.addisontownshipmi.gov) "Township Information", Code of Ordinances, Appendix A, Zoning Ordinance or contact the Township Clerk to request copies or view the ordinances requested.

Administration/Application fees are non- refundable.

Application Instructions/General Information

1. Complete the application with the submittal packages. The application shall be filed with the Township Clerk for distribution to the Planning Commission, Planner and Engineer, if applicable. Planning Commission meetings are scheduled on the second Tuesday of each month @ 6:00 p.m. The Township Board meetings are scheduled for the third Monday of every month @ 6:00 p.m.
2. Submit the application along with the following information. (This is not an exhaustive list as the Planning Commission/Planner/Township Board reserve the right to require further information as detailed in the applicable Zoning Ordinances).
 - a. Copy of deed and/or deed restrictions, if applicable.
 - b. Is the real property governed by Homeowners Association? ____ Yes ____ No
 - c. If yes, and required by the Homeowners Association, submit the Homeowners Association Approval. ____ submitted ____ not required.
 - d. If the real property at issue is owned by business, corporation, partnership, or an LLC, a resolution shall be submitted naming the person (s) acting as their agent and authorization of proposal. If applicant is not the owner, a notarized letter of authorization naming the person to act as agent and authorization of the proposal shall be submitted with the application.
 - e. Proof of ownership must be submitted with application (deed, land contract, option or similar document). All property owners are required to sign the application. If the applicant is not the owner of record, a signed notarized letter of authority and authorization from the legal owner of record to act as agent shall be submitted with the application.
 - f. Statement indicating why, in your opinion, the zoning designation change, special use or development request is necessary for the preservation and enjoyment of your property rights, and why such change will not be detrimental to the public welfare and the property of others located in the vicinity. For Rezoning applications, Address Section 31.04 - Standards for consideration of rezoning of land.
 - g. Any additional information which the applicant determines to submit with the application to provide support or clarification and to address the ordinance standards.

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- h. For site plan applications submit twenty (20) Engineered Site Plans, folded and ready for mailing or the submittal will not be accepted. (engineered site plans are not applicable to rezoning applications).
- i. For rezoning applications or applicable applications , submit 20 printed applications with your attachments. Attachments over legal size paper must be folded and ready for mailing.
- j. Applicable fees are as follows: (5/2023)

Administration/application fee	Included
Rezoning Fee (Includes conditional rezoning and text amendments)	\$2500 and \$50 per acre
Multiple parcels, an additional	\$1500 and \$50 per acre
Site plans:	
Residential (one dwelling unit)	\$1500 and \$50 per acre
All other Site Plan Applications site	\$5500 and \$50 per building
Special Use	
Residential (one dwelling unit)	\$1500
All other special use applications site	\$2500 and 50 per building
Engineer Fees	
Administration/application fee	Included
Residential (one dwelling unit 10 acres or under)	\$4000 and 50 per building site
All other applications	\$10,500 and 50 per building site
From resolution May 2023 Re-reviews by the Township Planner are one- half of the applicable fee.	
Applications that qualify for a re-review must be submitted within six months of the original denial date. If information is not received within six months, the application shall be invoiced and considered a new application.	
Whereas; the Township authorizes cost recovery and any and all professional fees not covered by ordinance or resolution for land development or application paid by the Township will be invoiced to applicant, including but not limited to environmental studies, wetland determinations, planner, engineer and/or legal fees. Departments should obtain an estimate of such costs and fees and invoice applicant prior to releasing the information.	
Whereas; All applicable fees shall be paid prior to final approval of the application. Unpaid fees shall render an application incomplete. Invoices received after final approval shall be forwarded to the building department for assistance in collection and the Township authorizes the building department to withhold finals or issuance of a permit until such time paid in full. Final invoices not paid by the applicant, which includes building permits, the Board authorizes the Treasurer to process accordingly with property taxes, liens or a collection company as determined by the <u>Treasurer. The Treasurer may also include the fees incurred for processing.</u>	

Attachments: Wetlands Application
Hazardous Application

If you have questions concerning the application, please contact Pauline Bennett @ 248.628.3317 ex 16 or pbennett@addisontownshipmi.gov

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DATE _____

Check all that apply to your request. Please address your corresponding Ordinance provisions.

