

COVERT TOWNSHIP
73943 E. LAKE STREET - P.O. BOX 35
COVERT, MICHIGAN 49043
PHONE: (269) 764-8986 • FAX: (269) 764-1771
website: www.coverttwp.com

PLANNING AND ZONING

LAND DEVELOPEMENT APPLICATION

1. Applicant and Owner Information

APPLICANT

Principal Contact:

Name _____

Address _____

Telephone _____

E-Mail Address _____

Secondary Contact:

Name _____

Address _____

Telephone _____

E-Mail Address _____

Agent or Attorney:

Name _____

Address _____

Telephone _____

E-Mail Address _____

PROPERTY OWNERS(S)

Principal Contact:

Name _____

Address _____

Telephone _____

E-Mail Address _____

Architect (if applicable):

Name _____

Address _____

Telephone _____

E-Mail Address _____

Engineer (if applicable):

Name _____

Address _____

Telephone _____

E-Mail Address _____

Is this property held in a Trust?

- No
 Yes - continue

Trust Name _____

Address _____

Telephone _____

Note - - - for all trusts - - -

Provide, as an attachment, a statement from the trustee verifying the names of all beneficial owners.

3. Site and Surrounding Property Information

a. **Common address or property location of subject property:**

b. **Legal Description (Attach an additional sheet if necessary):**

c. **Permanent Real Estate Tax Identification Number:** _____

d. **Parcel Size:** _____ square feet
_____ acres
_____ dimension of lot frontage
_____ dimension of depth of lot

e. **What are the current land uses and zoning on the land and adjoining parcels of land surrounding the site (for rezoning PUD, special land use applications)?**

	Current Zoning	Current Use of Land
On Site	_____	_____
Property Abutting – North of Site	_____	_____
Property Abutting – South of Site	_____	_____
Property Abutting – East of Site	_____	_____
Property Abutting – West of Site	_____	_____

f. **Describe any existing structures and the physical attributes of the site(:**

4. Description of the Proposed Development (for rezoning PUD, special land use applications)

a. Please describe the proposed use of the land and/or buildings assuming approval of the request:

b. What is the proposed time frame for the build-out of the proposed development? _____

c. Please describe the number of buildings, square footage of each building and the total square footage of the development along with the required number of parking spaces for each intended use (the Zoning Inspector can assist applicants with this question):

	Building Use	Number of Buildings	Building Area (sq. ft.)	Req'd Parking (Spaces)
	Single Family	_____	_____	_____
	Multi-Family	_____	_____	_____
	Retail/Office	_____	_____	_____
	Industrial	_____	_____	_____
	Other	_____	_____	_____
	Please specify type of use _____			
	Totals	_____	_____	_____

d. Please describe the number of water and sewer connections this development will require:

Building Use	Water Connections & Size	Sewer Connections (If available)	<input type="checkbox"/> Check here if on-site systems will be used.
Single Family	_____	_____	<input type="checkbox"/> Water <input type="checkbox"/> Septic waste water
Multi-Family	_____	_____	
Retail/office	_____	_____	
Industrial	_____	_____	
Other	_____	_____	
Please specify type of use _____			
Totals	_____	_____	

e. Please provide information concerning the amount of traffic and proposed road configuration the proposed development will have:

- 1) Average daily traffic count for the proposed development _____
- 2) Peak traffic flow count for the proposed development _____
- 3) How many lineal feet of roadway is proposed to be developed? _____ Linear feet.
- 4) How many cul-de-sacs will be constructed as part of this project? _____
- 5) How many curb cuts to County or State roads are proposed for this project? _____

f. Will the building within this proposed development house any hazardous materials at occupancy?

- No
- Yes - Please continue --- by describing the type and quantity of materials:

g. Fire Department Approval of Site and Building Plans

The Township requires that the Fire Department must approve all new development site plans for emergency equipment access and location of fire hydrants and building plans for commercial, industrial and multi-family or buildings which have common hallways or are accessible to the public or by employees. Upon submission of an application the Building Inspector will determine the timing of this approval. An applicant may seek earlier approval of an application by the Fire Chief or his designee by calling the Fire Chief's office 269-764-1768.

Approval Date: _____

Conditions Attached

By: _____
Title : _____

- Yes
- No

5. Required and Requested Attachments (note all maps/drawings to be no larger than 11" X 17" in size)

- a. _____ Plat of Survey with legal description (the Building Inspector may accept other drawing containing sufficient information to process this application).
- b. _____ Site plan of proposed use or project showing traffic patterns, parking locations and count, drainage patterns including detention areas, landscaping plans, exterior lighting location and illumination pattern, building facade portrait and building size and location dimensions as deemed necessary by the Building Inspector to process the application.
- c. _____ Wetlands/Floodplain maps of the site.

MDEQ Wetlands maps can be obtained at:

http://www.michigan.gov/deq/0,1607,7-135-3313_3687-11178--,00.html.

FEMA maps can be obtained at:

<http://www.msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>).

- d. _____ Michigan Department of Environmental Quality Coastal Zone Management Permit (for all property along Lake Michigan located in the LD-1 Single-Family Zoning District.)

MEDQ Maps can be obtained at:

<http://www.deq.state.mi.us/documents/deq-lwm-water-highrisk-covert-twp.pdfps> can be obtained at:

- e. _ Soil Conservation Analysis (if applicable).
- f. _ Applications for permits (specify type):

- 1) _____ Michigan Department of Transportation
- 2) _____ Van Buren County Road Commission
- 3) _____ Van Buren Drain Commissioner
- 4) _____ Others _____

- g. Please include any additional comments or pertinent information below or on separate attachment to this application.