Code of Ordinances; Appendix A, Zoning; are available on line at www.addisontownshipmi.gov, at the Clerk's office or email the Clerk and request the Ordinances. pbennett@addisontownshipmi.gov

Site Plan Application: Appendix A, Zoning; Article 29 _____
Special Use Application: Appendix A, Zoning; Article 30 _____
Plat Application: Appendix C _____
Open Space Application: Article 4: 4.49 _____
Rezoning Application: Appendix A, Zoning; Article 31 _____
Conditional Zoning Application: Article 4 Section 4.50 _____
https://library.municode.com/mi/addison_township_(oakland_co.)/codes/code_of_ordinances?nodeId=COOR_APX_AZO

Purpose of Application	
Residential Subdivision (Plat)	Site Condominium Development
Commercial	Industrial
Public	Rezoning
Open Space	Conditional Rezoning
Text Amendment: Must include proposed text amendment.	

APPLICANT

Name (s)	Email
Address	Phone

PROPERTY OWNER **Check if same as above.**

Name (s)	Email
Address	Phone

PROPERTY INFORMATION

Address	Tax ID/Parcel Number		
Legal Description (or attach current survey)	Copy of deed		
Classifications:			
Existing Zoning District	Proposed Zoning District		
Parcel Size (total acreage)			
Plat Name (if applicable)	Parcel Width	Parcel Depth	
Zoning District of adjacent properties to the:			
North	South	East	West

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I (we) the undersigned do hereby respectfully make application and petition to the Planning Commission and/or Township Board to approve the request as indicated on this application. I (we) the undersigned are aware that the Township of Addison is governed by an applicable Zoning Ordinance.

 Signature of Applicant (s)

 Date

 Signature of Applicant (s)

 Date

 Signature of Property Owner (s)

 Date

 Signature of Property Owner (s)

 Date

Office Use Only

Date Received		By
Application #		Section Parcel ID
Fee Paid	Check Number	Receipt Number
Deed	Letter of Authorization	
Planning Commission Date		
Township Board Date		
Approved	Date	
Approved with Conditions (attach copy of conditions)	Date	
Denied	Date	

Applications for Rezoning stop here.

**ADDISON TOWNSHIP
Wetland Determination Application and Wetland Use
Application and Permit**

Questions to 1-13 are to be completed by applicant for a preliminary, and 1-15 for final wetland determination. (Code of Ordinances, Zoning Article 4, Section 4.44)

GENERAL INFORMATION

- 1. Property Identification Number _____
- 2. Property Location/Address _____
- 3. Legal Description (may be attached) _____

- 4. Total Site Area _____ 5. Zoning Designation _____
- 6. Existing Land Use of Property _____
- 7. Property Owner(s) Information

Name _____ Address _____ City _____ State _____ Zip _____ Phone (H) _____ (W) _____ Signature _____ Date _____ Signature _____ Date _____
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- 8. Applicant Information (if different than property owner)

Applicant (if different than the owner) _____ Interest in the property _____ Address _____ City _____ State _____ Zip _____ Phone (H) _____ (W) _____ Signature _____ Date _____ (Written Permission from the property owner must be attached)
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Wetland Determination Application

SPECIFIC WETLAND INFORMATION

9. Requested Activity (Check all that apply):

_____ Dredging of a Wetland

_____ Excavating or Filing of a Wetland

_____ Construction of Primary and Accessory Structures

_____ Draining of any surface water from a wetland, other than as permitted under Code of Ordinances , Zoning Article 4, Section 4.44 – (5)

_____ Other uses not addressed herein and determined by the Planning Commission to have a similar negative impact as those listed above

10. Further Describe proposed activity

11. Type of Development Proposed (check all that apply):

_____ Building Construction

_____ Condominium or Site Condominium

_____ Subdivision Plat

_____ Planned Unit Development

_____ Special Land Use

_____ Land Division

_____ Other: _____

12. Size of Wetland _____

13. Additional Permits Required _____

Wetland Determination Application

TO BE COMPLETED BY BUILDING OFFICIAL FOR LAND DIVISION

Based upon my review of the material submitted by the applicant for purposes of land division(s) to create a building site(s) and a review of the township wetlands map. (Check all that apply).

- A. Each proposed parcel is shown to have the required buildable area exclusive of wetlands. (Refer to The Code of Ordinances, Zoning, Article 24, Schedule of Regulations).
- B. Each proposed parcel is accessed by a public road or private road, which does not show any wetland crossing(s).
- C. The application is incomplete without adequate information to make a determination regarding the existence and/or extent of wetlands.
- D. No zoning compliance permit will be issued for the proposed parcels listed below without a satisfactory wetland delineation by a by a qualified wetland consultant/specialist each delineation shall be surveyed by a registered land surveyor and submitted as part of a re-review of the application.

Proposed Parcels: _____
(Use numbering, lettering or other description means based upon applicant's survey)

Date of Review

Addison Township Building Inspector

TO BE COMPLETED BY BUILDING OFFICIAL

Application Requires Wetland Use Permit: Yes ____ No ____

If **yes**, complete Page 4

If **no**, the application may be referred to the Addison Township Planning Commission Wetlands Committee for review and comment.

Referred: Yes ____ No ____

Completed by: _____ Date _____

FINAL Wetland Determination

14. Final Wetland Consultant Information (Numbers 14 & 15) MUST be submitted for final Wetland Determination

Wetland Determination Consultant Company _____
Project Manager _____
Address _____
City _____ State _____ Zip _____
Phone (H) _____ (W) _____
Signature _____ Date _____

15. Written and graphic description (should be provided in an attached report) including the following information. The Building Inspector or Planning Commission may reduce required information for minor projects at their discretion.

- a. A written summary of how and when the wetland was delineated.
- b. The major plant species and animal-breeding habitat that are present and an estimation of how the wetland functions or relates to its general environment.
- c. The presence of any hills, valleys, swales, ponds, wetlands or springs.
- d. An accurate measurement of the wetland(s) area to the nearest hundredth of an acre.
- e. Any proposed remedial or mitigating actions to be completed as part of the activity proposed in the land use request if the wetland is to be impacted by the proposed activity. Alternative plans should be shown to demonstrate that the encroachment into the wetlands is the only course of action to accomplish the desired activity.
- f. A resume and list of experience of the firm or individual preparing the delineation.

**ADDISON TOWNSHIP
HAZARDOUS SUBSTANCE REPORTING FORM
FOR SITE PLAN REVIEW**

Note: This form should be completed and submitted as part of the site plan for facilities which may use, store, or generate hazardous substances or polluting materials (including petroleum-based products)

Name of business: _____
Name of business owner: _____
Street and mailing address: _____
Telephone: _____

I affirm that the information submitted is accurate.

Owner's signature: _____

Information compiled by: _____

part 1: Management of Hazardous Substances and Polluting Materials

1. Y N Will the proposed facility store, use or generate hazardous substances or polluting materials (including petroleum based products) now or in the future? If yes, please complete this form and submit with your site plan.

2. Y N Will hazardous substances or polluting materials be reused or recycled on-site?

3. Y N Will any hazardous substances or polluting materials be stored on-site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structure here or on an attached page.

4. Y N Will new underground storage tanks be located less than 2000 feet from drinking water wells serving two or more establishments, or less than 300 feet from a single family drinking water well?

5. Y N Are existing underground storage tanks on-site less than 200 feet from a drinking water well serving more than a single household?

If the answers to #4 or #5 are yes, you may be in violation of State of Michigan underground storage tank regulations. Contact the State Police Fire Marshal Division, Lansing Central office for specific requirements. Telephone (517) 322- 5479 or 1-800 MISH UST.

6. Y N Will the interior of the facility have general purpose floor drains? If yes, will the floor drain connect to: (circle one)
- a. Sanitary sewer system
 - b. On-site holding link, or
 - c. On-site system approved by the Michigan Department of Natural Resources in accordance with groundwater discharge permit requirements (Tel. Waste Management Division, SE Michigan office, at (313) 953-0241.)

- Note: General-purpose floor drains should not be connected to a storm water drainage system, dry well, or septic system.

7. Y N Will hazardous substances or polluting materials be stored, used, or handled out-of-doors near storm drains which discharge to lakes, streams, or wetlands? If yes, describe the type of catch basin or spill containment facilities which will be used (use an attached sheet with diagram if appropriate).

Additional information may be requested from the Township to assure that site plans comply with local, county, and state environmental protection requirements.

TYPES AND QUANTITIES OF HAZARDOUS SUBSTANCES AND POLLUTING MATERIALS WHICH WILL BE USED, STORED, OR GENERATED ON-SITE

Please list the hazardous substances and polluting materials (including chemicals, hazardous materials, petroleum products, hazardous wastes and other polluting materials) which are expected to be used, stored or generated on-site. Quantities should reflect the maximum volumes on land at any time. Attach additional pages, if necessary to list all hazardous substances and polluting materials.

Common Name (Trade Name)	Chemical Name (Components)	Form	Max. quantity on hand at any one time	Types of storage containers
1.				
2.				
3.				
4.				
5.				