6. Signature and Declaratory Statement

a. Please describe the reason that this petition should be granted:

b. **Required Attendance at Public Hearing or meetings of the Zoning Board of Appeals and/or Planning Commission:**
The Township has established a policy requiring the applicant or a designated representative of the applicant shall be present at any meeting or public hearing at which the Zoning Board of Appeals and/or Planning Commission will consider the application. Failure of the applicant or designee of the applicant to appear before the Zoning Board of Appeals or Planning Commission may postpone consideration of the application.

c. **Administrative Review Expenses, Escrow Account:** The applicant is informed that all matters before the Zoning Board of Appeals or Planning Commission are subject to certain fees periodically established by the Township Board for the purposes of reimbursing the Township for all costs associated with the review and processing of all applications. It is recommended that all applicants review the current fee schedule and escrow account procedures prior to submission of an application. According to Township policy, no application may be processed until all applicable fees have been remitted to the Township and an escrow account has been established. It is also Township policy that prior to the issuance of a building permit or occupancy permit all financial obligations incurred for the processing of the application shall be satisfied and the remaining balance of the escrow account returned to the applicant unless there is to be inspections or subsequent actions required for the project by the Township. The Township Board may assess any unpaid fees incurred as an assessment to the property subject to the application.

d. **Temporary Right of Access:** The applicant is herewith informed that with upon filing of this application, payment of applicable fees and establishment of an expense escrow account with the Township the property owner of the matter before the Planning Commission or Zoning Board of Appeals the applicant grants to the Township the right for any member of the Township Planning Commission, Township Zoning Board of Appeals, Township Board or administrative staff the right of reasonable access solely for the purpose of inspecting the subject property relative to the matter requested in this application. Said temporary right of access shall expire on the date final action is taken by the appropriate Township body(ies).

e. **Declaratory Statement:** *I _____, hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge and further, I acknowledge the attendance responsibilities, fees and escrow policies and temporary right of access provision of the Township as set forth in paragraphs b through d above.*

f. Applicant Signature: _____ Date: _____

The following signature is required for verification that this is a valid and complete application to be considered by either the Zoning Board of Appeal and/or Planning Commission.

Covert Township Zoning Administrator, Alton Neal Date: _____

Scheduled before the Zoning Board of Appeals Date: _____

Scheduled before the Planning Commission Date: _____

ADMINISTRATIVE REVIEW EXPENSES, ECROW ACCOUNT

Each applicant for items 1 through 8 and 11 through 13 will have an escrow account established by the Clerk and Treasurer of the Township for their application request. The expenses incurred by the Township from their Township Engineer, Planner, Legal Council etc., necessary for the administration of the application request will be paid for out of this escrow account.

The Escrow account will be funded in an amount equal to the application fee minus a \$100.00 fee for the application request to Appear on the Meeting Agenda.

Each month the Township shall charge the escrow account for the expenses incurred for the review and approval process as prescribed by Township ordinances. If the escrow account falls below a \$200.00 required minimum account balance, the Township shall notify the applicant who shall provide the Township with funds to return the account balance to the required minimum amount.

Failure to retain the proper escrow minimum account balance shall be sufficient justification for the Township to discontinue processing the application.

Prior to the issuance of a building permit or occupancy permit, all financial obligations incurred for the processing of the application shall be satisfied and the remaining balance of the escrow account returned to the applicant unless there is to be inspections or subsequent action required for the project by the Township.

The Township Board may assess any unpaid fees incurred as an assessment to the property subject to the application.

Approved and adopted this November 13, 2007.

Motion by Rendell, second by Palgen. Roll call vote. Carried
Resolution passed.

COVERT TOWNSHIP

Dated: November 13, 2007
Dennis Palgen, Clerk

COVERT TOWNSHIP

**APPLICANT ACKNOWLEDGMENT, PERMISSION TO ENTER PROPERTY FOR INSPECTION
AND
RECEIPT FOR ESCROW ACCOUNT DEPOSIT**

APPLICANT ACKNOWLEDGMENT

I _____, do hereby certify that I have read and understand the application submission requirements and the application fee and escrow requirements as set forth in the Covert Township Zoning Ordinance and Planning and Zoning Fee Schedule. I acknowledge that it is the applicant responsibility to reimburse the Township for expenses incurred in the processing of the application and maintenance of escrow account balance as required by the terms of the fee schedule. The Township Board may assess any unpaid fees incurred as an assessment to the property subject to the application

Applicant Signature: _____

Date: _____

PROPERTY OWNER ACKNOWLEDGMENT *(To be used in cases where the applicant is not the owner of the subject property.)*

I _____, do hereby certify that I have read and understand the application submission requirements and the application fee and escrow requirements as set forth in the Covert Township Zoning Ordinance and Planning and Zoning Fee Schedule. I acknowledge that any unsatisfied claims of the Township for expenses incurred can, upon decision of the Township Board be charged again the property as allowed by law.

Property Owner Signature: _____

Date: _____

TEMPORARY RIGHT OF ACCESS GRANTED

I _____, the property owner of the matter before the Planning Commission or Zoning Board of Appeals grant to the Township the right for any member of the Township Planning Commission, Township Zoning Board of Appeals, Township Board or administrative staff the right of reasonable access solely for the purpose of inspecting the subject property relative to the matter requested in this application. Said temporary right of access shall expire on the date final action is taken by the appropriate Township body(ies).

Property Owner Signature: _____

Date: _____

RECEIPT FOR ESCROW FUNDS

Amount Received: _____

By: _____

Date: _____