Key:

- AGT=Above ground tank
- DM = Drums
- UGT = Underground Tank
- CY = Cylinder
- CM = Metal container
- CW = Wooden or composition container
- TP = Portable tank

Key:

- Liq = Liquid
- P. Liquid=Pressurized Liquid
- S = Solid
- G = Gas
- P.G = Pressurized Gas

STATE/COUNTY ENVIRONMENTAL PERMITS CHECKLIST FOR THE TOWNSHIP OF ADDISON

This checklist has been prepared to alert businesses to state and county environmental permit requirements which may apply to new or existing facilities. Applicants are requested to complete this form and submit it to the Township office with any proposed site plan. Upon receipt, the Township will forward the information to the permit coordinator, Michigan Department of Natural Resources. Compliance with applicable county and state requirements is a pre-requisite for site plan approval in the Township of Addison.

This checklist is not a permit application form; businesses are responsible for obtaining information and permit application forms from appropriate government offices. Please note that this form does not identify Township of Addison requirements which may apply to new or expanded facilities. For further information, please contact the Township office at (248) 628-3317.

Please circle the regulations which you think may apply to your business.

1. Y/N Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream or other surface water?
Contact: Michigan Department of Natural Resources, Surface Water Quality Division, Southeast Michigan District office.

2. Y/N Will the project involve the discharge of liquids, sludges, wastewater and/or wastewater residuals into or onto the ground?
Contact: Michigan Department of Natural Resources, Waste Management Division Southeast Michigan District office.

3. Y/N Will the project or facility store or use hazardous substances, oil or salt?
Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (or a material storage permit) may be required.
Contact: Michigan Department of Natural Resources, Waste Management Division Southeast Michigan District office.

4. Y/N Will the facility use underground storage tanks? Existing tanks must be registered with the State Police Fire Marshal Division. Tanks must be installed and operated in accordance with state regulations.
Contact: Michigan State Police Fire Marshal Division. Hazardous Materials Section, Lansing.

5. Y/N Will the facility involve the transport, on-site treatment, storage or disposal of hazardous waste generated in quantities of 1000 kilograms (250 gallons or 2200 pounds) or more per month? If yes, one or more permits may be required.

Will the facility generate between 100 kilograms/month (25 gallons or 220 pounds and 1000 kilograms/month (250 gallons or 2200 pounds) of hazardous waste? If yes, the facility may be a small quantity generator, subject to federal and state regulations. An EPA identification number should be obtained from the Michigan Department of Natural Resources (special forms are available) and a manifest (shipping paper) should be used to transport waste off-site.

Contact: Michigan Department of Natural Resources, Waste Management Division, Southeast Michigan District office.

6. Y/N Will the project involve burning, landfilling, transferring or processing any type of solid non-hazardous wastes on-site?
Contact: Michigan Department of Natural Resources, Waste Management Division, Southeast Michigan District office.
7. Y/N Will the project involve the installation, construction, reconstruction, relocation, or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants?
Contact: Michigan Department of Natural Resources, Air Quality Division, Permit Section, Southeast Michigan District office (telephone for information and assistance).
8. Y/N Will the project involve any man-made change in the natural cover or topography of land, including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation control permit is required.
Contact: Oakland County Resource Commissioner, Pontiac.
9. Y/N Will the project involve any work (dredging, filling, construction) in a river, stream, creek, ditch, wetland or floodplain, or within 500 feet of an inland lake, river, stream creek or ditch?
Contact: Michigan Department of Natural Resources, Land and Water Management Division, Pontiac Area Office.
10. Y/N Will an on-site wastewater treatment system or septic system be installed? Will septage be stored on-site prior to off-site disposal?
Contact: For sanitary sewage - Oakland County Environmental Health.

For industrial/commercial wastewater in any quantity or more than 10,000 gallons/day of sanitary sewage – Michigan Department of Natural Resources, Waste Management Division, Southeast Michigan District office.
11. Y/N Is the facility (or any facility/property under your ownership) currently involved in any compliance discussions with the Michigan Department of Natural Resources or the Michigan Attorney General's Office?
Contact: Michigan Department of Natural Resources, Office of Environmental Enforcement.

12. Y/N Is this facility/property (or any facility/property under your ownership) included on the Act 307 Priority List, "Michigan Sites of Environmental Contamination": or subject to corrective action under the Leaking Underground Storage (LUST) program?
Contact: Michigan Department of Natural Resources, Environmental Response Division, Southeast Michigan District office.

Note: For assistance with permits and approvals for the Michigan Department of Natural Resources, including permit coordination among MDNR divisions, contact the Permit Coordinator, Lansing Central office.

Business Name:

Mailing Address:

Street Address:

Telephone:

Facility Owner or Manager:

Type of Business:

Date: