

**HOWELL TOWNSHIP  
PUBLIC NOTICE  
2018 MEETING SCHEDULES**

**BOARD MEETINGS**

The Howell Township Board will meet on the **2<sup>nd</sup>** Monday of each month, at **6:30 p.m.** at the Howell Township Hall  
3525 Byron Road, Howell, Michigan 48855 (517)546-2817.

January 8	April 9	July 9	October 8
February 12	May 14	August 13	November 12
March 12	June 11	September 10	December 10

**PLANNING COMISION MEETINGS**

The Howell Township Planning Commission will meet on the **4<sup>th</sup>** Tuesday of each month, at **6:30 p.m.** at the Howell  
Township Hall 3525 Byron Road, Howell, Michigan 48855 (517)546-2817.

January 23	April 24	July 24	October 23
February 27	May 22	August 28	November 27
March 27	June 26	September 25	December 18*

\*Due to the 4<sup>th</sup> Tuesday being Christmas Day the December meeting is scheduled for December 18<sup>th</sup>.

**ZONING BOARD OF APPEALS (ZBA) MEETINGS**

The Howell Township ZBA will meet on the **3<sup>rd</sup>** Monday of the month as needed at **6:30 p.m.** at the Howell  
Township Hall, 3525 Byron Road, Howell, Michigan 48855 (517)546-2817.

## Howell Township Fee Schedule (Revised 1-1-2018)

### USE

### FEE

#### **Construction Prior To Permit Issuance (Applies to all uses & procedures)**

#### **Triple Permit Fee**

Professional services required by the Township  
for the issuance of any permits, approvals, or reviews  
Planner, Landscape Architect, Legal, Engineering,  
Administrative

Actual Cost

Performance Guarantee

100% of the approved  
engineer's estimate of the  
cost of construction as a  
cash deposit, certified check,  
or an irrevocable bank letter  
of credit

Plat Review Fee

\$ 500.00

### PUD

Planned Residential Development and PUD  
PUD Plan Amendment

\$ 2,000.00 filing fee  
\$ 500.00

### Planning - Site Plan Review:

Private Road	\$ 500.00
Multiple Family Housing	\$ 1,400.00
Single Family Residential Developments	\$ 1,400.00
Commercial/Office/Industrial	\$ 1,400.00
Second Review/Site Plan Amendments	\$ 350.00
Existing Private Road (section 26.02)	\$ 300.00
Temporary Uses	\$ 300.00

\*Includes 1st review, Additional Planner Reviews as Invoiced

Actual Cost

\*Legal Expense as Invoiced

Actual Cost

Establish Sewer/Water District

Upfront engineering, legal,  
administrative costs  
To be refunded upon successful  
completion of District, or sale of bonds

**Special Use Permit:**

Dog Kennels	\$ 500.00
Annual renewal - Dog Kennel	\$ 50.00
Horse Rearing Facilities	\$ 500.00
Other Special Uses	\$ 750.00

**Plus Cash Escrow Account for Site Plan Reviews****Minimum Account Bal.**

Escrow for site plans 0 to 10 REU's	\$ 2,000.00	\$1,000.00
Escrow for site plans 11 to 100 REU's	\$ 4,000.00	\$2,000.00
Escrow for site plans 101 to 300 REU's	\$ 7,000.00	\$3,000.00
Escrow for site plans 301 and over REU's	\$ 10,000.00	\$5,000.00
Industrial and Commercial site plans	\$ 10,000.00	\$5,000.00
Industrial and Commercial Site Plan Amendments	\$ 2,000.00	\$1,000.00
P.U.D.	\$ 20,000.00	\$5,000.00

Escrow deposit to cover items that vary depending on the scope of the requested zoning variance, review, approval, certificate or permit, including such costs as (but not limited to) engineering costs, land use planner costs, landscape architect costs, attorney fees, other expert cost, administrative costs, inspection costs, recording fees, testing and laboratory analysis. The Zoning Administrator, after review of the application, shall establish an amount to be deposited by the applicant with the Township Clerk as an escrow deposit to defray the anticipated costs to be incurred by the Township. The Township Board, Planning Commission, Zoning Board of Appeals or Zoning Administrator shall not commence consideration of the merits of the application until the escrow deposit is received by the Township Clerk. If the escrow deposit is exhausted, the applicant must replenish the escrow deposit upon notification by the Township, prior to the Township's continuation of any consideration of the merits of the application. Any un-used portions of the escrow deposit remaining after consideration and processing of the application shall be returned to the applicant.

100% of the anticipated variable costs as estimated by the Zoning Administrator shall be posted as a cash deposit, certified check or irrevocable bank letter of credit, subject to Township approval, and subject to replenishment by the applicant or refund to the applicant based on the Township's total actual costs

**Engineering:**

Review of Site Plans	\$ 500.00 *
Second Review	\$ 250.00 *
Sanitary Sewage Usage	\$ 250.00 *
Site Drainage	\$ 200.00 *
As Built Review	\$ 500.00 *

\*minimum (plus additional costs incurred)

Not going to  
use  
1-21-18  
Mr. Bret  
& Joe

**Engineering (continued)**

Actual Engineering Costs	As invoiced
Inspections costs as determined by Township	As invoiced
First inspection free, each additional inspection	\$ 35.00
Preliminary Site Plan Review/Pre-conference	\$ 350.00 per hour *
includes attendance of Zoning Administrator, Planner and Planning Commission Representative	
Engineer's attendance upon request	As billed

**Land Division:**

Application Fee	\$ 50.00
Split Fee	\$ 100.00 per new parcel
Combination/Redistribution	\$ 50.00

**Private Road Inspection Fee:**

3% of approved engineer's construction estimate	Actual Cost
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**Sewer Inspection:**

Plan Review- 1% of construction cost	Actual Cost
Construction Review- 7% of construction cost	Actual Cost

**Land Use Permits:**

Accessory Structure over 200 sq. ft. to 1,999 sq. ft	\$ 75.00
Accessory Structure over 2,000 sq. ft.	\$ 150.00
Addition to Dwelling	\$ 75.00
Amendments to Land Use Permits	\$ 20.00
Commercial	\$ 250.00
Deck/Pool/Fence	\$ 50.00
Delivery to Building Department	\$ 60.00 per delivery
Going out of business - 30 day license (90 day maximum)	\$ 100.00 per each 30 day
Home Business	\$25.00
Private Roads	\$250.00 plus
	\$25.00 per parcel
Multiple Dwelling	\$ 75.00 per unit
Single Dwelling	\$ 75.00 per unit
Temporary Residential Permit Fee	\$ 75.00
Temporary Commercial Permit Fee	\$ 250.00
Waiver	\$ 20.00

**Business License - revised 9-11-2017**

New Application	\$ 30.00
Temporary	\$ 30.00
Yearly Renewal	\$ 30.00
Late Fee - applies to new and renewal applications	<b>See below</b>
1 - 10 days	\$ 30.00
11 -20 days	\$ 60.00
21-30 days	\$ 90.00
31 - 40 days	\$ 120.00
41 - 50 days	\$ 150.00
51+ - possible court action	<b>fees accrued</b>

**Grading Permits:**

Multiple Residential Units/Commercial/Industrial	\$ 250.00
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**Sign Permit:**

4' X 8' and Larger	\$ 225.00
Under 4' X 8'	\$ 175.00
Outdoor Advertising (Billboard)	\$ 1,000.00
Temporary Sign (Real Estate) Larger than 2' X 3'	\$ 75.00

**Mining Permit:**

\$ 1,500.00  
Plus reclamation bond,  
Legal, consultant, and  
Engineer fees, and other  
additional costs incurred

Temporary Trailer Cash Escrow	\$ 2,000.00
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Demolition Escrow	\$ 3,000.00
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**Board of Appeals:**

Single Family Residence	\$ 400.00
Commercial	\$ 900.00
Special Planning Commission Meeting	\$ 900.00
Special Township Board Meeting	\$ 900.00
Demolition Permit Fee Residential	\$ 50.00
Demolition Permit Fee Commercial	\$ 150.00

**Rezoning/Text Amendment:**

\*Fee for Rezoning includes meeting of Planning Commission and Township Board, reviews, notices, and administrative work. If tabling of request required additional reviews or notices, applicant will be charged actual costs.

\$ 1,000.00 \*

**CD, copy, FAX , postage charges:**

Black and White	\$ 0.25 per page
Color	\$ 1.00 per page
11 x 17 size	\$ 1.00 per page
Labels	\$ 1.00 per page
FAX	\$ 1.00 per page
CD	\$ 10.00 per CD
Postage	Applicable postage

Application for Addressing	\$ 25.00
Zoning Books	Actual cost plus postage
Aerial Photography Digital Disk	\$ 50.00

Industrial Facilities Exemption Certificate Application	\$ 1,000.00
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Telecommunications Permit Application	\$ 750.00
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Pipeline Permit Application	\$ 1,000.00
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Liquor License Fee	\$ 1,000.00
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NSF Check Fee	\$ 35.00
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Late Fees	1% per month
	Late 30 days after date of billing

**Cemetery Information:**

Cemetery Burial Space Infant-24 months or less	\$	200.00	
Grave Openings and Closings - Infant	\$	175.00	
Cemetery Burial Space Resident	\$	300.00	
Cemetery Burial Space Non-Resident	\$	800.00	
Grave Openings and Closings	\$	850.00	effective 1-2018
Grave Openings and Closings Cremains	\$	425.00	effective 1-2018
Burial Space Transfer Fee	\$	50.00	

**\* Grave Opening and Closing:**

Hours: Monday - Friday 8:00 am - 4:00 pm

Additional charge of \$100.00 for Saturday services

Additional charge of \$100.00 for arrivals after 4:00 pm

Double fee for Opening and Closing on Sundays \$ 1,700.00 effective 1-2016

Triple fee for Opening and Closing on a Holiday \$ 2,550.00 effective 1-2018

## SITE PLAN REVIEW PACKET INDEX

### ITEM

- 1 Reimbursement Agreement
- 2 Planning Commission Calendar
- 3 Fee Schedule
- 4 Request for Pre-conference
- 5 Application for Sign Permit
- 6 Application Utility (Turn in prior to Land Use Permit)
- 7 Application for Water System  
Connection (Turn in prior to Land Use Permit)
- 8 Application for Commercial Sanitary  
Sewer Discharge (Turn in prior to Land Use Permit)
- 9 Howell Fire Authority Hydrant Specifications
- 10 DEQ Permit Coordination Information
- 10 a State and County Environmental Permit (Checklist)  
Checklist for Site Plan Review
- 11 Application for Site Plan Review (4 pages)
- 12 Performance Guarantee Resolution
- 13 Application for Land Use Permit
- 14 Article XXVIII Landscape Requirements
- 15 Article XX Site Plan Review Procedures
- 16 Site Plan Information and Procedural Documents  
and Fees
- 17 Article XIX Sign Regulations
- 18 Application for Planned Unit Development  
(PUD)

1-26-2011



**HOWELL TOWNSHIP  
REIMBURSEMENT AGREEMENT**

**MUST BE RETURNED AT TIME OF APPLICATION**

The applicant accepts responsibility for all expenses at actual cost for professional services related to the application required by the Township for the issuance of any permits, approvals, reviews and attendance at meetings by the Township's Planner, Landscape Architects, Legal Counsel, Engineering and Administrative Staff, over and above the fees listed in the Howell Township Fee Schedule.

Address and contact name for additional billing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_

Title, \_\_\_\_\_

have read and agree to the Reimbursement Agreement as presented between Howell Township and (name of company) \_\_\_\_\_.

**APPLICANT:**

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

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Michigan  
My Commission Expires: \_\_\_\_\_

**OWNER:**

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

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Michigan  
My Commission Expires: \_\_\_\_\_



## PERMIT INFORMATION

[www.michigan.gov/deqpermits](http://www.michigan.gov/deqpermits)

The Department of Environmental Quality (DEQ) has prepared a list of key questions to help identify what DEQ permits, licenses, or approvals of a permit-like nature may be needed. By contacting the appropriate offices indicated, you will help reduce the possibility that your project or activity will be delayed due to the untimely discovery of additional permitting requirements later in the construction process. While this list covers the existence of permits and approvals required from the DEQ, it is not a comprehensive list of all legal responsibilities. A useful way to learn whether other requirements will apply is to go through the Self-Environmental Assessment in the Michigan Guide to Environmental, Health, and Safety Regulations, online at: <http://www.michigan.gov/ehs/guide>. Please call the Environmental Assistance Center at 800-662-9278 to talk with any of the DEQ programs noted below.

KEY QUESTIONS:	Yes	No	PROGRAM, WEBPAGE AND CONTACTS
<b>MISCELLANEOUS CONSTRUCTION</b>			
<i>Air Quality Permit to Install:</i> Will your business involve the installation or construction of any process equipment that has the potential to emit air contaminants (e.g. dry sand blasting, boilers, standby generators)?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Air Quality Division (AQD), <a href="#">Permit Section</a> (mi.gov/air, left column select "Permits")
<i>Asbestos Notification:</i> Does the project involve renovating or demolishing all or portions of a building? Notification is required for asbestos removal and required for all demolitions even if the structure never contained asbestos.	<input type="checkbox"/> Y	<input type="checkbox"/> N	AQD, <a href="#">Asbestos Program</a> , 517-284-6777 (mi.gov/air, right column under "Air Links")
<i>Land and Water Featured Programs (Water Resources Division) - USACE Consolidated Permits:</i> Please consult the <a href="#">Permitting at the Land and Water Interface Decision Tree</a> document to evaluate whether your project needs a land and water management permit (i.e., Does the project involve filling, dredging, placement of structures, draining, or use of a wetland?).	<input type="checkbox"/> Y	<input type="checkbox"/> N	Water Resources Division (WRD), 517-284-5567 <a href="#">Joint Permit Application</a> (mi.gov/jointpermit)
<i>Soil Erosion and Sedimentation Control:</i> Does the project involve an earth change activity (including land balancing, demolition involving soil movement, and construction)?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<a href="#">Soil Erosion and Construction Storm Water</a> , 269-567-3515, (mi.gov/soilerosion), or Contact your <a href="#">Local Agency</a>
<i>NPDES Storm Water Discharge from Construction Sites Notice of Coverage:</i> Does the project involve construction which will disturb one or more acres that come into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water?	<input type="checkbox"/> Y	<input type="checkbox"/> N	NPDES Storm Water Permits Program, 517-284-5588 or appropriate <a href="#">DEQ District Office</a> (mi.gov/deqstormwater)
<i>Public Swimming Pool Construction (Spas/Hot Tubs) Permits:</i> Will your business involve the construction or modification of a public swimming pool, spa or hot tub?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<a href="#">Public Swimming Pool Program</a> , 517-284-6541, or appropriate <a href="#">DEQ District Office</a> , (mi.gov/deqwater)
Does the project involve construction or alteration of any sewage collection or treatment facility?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Appropriate <a href="#">District Office</a> , WRD, Part 41 Construction Permit Program, 906-228-4527 (mi.gov/part41)
Does the project involve construction of a facility that landfills, transfers, or processes of any type of solid non-hazardous waste on-site, or places industrial residuals/sludge into or onto the ground?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Office of Waste Management and Radiological Protection (OWMRP), <a href="#">Solid Waste</a> , 517-284-6588, or appropriate <a href="#">DEQ District Office</a> (mi.gov/deqwaste, left column)
Does the project involve the construction of an on-site treatment, storage, or disposal facility for hazardous waste?	<input type="checkbox"/> Y	<input type="checkbox"/> N	OWMRP, Hazardous Waste Section, <a href="#">Treatment, Storage and Disposal</a> , 517-284-6562 (mi.gov/deqwaste)
<b>WATER SUPPLY (More information, see: <a href="http://www.michigan.gov/deqwater">http://www.michigan.gov/deqwater</a>, select "drinking water")</b>			
I am buying water from my community water supply (i.e. city of Detroit or Grand Rapids)	<input type="checkbox"/> Y	<input type="checkbox"/> N	Contact your <a href="#">Local Water Utility</a> , 517-284-6512 (mi.gov/deqwater, select drinking water and then community water supply)
I have a private or other water supply well (Type III)	<input type="checkbox"/> Y	<input type="checkbox"/> N	Contact your (District or County) <a href="#">Local Health Department</a> , (malph.org/directory)
I have a Non-Community Water Supply (Type II)	<input type="checkbox"/> Y	<input type="checkbox"/> N	<a href="#">Guide</a> , Contact your (District or County) <a href="#">Local Health Department</a> , 517-485-0660 (malph.org/directory)
I am a community water supply (Type I)	<input type="checkbox"/> Y	<input type="checkbox"/> N	<a href="#">Community Water Supply</a> , <a href="#">DEQ District Office Community Water Supply Program</a> , 517-284-6512 (mi.gov/deqwater, select drinking water and then community water supply)

WASTEWATER MANAGEMENT		
<i>Storm Water Discharge to Wetlands:</i> Will storm water be collected, stored, or treated in a wetland area from a public road, industrial, commercial, or multi-unit residential development?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Joint Permit Application</a> , 517-284-5567 (mi.gov/jointpermit)
<i>Great Lakes:</i> Does the project involve construction, filling, or dredging below the Ordinary High Water Mark of one of the Great Lakes?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Joint Permit Application</a> , 517-284-5567 (mi.gov/jointpermit)
<i>Inland Lakes and Streams:</i> Does the project involve any dredging, filling, placement of structures, or the operation of a marina within an inland waterbody (e.g. lake, river, stream, drain, creek, ditch, or canal), enlargement of a waterbody, or excavation of a pond within 500 feet of a waterbody?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Joint Permit Application</a> , 517-284-5567 (mi.gov/jointpermit)
<i>Storm Water Ponds and Discharges to Inland Lakes/Streams, or Great Lakes:</i> Will storm water from any road or any other part of the development be discharged either directly or ultimately to an inland waterbody, or one of the Great Lakes; or will a storm water pond be constructed within 500 feet of an inland waterbody?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Joint Permit Application</a> , 517-284-5567 (mi.gov/jointpermit)
Does the project involve placement of fill, earth moving, or placement of structures within the 100-year <i>floodplain</i> of a watercourse?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Joint Permit Application</a> , 517-284-5567 (mi.gov/jointpermit)
Does the project involve construction of a building or septic system in a designated Great Lakes <i>high risk erosion area</i> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Shoreland Management</a> , 517-284-5567 (mi.gov/shorelands)
Does the project involve dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated <i>environmental area</i> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Shoreland Management</a> , 517-284-5567 (mi.gov/shorelands)
Does the project propose any development, construction, silvicultural activities or contour alterations within a designated <i>critical dune area</i> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Sand Dune Management</a> , 517-284-5567 (mi.gov/criticaldunes)
Does the project involve construction of a <i>dam</i> , weir or other structure to impound flow?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Dam Safety Program</a> , 517-281-6821 (mi.gov/damsafety)
<b>CONSTRUCTION PERMITS (SECTOR SPECIFIC)</b>		
Does the project involve the construction or alteration of a water supply system or sewage disposal system for a <b>manufactured housing</b> project?	Y <input type="checkbox"/> N <input type="checkbox"/>	Office of Drinking Water & Municipal Assistance (ODWMA), 269-491-4536 (mi.gov/deqwater, select "Drinking Water")
Does the project involve a <b>subdivision or site condominium</b> project utilizing individual on-site subsurface disposal systems or individual wells?	Y <input type="checkbox"/> N <input type="checkbox"/>	ODWMA, 517-281-6821 (mi.gov/deqsubdivisions)
Does the project involve the construction or modification of a <b>campground</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	ODWMA, <a href="#">Campgrounds program</a> , 517-284-6529 (mi.gov/deqwater, select "Campground & Pools")
Does the project involve the construction or modification of a <b>public swimming pool</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	ODWMA, <a href="#">Swimming pools program</a> , 517-284-6529 (mi.gov/deqwater, select "Campground & Pools")
<b>OPERATIONAL PERMITS</b>		
<b>Renewable Operating Permit:</b> Does your facility have the potential to <b>emit</b> any of the following: 100 tons per year or more of any criteria pollutant; 10 tons per year or more of any hazardous <b>air pollutant</b> ; or 25 tons per year or more of any combination of hazardous <b>air pollutants</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	AQD, <a href="#">Permit Section</a> , 517-284-6634 (mi.gov/air, select "Permits," "ROP")
<b>NPDES:</b> Does the project involve the <b>discharge of any type of wastewater</b> to a storm sewer, drain, lake, stream, or other <b>surface water</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, Appropriate <a href="#">DEQ District Office</a> , or <a href="#">National Pollutant Discharge Elimination (NPDES) Permit Program</a> , 517-284-5568 (mi.gov/deqnpdes)
Does the facility have <b>industrial</b> activity that comes into contact with <b>storm water</b> that enters a storm sewer, drain, lake, stream, or other surface water?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Permits Section</a> , or appropriate <a href="#">DEQ District Office</a> , 517-284-5588 (mi.gov/deqstormwater)
Does the project involve the <b>discharge of wastewaters</b> into or onto the <b>ground</b> (e.g. subsurface disposal or irrigation)?	Y <input type="checkbox"/> N <input type="checkbox"/>	WRD, <a href="#">Groundwater Permits Program</a> , 517-284-90-2570 (mi.gov/groundwaterdischarge)
Does the project involve the drilling or deepening of <b>wells for waste disposal</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	Office of Oil, Gas and Minerals (OOGM), 517-284-6841 (mi.gov/deqoilgasminerals)
Does the project involve landfilling, transferring, or processing of any type of <b>solid non-hazardous waste</b> on-site, or placing <b>industrial residuals/sludge</b> into or onto the ground?	Y <input type="checkbox"/> N <input type="checkbox"/>	OWMRP or Appropriate <a href="#">DEQ District Office</a> , 517-284-6588 (mi.gov/deqwaste, select "Solid Waste")
Does the project involve the on-site treatment, storage, or disposal of <b>hazardous waste</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	OWMRP, <a href="#">Hazardous and Liquid Waste</a> , 517-284-6562 (mi.gov/deqwaste, select "Hazardous and Liquid Industrial Waste")

Does the project require a <b>site identification number</b> (EPA number) for regulated waste activities (used oil, liquid waste, hazardous waste, universal waste, PCBs)? (Hazardous Waste Program Forms & License Applications)	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, Appropriate <u>DEQ District Office</u> , 517-284-6562 (mi.gov/deq/waste, select "Hazardous and Liquid Industrial Waste")
Does the project involve the receipt, possession, manufacture, use, storage, transport, transfer, release, or disposal of <b>radioactive material</b> in any form?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, <u>Radioactive Material and Standards Unit</u> , 517-284-6581 (mi.gov/deq/waste, select "Radiological Protection")
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have <b>radioactive levels</b> above background?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, <u>Radioactive Material and Standards Unit</u> , 517-284-6581 (mi.gov/deq/waste, select "Radiological Protection")
Do you desire to develop a <b>withdrawal</b> of over 2,000,000 gallons of <b>water</b> per day from any source other than the Great Lakes and their connecting waterways? Or, do you desire to develop a withdrawal of over 5,000,000 gallons of water per day from the Great Lakes or their connecting waterways?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, DWEHS, <u>Source Water Protection Unit</u> , 517-284-6513 (mi.gov/deq/water, select "Drinking Water")
<b>CHEMICAL ADDITION PROJECTS</b>			
Are you using <b>chemicals</b> or materials in, or in contact with, <b>drinking water</b> at any point in the <b>water works system</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Appropriate <u>DEQ District Office</u> , 517-284-6512 (mi.gov/deq/water), <u>Public Water Supply Program</u>
Are you applying a chemical treatment for the purpose of <b>aquatic nuisance control</b> (pesticide/herbicide etc) in a water body (i.e. lake, pond or river)? (5.	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, <u>Aquatic Nuisance Control and Remedial Action Unit</u> , 517-284-5593 (mi.gov/deq/water, select "Inland Lakes & Streams")
Are you applying materials to a water body for a <b>water resource management project</b> (i.e. mosquito control treatments, dye testing, or fish reclamation projects)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, <u>Surface Water Assessment Section</u> , 517-331-5228 (mi.gov/deq/water, select "Surface Water," "NPDES Permits," "Pesticide Control")
<b>OPERATIONAL PERMITS (SECTOR SPECIFIC)</b>			
Does the project involve the <b>transport</b> of some other facility's non-hazardous <b>liquid waste</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, <u>Transporter Program</u> , 517-284-6562 (mi.gov/deq/waste and select "Hazardous & Liquid Industrial Waste Transporters")
Does the project involve the <b>transport hazardous waste</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, <u>Transporter Program</u> , 517-284-6562 (mi.gov/deq/waste and select "Hazardous & Liquid Industrial Waste Transporters")
Does your facility have an <b>electric generating unit</b> that sells electricity to the grid and burns a fossil fuel?	Y <input type="checkbox"/>	N <input type="checkbox"/>	AQD, <u>Acid Rain Permit Program</u> , 517-780-7843 (mi.gov/air, select "Permits")
Is the project a <b>dry cleaning establishment</b> utilizing perchloroethylene or a flammable solvent in the cleaning process?	Y <input type="checkbox"/>	N <input type="checkbox"/>	DEQ, AQD, <u>Dry Cleaning Program</u> , 517-284-6780 (mi.gov/air, select "Compliance")
Does your <b>laboratory test potable water</b> as required for compliance and monitoring purposes of the Safe Drinking Water Act?	Y <input type="checkbox"/>	N <input type="checkbox"/>	DEQ, <u>Laboratory Services Certifications</u> , 517-284-5424 (mi.gov/deq, select "Key Topics," "Laboratory Services")
Does the project involve the generation of <b>medical waste</b> or a facility that treats medical waste prior to its disposal?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, <u>Medical Waste Regulatory Program</u> , 517-284-6584 (mi.gov/deq/waste, select "Medical Waste")
Does the project involve transport of <b>septic tank</b> , cesspool, or dry well contents or the discharge of <b>septage</b> or sewage sludge into or onto the ground?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA, <u>Septage Program</u> , 517-284-6535 (mi.gov/septage)
Do you store, haul, shred or process <b>scrap tires</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, <u>Scrap Tire Program</u> , 517-284-6586 (mi.gov/deq/waste, select "Scrap Tires")
Does the project involve the operation of a <b>public swimming pool</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA, <u>Public Swimming Pools Program</u> , 517-284-6529 (mi.gov/deq/water, select "Campgrounds and Pools")
Does the project involve the operation of a <b>campground</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA, <u>Campgrounds</u> , 517-284-6529 (mi.gov/deq/water, select "Campgrounds and Pools")
Do you engage in the business of <b>hauling bulk water</b> for drinking or household purposes (except for your own household use)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA, <u>Water Hauler Information</u> , 517-284-6527 (mi.gov/deq/water, select "Drinking Water," "Noncommunity Water Supply," "Water Hauler Information & Application")

PERSONAL LICENSES/CERTIFICATIONS			
Are you designated by your facility to be the <b>Certified Operator</b> to fulfill the requirements of a wastewater discharge permit (NPDES including Storm Water or Groundwater)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, <u>Operator Training, Storm Water Program</u> , 517-284-5486 (mi.gov/deqstormwater, go to "Certified Operator Training")
Are you a <b>drinking water operator</b> in charge of a water treatment or water distribution system, back-up operator, or shift operator?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, <u>Operator Training</u> , 517-284-5486 (mi.gov/deqstormwater, go to "Certified Operator Training")
Are you a <b>water-well</b> drilling contractor, pump installer, <b>dewatering well</b> contractor or dewatering well pump installer?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, <u>Well Construction Unit</u> , 517-284-6523 (mi.gov/deqwater, select "Drinking Water," "Water Well Construction")
OIL, GAS AND MINERALS			
Do you want to operate a <b>central production facility</b> (applies to oil and gas production facilities where products of diverse ownership are commingled)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, <u>Petroleum Geology and Production Unit</u> , 517-284-6826 (mi.gov/oilgasminerals, select "Oil & Gas," "OOGM FORMS")
Does the project involve the removal of sand from a <b>sand dune area</b> within two (2) miles of a Great Lakes shoreline?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, Minerals and Mapping Unit, <u>Sand Dune Mining Program</u> , 517-284-6826 (mi.gov/sanddunemining)
Does the project involve the diversion and control of water for the mining and processing of <b>low-grade iron ore</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, <u>Petroleum &amp; Mining</u> , 517-284-6826 (mi.gov/deqoilgasminerals)
Does the project involve the surface or open-pit mining of <b>metallic mineral deposits</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, <u>Petroleum &amp; Mining</u> , 517-284-6826 (mi.gov/deqoilgasminerals)
Does the project involve the mining of <b>nonferrous mineral deposits</b> at the surface or in underground mines?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, <u>Petroleum &amp; Mining</u> , 517-284-6826 (mi.gov/deqoilgasminerals)
Does the project involve mining <b>coal</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, <u>Petroleum &amp; Mining</u> , 517-284-6841 (mi.gov/deqoilgasminerals)
Do you want to change the status of an <b>oil or gas well</b> (i.e. plug the well)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, <u>Permits and Bonding</u> , 517-284-6841 (mi.gov/deqoilgasminerals)
Does the project involve drilling of <b>oil, gas, brine disposal, secondary recovery, or hydrocarbon storage wells</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, <u>Permits and Bonding</u> , 517-284-6841 (mi.gov/deqoilgasminerals)
Does the project involve plugging or deepening of an <b>oil or gas well</b> , or conveying rights in the well as an owner to another person?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, <u>Permits and Bonding</u> , 517-284-6841 (mi.gov/deqoilgasminerals)
Does the project involve changing the status or plugging of a <b>mineral well</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, <u>Petroleum &amp; Mining</u> , 517-284-6826 (mi.gov/deqoilgasminerals)
Does the project involve the drilling or deepening of <b>wells for brine production, solution mining, storage, or as test wells</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OOGM, <u>Petroleum &amp; Mining</u> , 517-284-6826 (mi.gov/deqoilgasminerals)
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have <b>radioactive levels</b> above background?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, <u>Radioactive Protection Programs</u> , 517-284-6581
STORAGE TANKS (CONSTRUCTION AND OPERATION)			
Does the project involve the installation of an <b>aboveground storage tank</b> for a flammable or combustible liquid (under 200 degrees Fahrenheit)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Michigan Department of Licensing and Regulatory Affairs (LARA) - <u>Storage Tank Unit</u> , 517-335-7211 (mi.gov/lara)
Does the project involve the installation of a <b>compressed natural gas dispensing station</b> with storage?	Y <input type="checkbox"/>	N <input type="checkbox"/>	LARA - <u>Storage Tank Unit</u> , 517-335-7211 (mi.gov/lara)
Does the project involve the installation of a <b>liquefied petroleum gas</b> container filling location or storage location that has a tank with a capacity of more than 2,000 gallons or has two (2) or more tanks with an aggregate capacity of more than 4,000 gallons?	Y <input type="checkbox"/>	N <input type="checkbox"/>	LARA - <u>Storage Tank Unit</u> , 517-335-7211 (mi.gov/lara)
Does the project involve the installation, removal, or upgrade of an <b>underground storage tank</b> containing a petroleum product or a hazardous substance?	Y <input type="checkbox"/>	N <input type="checkbox"/>	LARA - <u>Storage Tank Unit</u> , 517-335-7211 (mi.gov/lara)
Does the project involve the <b>installation</b> of a <b>hydrogen system</b> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	LARA - <u>Storage Tank Unit</u> , 517-335-7211 (mi.gov/lara)

**HOWELL TOWNSHIP**  
**3525 Byron Road, Howell, MI 48855**  
**517-546-2817 ext. 108 Fax: 517-546-1483**

**APPLICATION FOR  
COMMERCIAL SANITARY SEWER DISCHARGE**

Print of Type

**I. GENERAL INFORMATION**

Business Name

Owner/Manager/Contact Person

Street Address

Street Address

County

Township

City

State

Zip

City

State

Zip

Phone

Phone

Fax

E-mail

Phone

Fax

E-mail

Name and Title of Person completing permit

Phone

The information contained in this questionnaire is familiar to me and, to the best of my knowledge and belief, such information is true, complete and accurate.

Date

Signature of responsible official

Title

Print or type name of responsible official

A. Nature of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Business Activity:

1. If your facility employs or will be employing processes in any of the industrial categories or business activities listed below (regardless of whether they generate wastewater, waste sludge, or hazardous wastes), place a check beside the category of business activity (check all that apply).

Industrial Categories:

- ☐ Aluminum forming
- ☐ Battery manufacturing
- ☐ Builder's paper and board mills
- ☐ Carbon black manufacturing
- ☐ Coil coating
- ☐ Copper forming
- ☐ Electric and electronic components manufacturing
- ☐ Electroplating
- ☐ Feedlots
- ☐ Fertilizer manufacturing
- ☐ Glass manufacturing
- ☐ Grain mills
- ☐ Ink formulating
- ☐ Inorganic chemicals manufacturing
- ☐ Iron and steel manufacturing
- ☐ Metal finishing
- ☐ Metal molding and casting
- ☐ Nonferrous metals forming and metal powders
- ☐ Nonferrous metals manufacturing
- ☐ Organic chemicals, plastics and synthetic fibers
- ☐ Paint formulating
- ☐ Paving and roofing materials (tars and asphalt)
- ☐ Pesticides chemicals
- ☐ Petroleum refining
- ☐ Pharmaceutical manufacturing
- ☐ Porcelain enameling
- ☐ Pulp, paper and paperboard manufacturing
- ☐ Rubber manufacturing
- ☐ Soap and detergent manufacturing
- ☐ Steam electric power generating
- ☐ Timber products processing

A facility with processes inclusive in these business areas may be covered by Environmental Protection Agency's (EPA) categorical pretreatment standards. These facilities are termed "categorical users".

2. Is your business a categorical user? \_\_\_\_\_

If your business has process water that is greater than 25,000 gallons per day or contributes a process wastewater more than 5% of wastewater treatment plant's average dry weather hydraulic or organic capacity as defined in 40 CFR part 403.3(t) it is considered a significant industrial user.

3. Is your business a significant industrial user? \_\_\_\_\_
- C. Appropriate Standard Industrial Code (SIC): \_\_\_\_\_ Other: \_\_\_\_\_
- D. What types of waste(s) do you wish to discharge to the sanitary sewer?
- ☐ Sanitary (domestic, bathrooms residential kitchen)
  - ☐ Wash water (process parts washing, etc.)
  - ☐ Rinse waters
  - ☐ Cooling water
  - ☐ Process water
  - ☐ Scrubber waters
  - ☐ Other \_\_\_\_\_
- E. Do you use, store, or discharge any acids, bases or materials listed in Table I (attach)?
- Yes: \_\_\_\_\_ No: \_\_\_\_\_
- F. Does the operation of your processes or wastewater treatment facility result in a residual residue or sludge type waste?
- Yes: \_\_\_\_\_ No: \_\_\_\_\_
- G. Schedule of operations:
- Number of employees: \_\_\_\_\_
  - Hours/day: \_\_\_\_\_
  - Days/week: \_\_\_\_\_
  - Shifts/day: \_\_\_\_\_
  - Months/year: \_\_\_\_\_
- H. If you answered only 1 to question I.D., sign and return this portion of the publication.
- I. If your answer to question I.D., was other than 1, complete Sections II through IV of this form, sign and return it to:

Livingston County Drain Commissioner's Office  
2300 E. Grand River, Suite 105  
Howell, MI 48843-7581  
517-546-0040



II. PROCESS AND PRODUCTS

- A. Provide a complete list of products used or stored on the site, which appear on Table I (Consolidated Critical Materials List and Priority Pollutants List). If you use the trade name of proprietary chemicals that do not list contents on the package, indicate the trade names and manufacturer(s) at this time. You must write the manufacturer to request an OSHA Form 20 for each such substance, and provide POTW with the necessary information when available: i.e.: use numbers, NOT chemical name, Table I.

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- B. Describe each process (including flow diagrams): \_\_\_\_\_

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- C. Is any of the enclosed information considered to be confidential?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, explain what and why. (All requests for confidentiality will be processed according to 40 CFR, Part 2):

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- D. Water Supply:

☐ Municipal

☐ Well

☐ Other -- explain: \_\_\_\_\_

- E. Consumption Used: \_\_\_\_\_ (Ft3, gallons per time unit)  
\_\_\_\_\_ (Ft3, gallons per time unit)

Consumption Total: \_\_\_\_\_

- F. Does your facility have a Spill Prevention Control and Counter Measures Program (SPCC) (40 CFR 112) or Pollution Incident Prevention Plan (PIPP) (MDRN Rule 5)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

### III. PROCESS WASTEWATER

A. Identify outfall (check applicable):

- ☐ Surface waters. Name of receiving waters: \_\_\_\_\_
- ☐ Septic tank-tile field
- ☐ Surface of ground
- ☐ Municipal sanitary sewer
- ☐ Storm sewer
- ☐ Other: (Describe – include line drawing(s) of process flows and all floor drain discharging to each outfall): \_\_\_\_\_
- \_\_\_\_\_

B. Volumes of discharge:

Average daily flow: \_\_\_\_\_ gallons per day

Maximum daily flow: \_\_\_\_\_ gallons per day

Flow is: \_\_\_\_\_ Measured \_\_\_\_\_ Estimated

C. Type of wastewater:

% Process \_\_\_\_\_

% Cooling \_\_\_\_\_

% Sanitary \_\_\_\_\_

% Other \_\_\_\_\_

D. Characteristics of discharge:

All current industrial users are required to submit monitoring data on all pollutants that are regulated specific to each process. Use Table I to provide at the end of this application as a guide. Attach all laboratory data and submit with this application.

E. Are drains (roof, parking lot, etc.) discharging into the sanitary sewer?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, estimate area drained: \_\_\_\_\_ square feet

IV. DISPOSAL PRACTICES (add extra pages, if necessary):

A. How do you dispose of spent chemicals? \_\_\_\_\_

1. Volume disposed of: \_\_\_\_\_

B. How do you dispose of spoilage? \_\_\_\_\_

C. How do you dispose of precipitates and/or sludge? \_\_\_\_\_

D. Name of waste hauler: \_\_\_\_\_

License Number: \_\_\_\_\_

E. Do you have pretreatment for your wastes?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes: Type: \_\_\_\_\_

Size: \_\_\_\_\_

Frequency of operation: \_\_\_\_\_

If no, where and how are the wastes disposed of:

\_\_\_\_\_ Sanitary sewer  
\_\_\_\_\_ Industrial waste hauler  
\_\_\_\_\_ To storm sewer  
\_\_\_\_\_ Other

If other, explain: \_\_\_\_\_

F. Do you have any air emission control equipment, which would discharge into the sewer system?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

G. Are any of the materials listed in Table I discharged with the wastes?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

List, by number, from Table I: \_\_\_\_\_

V. **SPILL PREVENTION (add extra pages if necessary):**

- A. List bulk materials stored on site (liquid, solids) including cleaning agents (attach additional sheets if necessary):

Material: \_\_\_\_\_ Volume: \_\_\_\_\_ Location in Plant: \_\_\_\_\_

Material: \_\_\_\_\_ Volume: \_\_\_\_\_ Location in Plant: \_\_\_\_\_

- B. Is separate secondary containment provided for bulk materials?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- C. Is separate secondary containment provided for those processes which contain chemicals listed in Table I?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- D. Has separate storage been provided for those chemicals which cause hazardous reactions (i.e.: acids with cyanide, acids with bases)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

VI. **SAMPLING AND ANALYSIS**

- A. Are sampling points available for each?

Process line: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Outfall: Yes: \_\_\_\_\_ No: \_\_\_\_\_

- B. Do you sample your process discharge(s)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- C. Type of sample:

Grab: \_\_\_\_\_ Composite: \_\_\_\_\_

- D. Is a sampling vault and/or manhole provided?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- E. Sampling schedule: (i.e.: 24-hour, during work hours etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

F. What laboratory analysis (wastewater/solids) can be run on-site?

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VII. MISCELLANEOUS

A. Describe any safety precautions to be observed by those visiting your site:

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B. Contact person: Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

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**GLOSSARY**  
**NON-DOMESTIC USER SURVEY FORM**

**PRETREATMENT:** The treatment of a wastewater contribution, at the point of origin, prior to release to a public sewer or collection system

**PROCESS WATERS:** Waters that come in contact with an end product or with materials incorporated in an end product.

**SAMPLE, COMPOSITE:** A composite sample should contain a minimum of eight (8) discrete samples taken at equal time intervals over the compositing period, or proportional to the flow rate over the compositing period (EPA).

**SAMPLE, GRAB:** A sample which is taken from a waste stream on a one-time basis with no regard to the flow in the waste stream and without consideration of time (EPA).

**SECONDARY CONTAINMENT:** If a tank or vessel storing a chemical ruptures, the secondary containment structure will prevent the loss of the chemical to the environment. Secondary containment should be provided with a volume of 150% of the storage vessel. All potentially polluting materials such as oil, acid, cyanide, etc., should be stored within a secondary containment structure, usually a concrete wall or earthen dike.

**SPENT CHEMICALS:** Chemicals that have exhausted their usefulness.

**STANDARD INDUSTRIAL CODE (SIC):** This is a way of identifying industrial types with a four-digit code. A manual with the codes is entitled *The Standard Industrial Classification Manual*, and is available in the reference section of most libraries.

# HOWELL AREA FIRE DEPARTMENT

## FIRE MARSHAL DIVISION

1211 W. Grand River Ave. • Howell, Michigan 48843  
Phone (517) 546-0560 • Fax (517) 546-6011 • [firemarshal@howellfire.net](mailto:firemarshal@howellfire.net)

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Jamil Czubenko  
Deputy Chief/Fire Marshal

Andy Pless, Fire Chief  
Ron Hick, Deputy Chief of Operations

### Hydrant Specifications

All fire hydrants installed in the Howell Area Fire Authority, which includes the City of Howell and the Townships of Cohoctah, Howell, Marion and Oceola, shall be AWWA current standard, Mueller Super Centurion® Model A-42 3 or Waterous WB-67 (City of Howell) or East Jordan Model 5-BR (MHOG), breakable flange type. Operating nut shall be NFPA standard 1.5" pentagon nut opening counter-clockwise with a minimum 5- $\frac{1}{4}$ " valve opening and a 6" inlet. All hydrants shall be 5'6" bury.

Fire hydrants shall have two 2- $\frac{1}{2}$ " diameter hose connections and one 4- $\frac{1}{2}$ " pumper connection compatible with a 5" Storz nozzle facing the centerline of the road. All outlets shall have cap and chains or cable.

HOSE CONNECTIONS: Shall be brass 2- $\frac{1}{2}$ " inside diameter National Standard threads, 3- $\frac{1}{2}$ " outside diameter, 7- $\frac{1}{2}$ " threads per inch.

PUMPER CONNECTIONS: The 5" Storz nozzle shall have a brass metal face seal and hard anodized aluminum Storz ramps and lugs. The aluminum finish shall be hard coat anodized to Mil-A-8625f, Type 3, dark gray. The adapter shall be made of forged or extruded 6061-T6 aluminum. The blind cap shall have hard anodized aluminum Storz ramps and lugs, made of forged or extruded 6061-T6 aluminum. The center cap shall be equipped with a suction seal.

All hydrants shall be constructed with a companion butterfly or gate valve with an adjustable cast iron valve box. Water mains for all hydrants shall be 8" minimum. Plans shall indicate the finished grade of all hydrants to USGS datum.

## Appendix A to 40 CFR, Part 423--126 Priority Pollutants

001 Acenaphthene	047 Bromoform (tribromomethane)	090 Dieldrin
002 Acrolein	048 Dichlorobromomethane	091 Chlordane (technical mixture and metabolites)
003 Acrylonitrile	051 Chlorodibromomethane	092 4,4-DDT
004 Benzene	052 Hexachlorobutadiene	093 4,4-DDE (p,p-DDX)
005 Benzidine	053 Hexachloromyclopentadiene	094 4,4-DDD (p,p-TDE)
006 Carbon tetrachloride (tetrachloromethane)	054 Isophorone	095 Alpha-endosulfan
007 Chlorobenzene	055 Naphthalene	096 Beta-endosulfan
008 1,2,4-trichlorobenzene	056 Nitrobenzene	097 Endosulfan sulfate
009 Hexachlorobenzene	057 2-nitrophenol	098 Endrin
010 1,2-dichloroethane	058 4-nitrophenol	099 Endrin aldehyde
011 1,1,1-trichloroethane	059 2,4-dinitrophenol	100 Heptachlor
012 Hexachloroethane	060 4,6-dinitro-o-cresol	101 Heptachlor epoxide (BHC-hexachlorocyclohexane)
013 1,1-dichloroethane	061 N-nitrosodimethylamine	102 Alpha-BHC
014 1,1,2-trichloroethane	062 N-nitrosodiphenylamine	103 Beta-BHC
015 1,1,2,2-tetrachloroethane	063 N-nitrosodi-n-propylamine	104 Gamma-BHC (lindane)
016 Chloroethane	064 Pentachlorophenol	105 Delta-BHC (PCB-polychlorinated biphenyls)
018 Bis(2-chloroethyl) ether	065 Phenol	106 PCB-1242 (Arochlor 1242)
019 2-chloroethyl vinyl ether (mixed)	066 Bis(2-ethylhexyl) phthalate	107 PCB-1254 (Arochlor 1254)
020 2-chloronaphthalene	067 Butyl benzyl phthalate	108 PCB-1221 (Arochlor 1221)
021 2,4,6-trichlorophenol	068 Di-N-Butyl Phthalate	109 PCB-1232 (Arochlor 1232)
022 Parachlorometa cresol	069 Di-n-octyl phthalate	110 PCB-1248 (Arochlor 1248)
023 Chloroform (trichloromethane)	070 Diethyl Phthalate	111 PCB-1260 (Arochlor 1260)
024 2-chlorophenol	071 Dimethyl phthalate	112 PCB-1016 (Arochlor 1016)
025 1,2-dichlorobenzene	072 1,2-benzanthracene (benzo(a)anthracene)	113 Toxaphene
026 1,3-dichlorobenzene	073 Benzo(a)pyrene (3,4-benzo-pyrene)	114 Antimony
027 1,4-dichlorobenzene	074 3,4-Benzofluoranthene (benzo(b)fluoranthene)	115 Arsenic
028 3,3-dichlorobenzidine	075 11,12-benzofluoranthene (benzo(b)fluoranthene)	116 Asbestos
029 1,1-dichloroethylene	076 Chrysene	117 Beryllium
030 1,2-trans-dichloroethylene	077 Acenaphthylene	118 Cadmium
031 2,4-dichlorophenol	078 Anthracene	119 Chromium
032 1,2-dichloropropane	079 1,12-benzoperylene (benzo(ghi)perylene)	120 Copper
033 1,2-dichloropropylene (1,3-dichloropropene)	080 Fluorene	121 Cyanide, Total
034 2,4-dimethylphenol	081 Phenanthrene	122 Lead
035 2,4-dinitrotoluene	082 1,2,5,6-dibenzanthracene (dibenzo(h)anthracene)	123 Mercury
036 2,6-dinitrotoluene	083 Indeno (1,2,3-cd) pyrene (2,3-o-pheynylene pyrene)	124 Nickel
037 1,2-diphenylhydrazine	084 Pyrene	125 Selenium
038 Ethylbenzene	085 Tetrachloroethylene	126 Silver
039 Fluoranthene	086 Toluene	127 Thallium
040 4-chlorophenyl phenyl ether	087 Trichloroethylene	126 Silver
041 4-bromophenyl phenyl ether	088 Vinyl chloride (chloroethylene)	128 Zinc
042 Bis(2-chloroisopropyl) ether	089 Aldrin	129 2,3,7,8-tetrachloro-dibenzo-p-dioxin (TCDD)
043 Bis(2-chloroethoxy) methane		
044 Methylene chloride (dichloromethane)		
045 Methyl chloride (dichloromethane)		
046 Methyl bromide (bromomethane)		

HOWELL TOWNSHIP  
APPLICATION FOR SITE PLAN REVIEW

FILE # \_\_\_\_\_

PARCEL ID #4706 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

APPLICATION FEE: \$ \_\_\_\_\_

ESCROW, Engineering, Planning: \$ \_\_\_\_\_

CHECK ONE: ☐ Preliminary Site Plan Review (20.06)  
☐ Final Site Plan Review (20.07)  
☐ Temporary Use Section (14.34)

1. APPLICANT:

Company Name \_\_\_\_\_ Owner: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

All Representatives to receive information and/or reports:

Contact Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail \_\_\_\_\_

2. DATE OF APPLICATION: \_\_\_\_\_

3 ADDRESS (of applicant): \_\_\_\_\_  
\_\_\_\_\_

4. TELEPHONE NO.: \_\_\_\_\_ FAX #: \_\_\_\_\_

5. LOCATION OF PROPERTY: \_\_\_\_\_

6. LEGAL DESCRIPTION OF PROPERTY MUST BE ATTACHED: \_\_\_\_\_

7. COMPLETED LAND USE APPLICATION: \_\_\_\_\_

8. CURRENT ZONING DISTRICT: \_\_\_\_\_



9. WRITTEN BUSINESS DESCRIPTION OF PROPOSED USE WITH PARKING AND STORAGE DETAILS:

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10. EXISTING USE: \_\_\_\_\_

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11. The Site Plan is to contain the following information or the drawing submitted under the Land Use Permit can be utilized if it also contains the following information and is accurately drawn to scale:

- a. The date, north arrow and scale. The scale shall be not less than 1" = 20' for property under three (3) acres and at least 1" = 100' for those (3) acres or more.
- b. Statistical data including number of dwelling units, size of dwelling units, if any, and total gross acreage involved. In the case of mobile home park, the size and location of each mobile home site shall be shown.
- c. The location and height of all existing and proposed structures on and within 100' of the subject property's boundary.
- d. All lot and/or property lines are to be shown and dimensioned, including building setback lines on corner lots.
- e. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas (show dimensions of a typical parking space), unloading areas and recreation areas.
- f. Vehicular traffic and pedestrian circulation features within and without the site.
- g. The location of all proposed landscaping, fences or walls.
- h. Size and location of existing and proposed utilities, including proposed connection to public sewer or water supply system.
- i. A location map indicating the relationship of the site to the surrounding land uses.
- j. The location and pavement width and right-of-way width of all abutting roads, streets, alleys or easements.
- k. Show properties and respective zoning abutting the subject property.
- l. The location and size of all surface water drainage facilities.
- m. Contour intervals shall be shown at a maximum of 2' intervals, with 1' intervals preferred for topographic features of the site.

12. Thirteen (13) copies of the Preliminary Site Plan drawing shall be submitted with an Application for Site Plan Review (20.06a) **30 DAYS PRIOR TO MEETING.**

13. Applicant to initial the following statements:

- a. Planning Commission has sixty (60) days from filing date to approve or deny Site Plan. \_\_\_\_\_
- b. Acknowledgement that approval of Preliminary Site Plan is valid for a period of six (6) months from date of approval. \_\_\_\_\_
- c. Acknowledge that a six (6) month extension may be granted upon written request of the applicant and approval by Planning Commission \_\_\_\_\_
- d. Acknowledge that the approval of Preliminary Site Plan shall expire one year after approval of Final Site Plan unless zoning permit has been obtained. \_\_\_\_\_

- e. Applicant acknowledges approval of the Final Site Plan expires six (6) months after approval unless a Land Use Permit Application is applied for and granted.
- f. Applicant acknowledges that the Final Site Plan approval shall expire one year following the date of approval unless construction has begun on the property in accordance with the plan.
- g. Applicant acknowledges that he can appeal the Planning Commission's ruling of the Final Site Plan to the Board of Appeals within ten (10) days of it's decision on all matters except use of the land, use of buildings or structures.
- h. The applicant acknowledges receiving a copy of Article XX of the Howell Township Zoning Ordinance entitled "Site Plan Preview Procedure".
- i. Applicant acknowledges he will have to comply with Article XVIII for any off street parking, loading or unloading requirements.
- j. Applicant acknowledges he may have to comply with Article XIX, "Sign Regulations".
- k. The Planning Commission has sixty (60) days from the date of the Planning Commission meeting at which the Final Site Plan was received to approve or disapprove.
- l. Improvements not in conformance with the Final Site Plan shall be deemed a violation of the ordinance and be subject to the penalties of the ordinance.
- m. Applicant acknowledges that sewer system tap in fee, if applicable, must be paid prior to issuance of a Land Use Permit.

14. Applicant to file thirteen (13) copies of the Final Site Plan accompanying data and exhibits to the Township Clerk.

APPLICANT HERBY DEPOSES AND SAYS THAT ALL THE ABOVE STATEMENTS AND INFORMATION CONTAINED IN THIS APPLICATION AND ANY STATEMENTS SUBMITTED HERewith OR ON THE SITE PLAN ARE TRUE AND ACCURATE.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Print Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_, 20\_\_\_\_.

**BELOW THE LINE -- HOWELL TOWNSHIP USE ONLY**

**ACTION TAKEN:**

**1. Planning Commission decision:**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Denied:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. If denied:**

**Appealed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reasons for denial:**

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**3. Board of Appeals action:**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Denied:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HOWELL TOWNSHIP BOARD  
ADOPTING PERFORMANCE GUARANTEE POLICY  
RESOLUTION #04.62 AMENDED 01.08.224**

At a regular meeting of the Township Board of Howell Township, Livingston County, Michigan ("Township"), held at 3525 Byron Road, Howell, Michigan 48855, on the 7<sup>th</sup> day of January, 2008, at 7 p.m., Eastern Standard Time.

PRESENT: Heikkinen, Eaton, Hammond, Phelan, Hubbel, Coddington.

ABSENT: Thomas.

The following resolution was offered by Hammond and supported by Phelan:

**WHEREAS**, pursuant to MCL 125.286f, Howell Township may require a performance guarantee in the form of a performance bond, a cash deposit, certified check, irrevocable letter of credit or any other form of guarantee deemed acceptable by Howell Township to be deposited with the Township Clerk, covering the estimated cost of improvements associated with a project for which site plan approval is requested; and

**WHEREAS**, pursuant to Section 20.15 of the Howell Township Zoning Ordinance, acceptable forms of security may be required of the applicant after a final site plan is approved; and

**Whereas**, it is appropriate for the Township Board to establish reasonable guidelines for determining the amount and terms of such performance guarantees.


**NOW THEREFORE**, Howell Township hereby adopts the following policy for acceptance of performance guarantees for developments in Howell Township:

1. Within 21 days after approval of a final site plan by the Howell Township Board, and before any construction may commence on the property that is the subject of the site plan approval, the Developer shall submit a sworn statement by the project architect or other professional approved by the township, setting forth the basis and breakdown for the estimated cost of all improvements.

2. Within 14 days after receiving the sworn statement the Township Zoning Administrator shall establish the amount of the performance guarantee to be deposited with the Township Clerk as security for the improvements for which a performance guarantee is required.
3. Within 14 days after the amount of performance guarantee is established by the Zoning Administrator and before any construction commences on the property, the Developer shall deposit with the township Clerk a performance guarantee in an amount equal to the estimated cost of all improvements associated with the project as established by the Zoning Administrator.
4. As used herein "improvements" means all features and actions associated with a project which are considered necessary by the Howell Township Board to protect natural resources, or the health, safety, and welfare of the residents of the Township and future users or inhabitants of the proposed project area including, but not limited to roadways, parking lots, driveways, lighting, utilities, sidewalks, screening, drainage, grading, landscaping and buffers.
5. In the event the performance guarantee is a irrevocable letter of credit or performance bond, such shall not expire until such time as the Zoning Administrator has in writing approved the "as built" drawings for the development, including all improvements thereon.
6. In the case of an irrevocable letter of credit, such shall be drawn upon a bank located in or having an authorized branch within Livingston County.
7. In the case of a performance Bond, such bond shall be issued by an issuer licensed to do business in and in good standing with the State of Michigan
8. The Zoning Administrator may agree to a reduction in the amount of the performance guarantee upon receipt of a sworn statement from the project architect or other professional approved by the Township verifying the improvements completed and setting forth the percentage of completion of the improvements and the estimated cost of the remaining improvements.

Yeas; Hubbel, Phelan, Coddington, Hammond, Eaton and Heikkinen

STATE OF MICHIGAN )  
 )ss  
COUNTY OF LIVINGSTON )

  
Carolyn J. Eaton, Howell Township Clerk

Resolution perf.guarantee amend

**HOWELL TOWNSHIP  
APPLICATION FOR LAND USE PERMIT  
AND/OR SUPPORTING INFORMATION FOR OTHER  
APPLICATIONS**

FEE: \_\_\_\_\_ PARCEL ID: 4706-\_\_\_\_-\_\_\_\_-\_\_\_\_ NO: \_\_\_\_\_

Company Name: \_\_\_\_\_ Owner: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

The following information is required in order to obtain a Land Use Permit and or as supporting documentation for Special Use Permits, Site Plan Review, appeals to the Board of Appeals, and amendments to the zoning ordinance text and map. It may be necessary for you to obtain the requested information from various sources including your own files, Livingston County Offices, State agencies, real estate offices, attorneys, records, or otherwise, in order to complete the application. If there is one or more questions which are not applicable to your request, do not leave blank, but rather place the symbol "N/A" meaning the same is not applicable to your request.

**WARNING: THE ZONING ADMINISTRATOR MAY SUSPEND OR REVOKE A PERMIT ISSUED ON THE BASIS OF INCORRECT INFORMATION SUPPLIED BY YOU THE APPLICANT OR YOUR AGENT.**

I hereby apply for (check one):

- a. Land Use Permit \_\_\_\_\_
- b. Submit this application in conjunction with a request for Site Plan Review \_\_\_\_\_
- c. Submit this information in conjunction with an application to the Board of Appeals \_\_\_\_\_

- d. Submit this application in conjunction with a  
Special Use Permit \_\_\_\_\_
- e. Submit this application and request for an  
amendment to a zoning ordinance text or  
map for rezoning \_\_\_\_\_
- f. Other:  
\_\_\_\_\_  
\_\_\_\_\_

and submit the following information on which Howell Township can rely, and further I will swear to the truth of the information contained herein.

<u>QUESTION</u>	<u>RESPONSE</u>
1. Application date	_____
2. Written description of existing use of property	_____
3. Written business description of proposed use or change of use	_____
4. Current zoning classification	_____
5. Name of property owner (attach copy of deed, land contract, lease or other evidence of your interest in the property)	_____
6. Has the property been land contracted, leased or rented to third parties, if so to whom (name, address and when)	_____
7. Location of property	_____



8. Legal description of the property that is the subject matter of this application (attach copy if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Dimensions of each boundary of the parcel \_\_\_\_\_
10. Date the property was split if 10 acres or less \_\_\_\_\_
11. Are there any lakes, ponds, rivers, streams, water courses, wetlands, or drainage ways abutting to or passing through the property? \_\_\_\_\_
12. If the answer is yes to question 11, then give the following information:
- a. Describe the type of water source \_\_\_\_\_
- b. Give dimension from the water to the boundary lines, and from the water to the nearest structures and from the water to any proposed structure \_\_\_\_\_
13. Proposed starting date for construction \_\_\_\_\_
14. List all accessory uses \_\_\_\_\_
15. Gross floor area of new structure or addition \_\_\_\_\_

16. Gross floor area for each existing use \_\_\_\_\_
17. Has the applicant made any previous applications for a land use permit for this property? \_\_\_\_\_
- a. If yes, give details: \_\_\_\_\_
- \_\_\_\_\_
- b. Decision by Township: \_\_\_\_\_
18. On an attached sheet provide an accurate drawing which includes the following information:
- a. Designate all property lines and give dimensions for each
  - b. Designate all streets, alley, and/or easements
  - c. Locate and identify all existing structures on the land
  - d. Locate all proposed structures
  - e. Give the dimensions of all structures and proposed structures from each of the boundary lines
  - f. Locate all road right of ways and easements
  - g. Approximately locate the driveway relative to the road right of way and all structures
  - h. Give the dimensions, height, and bulk of all structures proposed and existing
  - i. Locate all water such as streams, ponds, marshes and wetlands on the property and give dimensions from all structures existing and proposed.
  - j. If off street parking or loading is required, locate
  - k. Locate all existing wells and septic fields
  - l. Locate all proposed wells and septic fields
  - m. Locate and designate all drains running through or abutting the property
  - n. Show and give direction of all flowage of surface water

**NOTE: APPLICANT MAY BE REQUIRED TO GET A BUILDING PERMIT FROM THE LIVINGSTON COUNTY BUILDING DEPARTMENT, HEALTH DEPARTMENT PERMIT FROM THE LIVINGSTON COUNTY HEALTH DEPARTMENT, DRIVEWAY PERMIT FROM THE LIVINGSTON COUNTY ROAD COMMISSION, AND OTHER APPLICABLE PERMITS IF BUILDING IS SERVICED BY THE HOWELL TOWNSHIP SEWER SYSTEM. TAP IN FEES MUST BE PAID PRIOR TO THE ISSUANCE OF A LAND USE PERMIT**

I hereby agree that the use of the premises and the construction of any improvements or structures will be accomplished in strict compliance with this application and the Howell Township Zoning Ordinance, the Livingston County Building Codes, Livingston County Health department rules and regulations and all other laws and regulations that may be applicable. I further certify that no use will be operated on the land or in the structure identified above except that use set forth above unless subsequent Land Use Permit for a change of use or addition to the structure is obtained. The use along with all structures will be operated in compliance with all regulations contained in this Zoning Ordinance and other applicable laws.

I hereby depose and say that all the above statements and information contained in this application and any attachments submitted herewith are true and accurate.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County, Michigan

My Commission Expires: \_\_\_\_\_

-----  
**BELOW HOWELL TOWNSHIP USE ONLY**

Approved Land Use Permit ( )

Disapproved Land Use Permit ( )

Reason for disapproval: \_\_\_\_\_

## ARTICLE XXVIII LANDSCAPING REQUIREMENTS.

### Section 28.01 INTENT AND SCOPE OF REQUIREMENTS.

#### A. *Intent.*

Landscaping, including screening, green belts, buffers, berms and walls and fences are necessary for the continued protection and enhancement of all land uses. Landscaping is capable of enhancing the visual image of the Township, preserving natural features, improving property values, and alleviating the impact of noise, traffic, and visual distraction associated with certain uses. Landscaping is important to protect less-intensive uses from the noise, light, traffic, litter and other impacts of more intensive, non-residential uses. Accordingly, these provisions are intended to set minimum standards for the design and use of landscaping, and for the improvement, protection and enhancement of the Township's natural and man-made environments in the interest of the public health, safety and welfare.

- 1) Improve the general appearance of the Township as development occurs.
- 2) Improve the appearance of off-street parking areas, vehicular use areas, and property abutting roads and highway rights-of-way.
- 3) Protect and preserve the appearance, character, and value of residential areas which abut nonresidential areas, parking areas, and other intensive use areas.
- 4) Reduce soil depletion resulting from erosion.
- 5) Increase water retention by pervious soils and thereby helping reduce storm water runoff and flooding.

#### B. *Scope of application.*

These requirements shall apply to all uses which are developed, expanded, or changed and to all lots, sites, and parcels which are developed or expanded upon following the effective date of this Article. No site plan shall be approved unless it shows landscaping consistent with the requirements of this Article. Where landscaping is required, a zoning permit shall not be issued until the required landscape plan is submitted and approved as a part of Site Plan Review and a Certificate of Occupancy shall not be issued unless provisions set forth in this Article have been met or a Performance Guarantee has been posted in accordance with the provisions set forth in Section 20.15.

#### C. *Minimum requirements.*

The requirements in this Article are minimum requirements, and under no circumstances shall they preclude the developer and the Township from agreeing to more extensive landscaping.

#### D. *Design creativity.*

Creativity in landscape design is encouraged. Accordingly, required trees and shrubs may be planted at uniform intervals, at random, or in groupings, depending on the designer's desired visual effect and, equally important, the intent of the Township to coordinate landscaping on adjoining properties.

XXVIII-1

## ARTICLE XXVIII

### Section 28.02 GENERAL SITE REQUIREMENTS.

#### A. General site requirements.

All developed portions of the site shall conform to the following general landscaping standards, except where specific landscape elements, such as green belts, berms, screenings, walls or fences are required:

- 1) All unpaved portions of a site shall be planted with grass, ground cover, shrubbery, or other suitable live plant material, which shall extend to any abutting road pavement edge. Grass areas in the front yard of all nonresidential uses shall be planted with sod, hydroseeding, or mulched or covered seeding.
- 2) A mixture of evergreen and deciduous trees shall be planted on nonresidential parcels at the rate of one (1) tree per 3,000 square feet or portions thereof of any unpaved open area for which specific landscaping requirements do not appear later in this Article. Required trees may be planted at uniform intervals, at random, or in groupings or clusters.

#### B. Berms.

Where required, berms shall conform to the following standards:

- 1) Dimensions. Unless otherwise indicated or appropriate, required berms shall be measured from the grade of the adjacent road right-of-way or parking lot adjacent to the berm, whichever is higher, and shall be constructed with slopes no steeper than one (1) foot vertical for each three (3) feet horizontal (33 percent slope), with at least a two (2) foot flat area on top. Berms shall undulate both vertically and horizontally and the landscape plan shall show the proposed contours of the berm.
- 2) Protection from erosion. Any required berm shall be planted with sod, hydroseeding, or mulched or covered seeding, ground cover, or other suitable live plant material to protect it from erosion so that it retains its height and shape. The use of railroad ties, cement blocks, and other types of construction materials to retain the shape and height of a berm shall be prohibited unless specifically reviewed and approved by the Planning Commission.
- 3) Required plantings.
  - a) Berms located in the front yard of nonresidential parcels: Berms located in the front yard of nonresidential parcels shall be landscaped in accordance with the requirements for Landscaping Adjacent to Roads, Section 28.03A3.
  - b) Berms used for screening other than in the front yard: A minimum of one (1) deciduous shade tree shall be planted for each thirty (30) lineal feet or portion thereof, plus, a minimum of one (1) ornamental tree shall be planted for each fifty (50) lineal feet or portion thereof of required berm, plus, evergreen trees or hedges that are at least six (6) feet high as measured from the top of the rootball, which, upon being planted at fifteen (15) foot staggered intervals, will create a visual barrier for at least fifty percent (50%) of the berm length.
- 4) Measurement of berm length. For the purpose of calculating required plant material, berm length shall be measured along approximate center line of the berm.

**C. *Parking lot landscaping.***

In addition to required screening, all off-street parking areas shall also provide landscaping as follows:

- 1) **Landscaping ratios.** Off-street parking areas containing greater than fifteen (15) spaces shall be provided with at least twenty-five (25) square feet of interior landscaping per parking space, except that only ten (10) square feet of interior landscaping shall be required per parking space located in a parking structure in the MFR, OS, NSC, RSC, HSC, HC, and I Zoning Districts.
- 2) **Minimum area.** Landscaped areas located in parking lots and adjacent to any building wall shall be no less than twelve (12) feet in any single dimension and no less than one hundred fifty (150) square feet in area, except that interior landscaped areas shall measure no less than three hundred (300) square feet in area in the MFR zoning districts, unless otherwise approved by the Planning Commission. In the OS, NSC, RSC, HSC, HC, and I Zoning Districts, any planting island located within a parking lot or located adjacent to a perimeter driveway shall be a minimum of twenty (20) feet in any single dimension and no less than four hundred (400) square feet in area. Wherever possible, parking areas and driveways shall be separated from buildings by a landscaped area. Landscaped areas in or adjacent to driveways and parking lots shall be protected with curbing or other means to prevent encroachment of vehicles.

**D. *Screening***

- 1) **General screening requirements.** Unless otherwise specified, wherever an evergreen or landscaped screen is required, evergreen screening shall consist of closely spaced plantings which can be reasonably expected to form a complete visual barrier that is at least six (6) feet above ground level within five (5) years of planting. Wherever screening is required adjacent to residentially zoned or used property, the screening shall be installed prior to the beginning of site grading and general construction, except where such activity would result in damage to the screening. The minimum width of a screening area shall be fifteen (15) feet.
- 2) **Screening of utility substation and mechanical equipment.** Mechanical equipment, such as air compressors, pool pumps, transformers, air conditioning units, sprinkler pumps, satellite dish antennae, utility substations and similar equipment shall be screened by evergreens on at least three (3) sides. Insofar as practical, said screening shall exceed the vertical height of the equipment being screened by at least six (6) inches within two (2) years of planting. Specific screening requirements for utility substations will be determined on a case-by-case basis by the Township depending on the particular character of the area where the substation is proposed to be located.

**E. *Landscaping of rights-of-way.*** Public rights-of-way located adjacent to required landscaped areas and green belts shall be planted with sod, hydroseeding, or mulched or covered seeding or other suitable live ground cover, and shall be maintained by the owner or occupant of the adjacent property as if the right-of-way were part of the required landscaped areas. No plantings except grass or ground cover shall be permitted closer than three (3) feet from the edge of the road pavement.

**F. *Maintenance of unobstructed visibility for drivers.*** No landscaping shall be erected, established, or maintained on any parcel or in any parking lot which will obstruct the view of drivers. Interior landscaping in parking lots shall not be permitted to obstruct visibility between a height of thirty (30) inches and six (6) feet above the grade level of the parking lot throughout the parking lot.

**G. *Potential damage to utilities.*** In no case shall landscaping material be planted in a way which will interfere with or cause damage to underground utility lines, public roads, or other public facilities. Species of trees whose roots are known to cause damage to public roadways, sewers, or other utilities shall not be planted closer than fifteen (15) feet from any roadways, sewers, or utilities. A list

## ARTICLE XXVIII

of such tree species shall be kept on file with the Zoning Administrator, and shall be made available to all interested persons upon request.

H. **Landscaping of divider medians.** Where traffic on driveways, maneuvering lanes, private roads, or similar vehicle access ways is separated by a divider median, the median shall be curbed and have a minimum width of twelve (12) feet as measured from the back of the curb. A minimum of one (1) deciduous or evergreen tree shall be planted for each thirty (30) lineal feet or portion thereof of median. Trees may be planted at uniform intervals at random, or in groupings, but in no instance shall the center-to-center distance between interfacing trees exceed forty (40) feet.

I. **Storm water detention areas and retention ponds.** Detention areas or retention ponds shall be designed as an integral part of the overall site plan and shall be considered a natural landscape feature having an irregular or curvilinear shape. Maximum slopes and depths of such areas or ponds shall conform to the County Drain Commissioner's requirements. The following standards shall be considered minimum requirements for the landscaping of detention areas or retention ponds:

- 1) **Groundcover:** The side slopes and bottom of the pond shall be sodded or seeded. If seeding is proposed, a seed mat or seed blanket shall be installed to prevent erosion and seed washing. The Township shall withhold a portion of the required landscape financial guarantee equal to the estimated cost of the groundcover until the sides and bottom of the pond have become permanently established.
- 2) **General landscaping:** All proposed detention areas and retention ponds shall be landscaped in accordance with the following standards:
  - a) One (1) deciduous shade or evergreen tree and ten (10) shrubs shall be planted for every fifty (50) lineal feet of the detention areas or retention pond's perimeter as measured along the top of bank containing the area or pond, or as otherwise approved by the Planning Commission.
  - b) The required trees and shrubs shall be planted in a random pattern or in groupings. Placement of required landscaping may be located on top or slope of the bank of the detention area or retention pond, or as otherwise approved by the Planning Commission.

### Section 28.03 SPECIFIC LANDSCAPING REQUIREMENTS FOR ZONING DISTRICTS.

#### A. *Requirements for commercial and industrial districts.*

In addition to the General Landscaping Requirements set forth in Section 28.02, all lots or parcels of land located in MFR, OS, NSC, RSC, RT, HSC, HC and I Zoning Districts shall comply with the following landscaping requirements:

- 1) **Front yard berm requirements:** Wherever front, side or rear yards adjacent to road right-of-way are used for parking, a berm shall be required to screen the parking from view of the road. The berm shall be located totally on private property, adjacent to the road right-of-way line. The Township encourages undulation in the height and contour of the berm. Required berm height and width shall be related to building setbacks as indicated in the following schedule (see illustration):



Existing or Required Setback	Required Berm Width	Average Berm Height	Minimum Berm Height
165 feet or less:	20 feet	3 feet	2 feet
More than 165 feet:	26 feet	4 feet	2 feet

2) Protective screening requirements: Protective screening in the form of a berm and plantings shall be required wherever a nonresidential use in a commercial, office, research or industrial district abuts directly upon land zoned for residential purposes. Berms shall be a minimum of four (4) feet in height, and shall be planted in accordance with Section 28.02B. An alternate method of screening may be considered by the Planning Commission based on specific site characteristics and compatibility with the character of the surrounding area.

3) Landscaping adjacent to roads and highways: All front, side, or rear yards in addition to berms, shall be landscaped in accordance with the following standards:

A minimum of one (1) deciduous shade or evergreen tree shall be planted for each forty (40) lineal feet or portion thereof of road frontage, plus, a minimum of one (1) ornamental tree shall be planted for each one hundred (100) lineal feet or portion thereof of road frontage, plus, a minimum of eight (8) shrubs shall be planted for each forty (40) lineal feet or portion thereof of road frontage. For the purposes of computing length of road frontage, openings for driveways and sidewalks shall not be counted. Trees and shrubs may be planted at uniform intervals, at random, and/or groupings.

4) Foundation landscaping: Foundation plantings shall be provided along the front or sides of any buildings which faces a road, is adjacent to a parking lot or other area which provides access to the building(s) by the general public. Foundation planting areas shall contain at a minimum, one (1) ornamental tree and five (5) shrubs per thirty-five (35) lineal feet of applicable building frontage. Individual planting areas shall be at least eight (8) feet in any single dimension and not less than one hundred fifty (150) square feet in area. Planting areas located directly adjacent to a building wall shall be at least ten (10) feet in depth from the building.

#### **B. Requirements for MFR zoning districts.**

In addition to the General Landscaping Requirements set forth in Section 28.02 above, all lots or parcels of land located in MFR zoning districts shall comply with the following landscaping requirements:

- 1) General site landscaping: A minimum of two (2) deciduous or evergreen trees, plus, four (4) shrubs shall be planted per dwelling unit. Unless otherwise specified, required landscaping elsewhere in the multiple-family residential development shall not be counted in meeting these requirements for trees.
- 2) Landscaping variety: In order to encourage creativity in landscaping and to minimize tree loss caused by species-specific disease, a variety of tree species shall be required, as specified in the following schedule:

## ARTICLE XXVIII

Landscape Variety Schedule	
Required Number of Trees	Minimum Number of Species
5 to 30	2
31 to 60	3
61 to 100	4
More than 100	5

- 3) **Parking lot landscaping:** Multiple family residential uses requiring off-street parking areas containing greater than fifteen (15) spaces shall be provided with at least fifteen (15) square feet of interior landscaping per parking space, excluding those parking spaces abutting a public right-of-way for which landscaping is required by the various provisions of this Ordinance, and also excluding all parking spaces which are directly served by a driveway abutting and running parallel to a public right-of-way. Interior landscaping shall comply with all applicable requirements set forth in Section 28.02C.
- 4) **Protective screening requirements:** Protective screening in the form of a berm and plantings or an obscuring wall shall be required wherever development in a MFR district abuts directly upon land zoned for single family residential purposes. Berms shall be a minimum of four (4) feet in height, and shall be planted in accordance with Section 28.02B. If a wall is used instead of a berm, the wall shall meet the requirements of Section 28.08.
- 5) **Privacy screens:** Where multiple family dwellings are designed so that rear open areas or patio areas front onto a road or highway, a landscaped privacy screen shall be provided. Such screen shall consist of a combination of trees, shrubs, and berms, subject to review and approval by the Planning Commission.
- 6) **Landscaping adjacent to a limited access highway:** Where multiple family dwellings abut a limited access highway, a landscaped buffer shall be provided to screen highway noises and views. The buffer shall consist of a combination of closely spaced evergreens and earth mounding, providing a total minimum design height of eleven (11) feet. The size and placement of plantings shall provide for a complete visual barrier at the desired height within five (5) years of planting. The Planning Commission may modify these requirements where noise mitigation measures such as walls and plantings have been constructed in the highway right-of-way.
- 7) **Landscaping adjacent to roads:** The front, side, or rear yards adjacent to roads shall be landscaped in accordance with the following standards:
- A minimum of one (1) deciduous shade or evergreen tree shall be planted for each forty (40) lineal feet or portion thereof of road frontage, plus, a minimum of one (1) ornamental tree shall be planted for each one hundred (100) lineal feet or portion thereof of road frontage, plus, a minimum of eight (8) shrubs shall be planted for each forty (40) lineal feet or portion thereof of road frontage. For the purposes of computing length of road frontage, openings for driveways and sidewalks shall not be counted. Trees and shrubs may be planted at uniform intervals, at random, and/or groupings.

### ***C. Requirements for nonresidential uses in residential districts.***

In addition to the General Landscaping Requirements set forth in Section 28.02 above, all nonresidential uses developed in residential districts shall comply with the following landscaping requirements:

- 1) Protective screening requirements: Protective screening in the form of a berm and plantings or an obscuring wall shall be required wherever a nonresidential use in a residential district abuts directly upon land zoned for residential purposes. Berms shall be a minimum of four (4) feet in height, and shall be planted in accordance with Section 28.02B, above. If a wall is used instead of a berm and plantings, the requirements of Section 28.08 shall be complied with.
- 2) Screening of off-street parking: A four (4) foot height obscuring wall shall be required along all sides of any off-street parking or vehicle use area constructed to serve a nonresidential use in a residential district, where said off-street parking or vehicle use area is located within twenty-five (25) feet of any land zoned for residential uses.
- 3) Landscaping adjacent to roads: The front, side, or rear yards adjacent to roads and highways shall be landscaped in accordance with the following standards:

A minimum of one (1) deciduous shade or evergreen tree shall be planted for each forty (40) lineal feet or portion thereof of road frontage, plus, a minimum of one (1) ornamental tree shall be planted for each one hundred (100) lineal feet or portion thereof of road frontage, plus, a minimum of eight (8) shrubs shall be planted for each forty (40) lineal feet or portion thereof of road frontage. For the purposes of computing length of road frontage, openings for driveways and sidewalks shall not be counted. Trees and shrubs may be planted at uniform intervals, at random, and/or groupings.

#### **Section 28.04 STANDARDS FOR LANDSCAPE MATERIALS**

Unless otherwise specified, all landscape materials shall comply with the following standards:

##### ***A. Plant quality.***

Plant materials used in compliance with the provisions of this Ordinance shall be nursery grown, free of pests and diseases, hardy in Livingston County, in conformance with the standards of the American Association of Nurserymen, and shall have passed inspections required under state regulations.

##### ***B. Nonliving plant material.***

Plastic and other imitations of plant materials shall not be considered as meeting the landscaping requirements of this Ordinance.

##### ***C. Plant material specifications.***

The following specifications shall apply to all plant material proposed in accordance with the landscaping requirements of this Ordinance:

- 1) Deciduous shade trees. Deciduous shade trees shall be a minimum of two and one-half (2.5) inches in caliper measured twelve (12) inches above grade with the first branch a minimum of four (4) feet above grade when planted.
- 2) Deciduous ornamental trees. Deciduous ornamental trees shall be a minimum of one and one-half (1.5) inches in caliper measured six (6) inches above grade with the first branch a minimum height of four (4) feet above grade when planted.

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- 3) Evergreen trees. Evergreen trees shall be a minimum of six (6) feet in height and a minimum spread of three (3) feet when planted. The diameter of the burlap root ball shall be at least ten (10) times the caliper measured six (6) inches above grade.
- 4) Shrubs. Shrubs shall be a minimum of two (2) feet in height when planted. Low growing shrubs shall have a minimum spread of twenty-four (24) inches when planted.
- 5) Hedges. Hedges shall be planted and maintained so as to form a continuous, unbroken, visual screen at least two (2) feet in height when planted.
- 6) Vines. Vines shall be a minimum of thirty (30) inches in height after one (1) growing season.
- 7) Ground cover. Ground cover used in lieu of turf grasses in whole or in part shall be planted in such a manner as to present reasonably dense coverage after one (1) growing season.
- 8) Grass. Grass area shall be planted using species normally grown as permanent lawns in Livingston County. Grass, sod, and seed shall be clean and free of weeds, pests, and diseases. Grass may be sodded, plugged, mulched, covered, drilled, sprigged or seeded, in any other acceptable manner approved by the Planning Commission except that sod, hydroseeding, or mulched or covered seeding shall be installed in swales on slopes or other areas that are subject to erosion, and in the front yard areas of all nonresidential uses. When grass is to be established by a method other than complete sodding or seeding, nurse grass seed shall be sown for immediate effect and protection until complete coverage is otherwise achieved. Straw or other types of mulch normally used in landscaping shall be used to protect newly seeded areas.
- 9) Mulch. Mulch used around trees, shrubs, and vines shall be a minimum of three (3) inches deep, and installed in a manner as to present a neat, uniform, finished appearance.
- 10) Sod. Grass areas in the front yard of all nonresidential uses shall be planted with sod, hydroseeding, or mulched or covered seeding. Types of sods are defined as follows:
  - a) Mineral sod: Sod extracted by pieces or strips from the surface of grassland containing grass, support soil, and healthy roots, extracted with the intention of replanting in another area for the purpose of establishing lawn areas. The sod shall be grown on mineral soil, commonly referred to as topsoil, and must be a minimum of two (2) years old. The grasses permitted for use in sod for landscaped lawns shall be a blend that reflects the current standards in the industry and has been demonstrated to prosper under local conditions in Livingston County.
  - b) Peat sod: Sod extracted by pieces or strips from the surface of grassland containing the grass, support soil, and the healthy roots, extracted with the intention of replanting in another area for the purpose of establishing lawn areas. The sod shall be grown on peat and must be a minimum of two (2) years old. The grasses permitted for use in sod for landscaped lawns shall be a blend that reflects the current standards in the industry and has been demonstrated to prosper under local conditions in Livingston County.

### Section 28.05 INSTALLATION AND MAINTENANCE

The following standards shall be observed where installation and maintenance of landscape materials are required.

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- A. **Installation:** Landscaping shall be installed in a sound, workmanlike manner to ensure the continued growth of healthy plant material. Trees, shrubs, hedges and vines shall be generously mulched at the time of planting.
- B. **Protection from vehicles:** Landscaping shall be protected from vehicles through use of curbs. Landscape areas shall be elevated above the pavement to a height adequate to protect the plants for snow removal, salt, and other hazards.
- C. **Off-season planting requirements:** If development is completed during the off-season when plants cannot be installed, the owner shall provide a financial guarantee to ensure installation of required landscaping in the next planting season in accordance with Section 20.15.
- D. **Maintenance:** Landscaping required by this Ordinance shall be maintained in a healthy, neat, and orderly appearance, free from refuse and debris. All unhealthy and dead plant material shall be replaced immediately by the owner/occupant or upon notice from the Zoning Administrator, unless the season is not appropriate for planting, in which case such plant material shall be replaced at the beginning of the next planting season. An automatic irrigation system is required of all proposed developments for all landscaped and/or lawn areas. This requirement may be waived by the Planning Commission if it is determined that the scope of the project is minimal and that the cost of installation of such equipment would be prohibitive to the development of the site. Trees, shrubs, and other plantings and lawn areas shall be watered regularly throughout the growing season. All constructed or manufactured landscape elements such as, but not limited to, benches, retaining walls, edging, and so forth, shall be maintained in good condition and neat appearance. Rotted, deteriorated, or damaged landscape elements shall be repaired or replaced immediately by the owner/occupant or upon notice from the Zoning Administrator.

## Section 28.06 TREATMENT OF EXISTING PLANT MATERIAL

The following regulations shall apply to existing plant material:

### A. *Consideration of existing elements in the landscape design.*

In instances where healthy plant material exists on a site prior to its development, the Planning Commission may permit substitution of such plant material in place of the requirements set forth previously in this Article, provided such substitution is in keeping with the spirit and intent of this Article and this Ordinance in general.

Existing hedges, berms, walls, or other landscape elements may be used to satisfy the requirements set forth previously, provided that such existing elements are in conformance with the requirements of this Article.

### B. *Preservation of existing plant material*

Site plans shall show all existing trees which are located on the site which are six (6) inches or greater in diameter, measured at four and one-half (42) feet above grade, and which will meet the minimum specifications of Section 28.04C.

Existing trees shall be labeled "To Be Removed" or "To Be Saved" on the site plan. If existing plant material is labeled To Be Saved on the site plan, protective measures should be implemented, such as the placement of fencing or stakes at the drip line around each tree. No vehicle or other construction equipment shall be parked or stored within the drip line of any tree or other plant material intended to be saved.

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In the event that healthy existing plant materials which have been approved to meet the requirements of this Ordinance are damaged or destroyed during construction or die within one (1) year of completion of the project, said plant material shall be replaced with the same or comparable species as the damaged or removed tree, in accordance with the following schedule, unless otherwise approved by the Zoning Administrator based on consideration of the site and building configuration, available planting space, and similar considerations:

Diameter Measured 2 Feet Above Grade		
Damaged Tree	Replacement Tree	Replacement Ratio
Less than 6 inches	2 to 3 inches	1 for 1
More than 6 inches	2 to 3 inches	1 replacement tree for each 6 inches in diameter or fraction thereof of damaged tree.

### Section 28.07 MODIFICATIONS TO LANDSCAPE REQUIREMENTS

In consideration of the overall design and impact of a specific landscape plan, and in consideration of the amount of existing plant material to be retained on the site, the Planning Commission may modify the specific requirements outlined herein, provided that any such adjustment is in keeping with the intent of this Article and Ordinance in general. In determining whether a modification is appropriate, the Planning Commission shall consider whether the following conditions exist:

- A. Topographic features or other unique features of the site create conditions such that strict application of the landscape regulations would result in a less effective screen than an alternative landscape design made in consideration of topographic features.
- B. Parking, vehicular circulation, or land use is such that required landscaping would not enhance the site or result in the desired landscaping effect.
- C. The public benefit intended by these landscaping regulations could be better achieved with a plan that varies from the strict requirements of this Article and Ordinance in general.

### Section 28.08 OBSCURING WALLS AND FENCES

#### A. *Obscuring wall and fence standards*

Where permitted or required by this Article and Ordinance, obscuring walls shall be subject to the following regulations:

- 1) Location. Required obscuring walls and fences shall be placed inside the lot line except in the following instances:
  - a) Where underground utilities interfere with placement of the wall or fence on the property line, the wall shall be placed on the utility easement line located nearest the property line.
  - b) Walls and fences, other than those permitted to be located adjacent to property lines or for topographical purposes, shall conform to the road and setback requirements as set forth in other Articles and Sections of this Ordinance.

- c) When adjacent property owners agree to the construction of walls or fences on their common property line, walls or fences may be constructed on their common property line.
- 2) Time of construction. Wherever construction of an obscuring wall or fence is required adjacent to residentially zoned or used property, the wall or fence shall be constructed prior to the beginning of site grading and other on-site construction, except where such grading or construction would result in potential damage to the wall or fence.
- 3) Corner clearance. Obscuring walls and fences shall comply with the specifications as set forth in Section 14.18.
- 4) Substitution. As a substitute for required obscuring wall or fence, the Planning Commission may, in its review of the site plan, approve the use of other existing and/or proposed natural or man-made landscape features, such as closely spaced evergreens, that would produce substantially the same results in place of walls or fences for durability and permanence. The character of adjoining uses shall be taken into consideration in determining whether any such substitution is appropriate.
- 5) Wall specifications. Required obscuring walls shall comply with the following height requirements, unless otherwise specified in this Ordinance.

Purpose	Required Height
To screen a use in an OS, NSC, RSC, RT, HSC, HC, and I Zoning Districts from adjacent land zoned for Residential.	Six (6) feet
To screen a nonresidential use or parking area located in a Residential Zoning District from adjacent land zoned for Residential.	Four (4) feet

Required walls shall be constructed of masonry material that is architecturally compatible with the materials used on the façade of the principal structure on the site, such as face brick, decorative block, or poured concrete with simulated brick or stone patterns. Concrete block walls with no decorative features are not permitted. Required walls shall be finished on their sides, ends, and tops.

- 6) Fence specifications. Fences erected for screening purposes shall be six (6) feet in height unless otherwise specified in this Ordinance, and shall be constructed of redwood, cedar, or No. 1 pressure-treated wood. Chain link fences shall not be permitted for screening purposes.
- 7) Refer to Section 14.26 – Fences.

(Amend. By Ord. No.158 eff. May 25, 2003)

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Section 28.09 RESIDENTIAL FENCES AND WALLS

A. *General standards.*

Fences or walls in Residential Zoning Districts, whether for the purposes of screening or decorative landscaping, shall meet the requirements specified above in Section 28.08.

B. *Entranceway structures.*

Residential subdivision entranceway structures shall be permitted, subject to the site plan review as landscape features. These structures shall not be considered to be walls or fences.

(Ord. No. 74 eff. Sept. 30, 1998; amend. by Ord. No. 97 eff. Feb. 23, 2000; amend)



**ARTICLE XX  
SITE PLAN REVIEW PROCEDURES**

**Section 20.01 PURPOSE.**

The purpose of this Article is to establish uniform requirements of procedure for all developments in Howell Township so that the provisions of this Zoning Ordinance can be equitably and fairly applied to all persons seeking to add to the existing development; so that both those developing property and the responsible Township officials can be assured that compliance with the Zoning Ordinance is both possible and correct prior to the issuance of a Zoning Permit and the starting of construction.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)

**Section 20.02 DEVELOPMENTS REQUIRING SITE PLAN APPROVAL.**

The following land, building and structural uses require "Site Plan Approval":

- A. All principal and special uses and their accessory uses in the MFR, OS, NSC, RSC, HSC, HC, and I Districts.
- B. All special uses and their accessory uses in all Districts.
- C. Projects consisting of multiple principal buildings upon a parcel of land.
- D. Projects under Article XXVI entitled "Roads, Driveways and Related Land Use Developments."
- E. All Planned Unit Development (PUD) projects.
- F. All Condominium projects including condominium subdivisions permitted under the provisions of Public Act 59 of 1978, "The Condominium Act."
- G. All agribusiness principal and accessory uses.
- H. All uses in the AR and SFR zoning districts, except for those not requiring site plans listed in Section 20.03.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. by Ord. No. 64 eff. Jan. 12, 1998; Ord. No. 70 eff. Aug. 12, 1998; Amend. by Ord. No. 97 eff. Feb. 23, 2000)

**Section 20.03 DEVELOPMENTS NOT REQUIRING SITE PLAN APPROVAL.**

- A. Single-family homes and their accessory uses in the AR, and SFR Districts.
- B. General or specialized farming and their accessory uses, except roadside stands, involving crops and livestock, in the AR and SFR Districts but not including all other principal and special uses and their accessory uses permitted in the AR and SFR Districts.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. by Ord. No. 64 eff. Jan. 12, 1998; further amend. by Ord. No. 97 eff. Feb. 23, 2000)

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### Section 20.04 ROLE OF THE ZONING ADMINISTRATOR.

The Zoning Administrator shall inspect all parts of the set of plans comprising the required site plan submittal for completeness prior to referring the site plan to the Planning Commission for its review and action. The Zoning Administrator shall not issue a Zoning Permit for construction of or addition to any use until a final site plan requiring the Planning Commission's or Township Board's approval has been approved by the Planning Commission or Township Board and is in effect.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)

### Section 20.05 SITE PLAN APPROVAL REQUIRED PRIOR TO STARTING CONSTRUCTION OR USE OF LAND.

No grading, removal of trees or other vegetation, land filling, or construction of improvements shall commence for any development which requires site plan approval, until a final site plan is approved and is in effect, except as provided in this Article.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)

### Section 20.06 SITE PLAN REQUIREMENTS.

- A. Application. All applicants shall comply with the "Informational and Procedural Check List for Site Plan Review" of current adoption by the Township Planning Commission and the Township Board. Any person may file a request for preliminary site plan approval by filing required forms with the Township Clerk, payment of the review fee, and at least thirteen (13) copies of a preliminary site plan drawing(s). Upon receipt of such application, the Clerk shall transmit the preliminary site plan drawing(s) to the Planning Commission prior to its next regular meeting.
- B. Information required for review. Every preliminary site plan submitted under this Article shall contain information required in the "Informational and Procedural Check List for Site Plan Review" and the following:

#### *Stage 1 - Preliminary Information:*

- 1) Cover sheet shall include the name of the project, the names and addresses of the owners, the firm or persons preparing the plans and their addresses, the location of the project on a vicinity map and the date the plans were prepared.
- 2) A plot or survey of the property prepared by a licensed land surveyor showing all property lines, easements, adjacent roads, topographical contour lines at two (2) foot intervals, location of all trees having a diameter at breast height of six (6) inches or more, boundaries of woodlots and shrub masses, existing buildings and structures located above and below the ground surface, potential wetlands and flood areas, connecting property lines and land uses of adjacent properties and utilities available to serve the project site.
- 3) A conceptual plan showing all proposed developments to be built upon the property prepared by a licensed/registered Engineer, Architect or Landscape Architect of the entire project showing all buildings and structures, including roads, drives, parking areas, walks, signs, outdoor lighting, open space uses, fencing, walls, buffer area and screen plantings, berms, outdoor storage areas, trash receptacle storage areas and any other development feature proposed to be developed on the site for the project.

- 4) The Planning Commission may conditionally approve a conceptual plan at this stage.
- 5) All Preliminary Site Plans, when on and off-site improvements are included on the site plan which needs to be reviewed and reported upon by the following agencies and officials, shall be reviewed and reported upon by such agencies and officials and the Applicant shall secure copies of their reviews and reports and submit them to the Planning Commission as a part of the Preliminary Site Plan submittal:

County Road Commission  
 County Drain Commissioner  
 County District Health Department  
 Township Sewer and Water Authority  
 State Department of Transportation (MDOT)  
 State Department of Environmental Quality (DEQ)  
 State Department of Public Health  
 Howell or other school districts  
 Applicable Federal Agencies  
 Local Fire Marshall.

And additionally each Applicant shall comply with the procedures and requirements outlined in the adopted "Informational and Procedural Check List for Site Plan Review" of current adoption by the Planning Commission, and Township Board.

***Stage 2 - Detailed Information:***

- 1) A grading plan prepared by a licensed/registered Engineer, Architect or Landscape Architect showing all existing and proposed grading changes at two (2) foot contour intervals and including detailed cost estimates for each item of construction.
- 2) Construction drawings of all utility systems, prepared by a licensed Engineer, including water supply, wastewater disposal, storm drainage, electric power, natural gas, telephone and TV cable and off-site connections to them, and including detailed cost estimates for each item of construction.
- 3) Construction details of all improvements including, but not limited to roads, drives, curb and gutter parking areas, walks, fences, berms, drains, water mains or wells, sanitary sewers or septic tanks and tile fields, manholes, pumping stations, force mains and other related appurtenances to each utility system prepared by a licensed or registered Engineer, Architect or Landscape Architect, and including detailed cost estimates for each item of construction.
- 4) Landscape planting plans prepared by a registered Landscape Architect showing the location, name and size of trees, shrubs, vines and ground covers to be planted on-site, including plantings related to buildings and structures, buffer areas and screenings, including detailed cost estimates for each item of construction.

***Stage 1 and Stage 2 - Site Plan Information:***

1) Scales of Plans:

- a) For projects of up to forty (40) acres the scale of each plan shall be at one (1) inch equals 100 feet.

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b) For projects of more than forty (40) acres the scale of each plan shall be at one (1) inch equals 200 feet.

2) Other Requirements:

a) Each plan shall have a graphic and numerical scale represented on it.

b) Each plan shall have a date the plan was made and the dates of any revisions made of it.

c) Each plan shall have the signature and stamp of the profession in which they are licensed or registered in the State of Michigan.

3) In order to properly and adequately analyze a Conceptual and/or Preliminary Site Plan, the Planning Commission may require an Applicant to have prepared the following informational studies:

a) Market Feasibility by a recognized Professional Market Analyst

b) Environmental Impact Assessments by a Professional Environmentalist experienced in environmental impact studies in the State of Michigan.

c) Traffic Impact Assessment by a Experienced Professional Traffic Engineer, Licensed by the State of Michigan, which shall be used as a guide.

d) Public Facility, Utility and Service Impact Assessment by a Licensed Professional Engineer, State of Michigan.

4) The Types of Site Development Projects which in the judgment of the Planning Commission may require any one or all of the above Studies including the following:

a) Planned Unit Development Projects

b) Condominium Projects

c) Single Family Residential Housing Projects of 30 acres or more in area

d) Multiple Family Residential Housing Projects of 10 acres or more in area

e) Commercial Office Projects of 5 acres or more in area

f) Commercial Retail Projects of 5 acres or more in area

g) Industrial Manufacturing Projects of 5 acres or more in area

h) Private or Semi-Private Institutional Projects of 5 acres or more in area

i) Private or Semi-Private Recreational Area Projects of 5 acres or more in area

In making its determination as to the need and therefore the requirements for an Applicant to complete any of the above Studies the Planning Commission shall use the criteria listed in Section 16.06 "Required Standards and Findings for Making Determinations" of this Zoning Ordinance.

- C. Planning Commission action. The Planning Commission shall study the site plan and shall, within sixty (60) days of the filing date, approve or deny the preliminary site plan. If denied, the Planning Commission shall prepare a report setting forth the conclusions of its study and the reasons for its denial. The time limit may be extended upon a written request by the applicant and approved by the Planning Commission, or by mutual written agreement between the Planning Commission and the applicant.

In addition to the above, a PUD Site Plan shall be recommended to the Township Board for its approval, approval with conditions, or denial.

- D. Effect of approval. Approval of a preliminary site plan by the Township Planning Commission and PUD Site Plans by the Township Board shall indicate its acceptance of the proposed layout of buildings, roads and drives, parking areas, and other facilities and areas, and of the general character of the proposed development. The Planning Commission or Township Board in the case of a PUD Site Plan, may, with appropriate conditions attached, authorize issuance of a grading permit by the Zoning Administrator on the basis of an approved preliminary site plan. The conditions to be attached to a permit issued for grading and foundation work may include, but not necessarily be limited to, provisions for control of possible erosion, for excluding the Township from any liability if an acceptable plan is not provided, and for furnishing a financial guarantee for restoration of the site if work does not proceed.
- E. Expiration and extension of approvals. Approval of a preliminary site plan shall be valid for a period of one (1) year from the date of approval and shall expire and be of no effect unless an application for final site plan approval is filed with the Township Clerk within that time period. A one (1) year extension may be granted upon written request of the applicant and approval of the Township Planning Commission. The approval of the preliminary site plan shall also expire and be of no effect one (1) year after approval of a final site plan, unless an extension or a Zoning Permit has been obtained for development shown on the approved final site plan within that time period.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. by Ord. No. 64 eff. Jan. 12, 1998; further amend. by Ord. No. 97 eff. Feb. 23, 2000; further amended by Ord. No. 138 eff. May 26, 2002, further amended by Ord. No. 194 eff. March 1, 2006)

#### **Section 20.07 FINAL SITE PLAN REQUIREMENTS.**

- A. Application. Following approval of a preliminary site plan, the applicant shall submit thirteen (13) copies of a final site plan as well as other data and exhibits hereinafter required to the Township Clerk, the review fee, and a completed application form. The Clerk, upon receipt of the application, shall promptly transmit the final site plan to the Planning Commission.
- B. Information required for review. Every final site plan submitted for review under this Article shall contain information as required by Township regulations for site plan review contained in Section 20.06 above. Additional information required for PUD shall be submitted in accordance with Section 27.07.
- C. Planning Commission action. The Planning Commission shall study the final site plan and shall within sixty (60) days of the date of the Planning Commission meeting at which the plan was received, approve or disapprove the final site plan. This time limit may be extended upon written request by the applicant and approval by the Planning Commission, or by mutual written agreement between the Planning Commission and the applicant. The Planning Commission may suggest and/or require changes in the plan as

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are needed to comply with the Zoning Ordinance.

Upon Planning Commission approval of the final site plan, the applicant and owner(s) of record, and the Chairperson of the Planning Commission or his designated replacement, shall sign the approved plan. The Planning Commission shall transmit one (1) signed copy of the approved final site plan each to the Zoning Administrator, Township Clerk, and to the applicant. One (1) copy shall be retained in the Planning Commission files. In the case of PUD Site Plans, the Township Clerk shall sign the approved site plan and its action transmitted to the applicant and the Planning Commission.

If the final site plan is disapproved, the Planning Commission shall notify the Township Clerk, in writing, of such action and reasons who in turn shall notify the applicant. In the case of PUD Site Plans, the action of the Township Board shall be transmitted to the applicant and the Planning Commission.

- D. Effect of approval. Approval of a final site plan authorizes issuance of a Zoning Permit. Approval shall expire and be of no effect after six (6) months following approval by the Planning Commission or Township Board, whichever has the final approval, unless a Zoning Permit is applied for and granted within that time period. Approval shall expire and be of no effect one (1) year following the date of approval unless authorized construction has begun on the property in conformance with the approved final site plan. (Ord. No. 216 eff. May 1, 2009)
- E. Appeal by applicant. The applicant may appeal the decision of the Planning Commission or Township Board on all matters pertaining to the provisions of this Zoning Ordinance, but not to the use of land, buildings or structures, to the Zoning Board of Appeals within ten (10) days of the date of the decision of the Planning Commission or Township Board, whichever has the final approval, on the final site plan. (Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)
- F. Extension of the Time for the Purpose of Keeping Approved Preliminary and Final Site Plans Effective Beyond the Required and Approved Time Limits. If in the judgment of the Planning Commission or the Township Board, whichever has preliminary or final site plan approval, any of the following conditions prevail during the time limitations placed upon an approved preliminary or final site plan, a maximum of up to four (4) successive one (1) year extensions for any of the time limitations included in Section 20.06 E., 20.07 D., and 20.08 J.2), J.2)b) and J.2)d) may be approved under the following conditions:
- 1) An applicant's submittal of a written statement with supporting proof that economic or other stated conditions are currently prevailing that preclude the continuance under current conditions and it is not currently feasible to proceed toward the construction of the proposed developments affected by the time limitations placed upon an approved preliminary or final site plan.
  - 2) An applicant's submittal of a written statement with supporting proof that planned construction of public sewer or water utilities planned to serve the planned development have been delayed and are therefore not made available in order to be able to proceed toward the construction of the project in accordance with the time limitations placed upon an approved preliminary or final site plan.
  - 3) An applicant's submittal of a written statement with supporting proof that the seeking of drainage easements and the construction of connections to the County drain system in order to meet the requirements of the County Drain Commissioner are not made available within the required time limitations placed upon an approved preliminary or final site plan in order to be able to proceed toward the construction of the applicant's project as planned.
  - 4) An applicant's submittal of a written statement with supporting proof of any one or more conditions that are determined to be

beyond the control of the applicant and therefore precludes the applicant's ability to continue toward the construction of the project in accordance with the time limitations placed upon an approved preliminary or final site plan. (Ord. No. 216 eff. May 1, 2009)

#### **Section 20.08 CRITERIA FOR SITE PLAN REVIEW.**

In reviewing a preliminary or final site plan, the Planning Commission or Township Board shall ascertain whether the proposed site plan is consistent with the regulations and objectives of this Ordinance and shall endeavor to assure that they conform to the following criteria:

- A. Preservation of natural environment. Existing conditions of the natural environment shall be preserved in their natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of adjacent and surrounding uses and development. If the Planning Commission or Township Board determines that an Environmental Impact Statement is needed, the applicant shall have such Statement prepared by a professional Environmental Consultant.
- B. Relations of proposed land, building and structural uses to environment. Proposed uses and structures shall be related harmoniously to the natural environment and to existing uses and structures in the vicinity that have a visual relationship to the proposed development. The achievement of such relationship may include the use of visual and noise barrier, buffer, or screening areas or structures, the enclosure of space in conjunction with existing uses and structures or other proposed uses and structures and the creation of special arrangements and focal points with respect to functional areas, avenues of approach, terrain features or other structures.
- C. Drives, parking and circulation. Vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not adversely affect the design of proposed land, buildings and structures and that of adjacent and surrounding development areas.
- D. Surface water drainage. Special attention shall be given to proper site surface drainage so that the flow of surface waters will not adversely affect adjacent and surrounding properties or to public storm drainage system. Storm water drainage off-site shall not exceed that which normally flowed off-site prior to any development of the site. Impoundment retention or detention basins shall be required to retain or detain surplus storm water drainage over that which was normal prior to development of the site. If practical, storm water shall be removed from all roofs, canopies and paved areas and carried away in an underground piped drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, and will not create impounded water on the paved areas.
- E. Utility service. Electric power and telephone distribution lines shall be underground. Any utility installations remaining above ground shall be located so as to have a harmonious relation to adjacent properties and the site. The proposed method of sanitary sewage disposal from all buildings shall be indicated. All utility installation shall be carried out in accordance with the Standard Rules and Regulations of current adoption of the Michigan Public Service Commission or the responsible State, County, Authority or other public, semi-public or private agency or organization.
- F. Advertising features. The size, location and lighting of all permanent signs and outdoor advertising structures or features shall be consistent with the requirements of Article XIX, "Sign Regulations."
- G. Special features. Replaced by Article XXVIII - Landscaping Requirements.

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H. Landscaping requirements. Refer to Article XXVIII, Landscaping Requirements and Section 14.26, Fences.

I. Additional requirements. All other standards and requirements of this Ordinance shall be met by site plans presented for review under the provisions of Article XX, "Site Plan Review Procedures."

J. Special requirements for PUDs.

1) Preliminary Plan Review. The purpose of the preliminary plan review and approval process of a PUD is to provide a mechanism whereby the applicant can obtain a substantial review of the proposed project and the necessary commitments, in order to prepare final site development plans including those for engineering, architecture and landscaping, and to execute whatever agreements are necessary between the applicant and the Township. A comprehensive presentation shall be made to the Planning Commission for review and recommendation to the Township Board and shall at least include the Criteria for Site Plan Review listed in Section 20.08.

2) Preliminary Approval. Approval of the preliminary PUD plan by the Township Board upon the recommendation by the Planning Commission shall be effective in accordance with the regulations stated in Section 20.06E, for Preliminary Site Plans and Section 20.07 D for Final Site Plans. In reviewing and approving the preliminary plan, the following conditions shall be set forth: (Amended by Ord #228 eff. June 19, 2009)

a) Approval under this Section is based on a PUD plan having been submitted and approved in accordance with Article XXVII, "Planned Unit Developments." Once a PUD has been granted preliminary approval, no development nor use may be made of any part thereof, except in accordance with the PUD plan as originally approved or in accordance with any amendments thereto approved by the Township Board upon recommendation by the Planning Commission.

b) (Deleted by Ord. #228 eff June 19, 2009)

c) Final Review. The purpose of the final review is to approve the site plan for the entire PUD, including final plans for items listed and all other required conditions, and to approve the appropriate final plan for each specific land use area. If the entire PUD is to be built in phases, then plans for specific land use areas may be submitted as long as each phase of development is in conformance with all requirements of this Ordinance. No land use permit(s) shall be issued for any or all phases of development until a PUD final site plan is in conformance with all requirements of this Ordinance, and no land use permits for any or all phases of development shall be issued until plans for the entire PUD, including those for the specific land use areas, have received final approval by the Township Board upon recommendation of the Planning Commission. A presentation shall be made by the applicant to the Planning Commission for review and recommendations to the Township Board, of the following:

i) A final overall site plan for the entire PUD area, showing roads and specified zoning districts and their included uses, densities and lot coverage. Such site plans shall be in conformance with appropriate density and lot coverage requirements for the total acreage of each district. Included open space may be used to compute said density and lot coverage on a district by district basis. Open spaces shall be assigned to each land use as planned and approved.

ii) Approval of each PUD land use area shall be based on each area meeting the standards of the Zoning District as to uses, density and lot coverage. To accomplish this standard, as open space of adequate size shall be shown with each land use area being presented. This total land area shall then be used to compute density and lot coverage. Land under water, including swamps, bogs, lakes and streams, public roads and nonresidential use areas shall be excluded in computing the area of a parcel for purposes of determining the density or lot coverage for PUD purposes, except as otherwise provided in



this Ordinance.

d) Final approval. In reviewing and approving the final plans the following conditions shall be set forth: (Ord. No. 216, eff. May 1, 2009, amended by Ord. No 228 eff. June 19, 2009)

i) Approval shall only be granted by the Township Board after review and recommendation by the Planning Commission.

ii) Proceeding with a PUD shall only be permitted when a mutual agreement has been reached between the Township Board and the applicant upon recommendation of the Planning Commission.

e) All construction specified on a final site plan shall meet the requirements of the agencies and officials listed in Section 20.06B, Stage 1 - #5 for the following on and off-site improvements:

i) Surface and subsurface storm water drainage systems.

ii) Roads, highways, right-of-ways and easements.

iii) Sanitary sewer and water supply systems or on-site water supply and wastewater disposal systems.

iv) Public utilities, including electric power, gas, telephone and cable television systems.

v) Environmental protection devices and facilities.

vi) Signs, including street name signs.

vii) Property survey monuments delineating boundaries of a lot or parcel of land.

K. Required documentation for each project shall include the following:

1) General requirements. The developer and/or proprietor of the project shall furnish the Planning Commission for its review and approval copies of all documents establishing easements for ingress, egress, public utilities, etc., as well as those documents creating maintenance agreements or other contracts between property owners and/or residents in the project pertaining to roads, drives, parking areas or common areas, any restrictive covenants and deed restrictions pertaining to the property and, if applicable, a Master Deed and exhibits.

2) Requirements for condominium projects. If the proposed project is a condominium project, the information to be provided to the Planning Commission shall be the condominium site or subdivision plan prepared in compliance with P.A. 59 of 1978 The Condominium Act in addition to 1 above. After submittal of the condominium plan and bylaws for recording as part of the Master Deed, the proprietor shall furnish to the Township and the County Register of Deeds a copy of the condominium site or a subdivision plan prepared in compliance with P.A. 59 of 1978, "The Condominium Act" and this Ordinance on a photographic hard copy, laminated photo static copy or a Mylar sheet of at least thirteen by sixteen (13 x 16) inches with an image not to exceed ten and one-half by fourteen (10.5 x 14) inches.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. by Ord. No. 64 eff. Jan. 12, 1998; further amended by Ord. No. 74 eff. Sept. 30, 1998; Ord. No. 97 eff. Feb. 23, 2000)

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### Section 20.09 MODIFICATION OF PROCEDURE.

An applicant may, except for PUDs, at his discretion and risk, combine a preliminary and final site plan in application for approval. In such a situation, the portion of the review process concerning preliminary site plan application and review may be waived by the Planning Commission. The Commission shall have the authority to require submittal of a preliminary site plan separate from a final site plan where, in its opinion, the complexities and/or scale of the site of the proposed development so warrants.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)

### Section 20.10 AMENDMENT OF AN APPROVED SITE PLAN.

A site plan may be amended upon application and in accordance with the procedure provided in Section 20.06, herein, for a preliminary site plan, and Section 20.07, herein, for a final site plan. Minor changes in a preliminary site plan may be incorporated in a final site plan without amendment to the approved preliminary site plan at the discretion of the Planning Commission. The Planning Commission shall have the authority to determine if a proposed change requires an amendment to the approved site plan.

A. Major changes which shall be considered by the Planning Commission include the following:

- 1) Changes in general concept or design of the general development plan referred by the Zoning Administrator to the Planning Commission.
- 2) Changes in the original approved use(s) for the development.
- 3) Changes in the type and design of residential, commercial, industrial, public, institutional or organizational buildings.
- 4) Increases in the number of residential dwelling units or number of nonresidential buildings on the site.
- 5) Increases in residential or nonresidential building floor area of more than ten (10) percent.
- 6) Rearrangement of building locations, lots, blocks or building sites.
- 7) Changes in function and character of roads or highways.
- 8) Changes in the location, character of use or amount of land planned as common open space.
- 9) Variations in the development represented on the approved site plan involving the deletion, relocation or addition of on-site improvements, including drives, parking areas, structures on, above and below the ground surface, berms, curbs and gutters, screen plantings and other landscaping, fencing, water supply, wastewater disposal or storm water drainage systems.
- 10) Relocation of any surface or subsurface structures or improvement, except essential public utilities and services, by twenty (20) feet or more from their planned location.
- 11) Any increase or decrease of the minor changes listed below.

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12) Hear an appeal of an applicant whose request for a minor change in an approved final site plan has been disapproved by the Zoning Administrator, and decides whether to approve, approve with conditions or disapprove the applicant's requested change.

13) See Section 14.32.

B. Minor changes which may be made by the Zoning Administrator including the following:

- 1) Minor variations in concept of design of the development which are not major changes, as determined by the Zoning Administrator.
- 2) Increases or decreases of residential or nonresidential floor areas by ten (10) percent or less.
- 3) Relocation of any surface or subsurface structure or improvement by less than twenty (20) feet from its planned location.
- 4) Increases or decreases in planned finished grading or heights of berms which do not exceed two (2) feet or more.
- 5) Changes in the types of finished surfaces or roads, drives, parking areas, walks and loading and unloading areas.
- 6) Changes in height of buildings or structures.
- 7) Increases or decreases or changes in the type, height or length of walks, fencing, berms or screen plantings.
- 8) Additions or deletions of permitted accessory uses to the approved principal uses permitted by the approved site plan.
- 9) Changes in the location of essential public utilities and services from those approved on the site plan in order to accommodate their installation in accordance with the Township Engineer.
- 10) Changes in the species, sizes of specimens or spacing of planned and required landscaping and screen plantings, including trees, shrubs, vines and ground covers.
- 11) Changes due to unforeseen natural or environmental conditions or natural or constructed features, e.g. wetlands, flood plains, groundwater, geological features, existing structures and improvements or man-made or natural features and other significant features located on the site.
- 12) If an applicant decides to appeal the disapproval of a minor change by the Zoning Administrator, the applicant's file shall be forwarded by the Zoning Administrator with the Zoning Administrator's reasons for disapproval to the Planning Commission for its review and decision as to whether to approve, approve with conditions or disapprove the requested minor change.
- 13) See Section 14.32.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. by Ord. No. 64 eff. Jan. 12, 1998; further amend by Ord. No. 96 eff. Feb. 23, 2000)

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### Section 20.11 MODIFICATION DURING CONSTRUCTION.

All improvements shall conform to the approval final site plan. If the applicant chooses to make any changes in the development in relation to the approved final site plan, he shall do so at his own risk, without any assurance that the Township Planning Commission or Township Board will approve the changes. It shall be the responsibility of the applicant to notify the Zoning Administrator, the Planning Commission and Township Board of any such changes. The Zoning Administrator, the Planning Commission or Township Board may require the applicant to correct the changes so as to conform to the approved final site plan.

The Applicant upon completion of all construction, and prior to receiving a Certificate of Compliance, shall as the project was finally built, have prepared a set of as-built site plan drawings by a State of Michigan registered/licensed professional architect, civil engineer, landscape architect or land surveyor who shall upon preparing such a set of as-built plans present a written statement certifying the set of plans accurately represent the completed construction of the project as actually and finally constructed as-built on the site. This set of plans shall be labeled "as-built site plans" for the entitled project. The "as-built site plan" shall be submitted to the Township in the form of one (1) Mylar as-built tracing and three (3) sets of as-built prints acceptable to the Township. The as-built site plan shall show the exact location of all improvements, including building locations, elevations, grades, paved areas, sewer lines or on site wastewater disposal systems, water mains or onsite water supply systems, manholes, drain inlets, fire hydrants, signs, outdoor lighting, utility locations for electric power, gas, telephone and cable television, landscaping, property lines, easements and any other improvement located above, on or below ground grade.

In addition to the above requirements the Applicant must submit a compact disk compatible with the computer program installed at the Township which can, through the use of the compact disk and the Township computer program, bring up the Applicant's project as-built drawings of the site plan.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998; Ord. No. 130 eff. Nov. 28, 2001)

### Section 20.12 PHASING OF DEVELOPMENT.

The applicant may, at his discretion, divide the proposed development into two (2) or more phases. In such case, the preliminary site plan shall clearly indicate the location, size, and character of each phase. A final site plan for each phase may be submitted for approval.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)

### Section 20.13 INSPECTION.

All subgrade improvements, such as utilities, subbase and base installations for drives and parking lots, and similar improvements shall be inspected by the Zoning Administrator and approved prior to covering. The Zoning Administrator shall be responsible for the inspection of all improvements for conformance to the approved final site plan. The applicant shall be responsible for requesting the necessary inspections. The Zoning Administrator shall notify the Planning Commission and the Township Board, in writing, when a development for which a final site plan was approved has passed inspection with respect to the approved final site plan. The Zoning Administrator shall notify the Planning Commission and Township Board, in writing, of any development for which a final site plan was approved which does not pass inspection with respect to the approved final site plan, and shall advise the Planning Commission and Township Board of steps taken to achieve compliance. In such case, the Zoning Administrator shall periodically notify the Planning Commission and Township Board of progress toward compliance with the approved final site plan, and when compliance is achieved.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)

#### **Section 20.14 FEES.**

Fees for the review of site plans and inspections as required by this Article shall be established, and may be amended, by resolution of the Township Board.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)

#### **Section 20.15 PERFORMANCE GUARANTEES.**

- A. To ensure compliance with the zoning ordinance and any conditions imposed under the zoning ordinance, the Township may require a cash deposit, certified check, or irrevocable letter of credit, acceptable to the Township covering the estimated costs of improvements be deposited with the Township Clerk to insure faithful completion of the improvements. The performance guarantee shall be deposited at the time of issuance of the permit authorizing the activity or project.
- B. The Township shall prepare a schedule for rebate or reduction of performance guarantees in reasonable proportions to the ratio of work completed on the required improvements as work progresses. Such performance guarantees may only be reduced upon written verification provided by the project engineer that improvements are completed as required under the site plan, and the remaining security is sufficient to insure completion of all remaining improvements.
- C. In the event that the applicant shall fail to provide improvements according to the approved final site plan, or shall fail to maintain or renew the performance guarantee until all work required under the site plan is completed and a certificate of compliance, verifying compliance with the approved site plan, is issued for the entire project, the Township shall have the authority to take any of the following actions in its discretion:
  - 1. Appropriate funds from the deposited security, and therefore apply the funds toward completion of the improvements in accordance with the site plan.
  - 2. Issue a stop work order for the project.
  - 3. Commence an action against the applicant in a court of competent jurisdiction and seek penalties and injunctive relief.
- D. The Township shall be entitled to deduct reasonable administrative costs, including attorney and consultant fees, from the performance guarantees in the event the applicant fails to complete improvements under this section.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998, Ord. No. 205 eff. May 3, 2007)

#### **Section 20.16 VIOLATIONS.**

The approved final site plan shall regulate development of the property. Any violation of this Article, including any improvement not in

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conformance with an approved final site plan, shall be deemed a violation of this Article, and shall be subject to the penalties of this Ordinance.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)

### Section 20.17 ADMINISTRATIVE REVIEW OF MINOR SITE PLANS.

A. Administrative Review for Site Plans Involving Minor Modifications. Administrative review, in accordance with the procedures outlined below, shall be required instead of Planning Commission review for site plans that involve minor modifications, as defined herein.

B. Minor Modifications. For the purpose of this section, minor modifications shall include proposed alterations to a building or site that do not substantially affect the character or intensity of the use, vehicular or pedestrian traffic circulation, drainage patterns, the demand for public services, or the vulnerability to hazards. Examples of minor modifications include:

- 1) Changes to building height that do not add an additional floor.
- 2) Additions or alterations to the landscape plan or landscape materials.
- 3) Relocation of the trash receptacle.
- 4) Alterations to the internal parking layout of an off-street lot.
- 5) An increase in total floor area of ten percent (10%) of the existing total floor area up to a maximum of two thousand (2,000) square feet.
- 6) Alterations that would result in a decrease of total floor area.
- 7) Accessory uses incidental to a conforming existing use, where such use does not require any variance or site modification.
- 8) Provision for additional loading/unloading spaces and landscape improvements.

The Zoning Administrator shall determine if the proposed modifications on a site plan are minor in accordance with these guidelines. If the modifications are not deemed minor by the Zoning Administrator, then review and approval by the Planning Commission shall be required. Planning Commission review shall be required for all site plans as required by Section 20.02.

C. Application Requirements and Procedures. The application requirements and procedures for administrative review of site plans shall be the same as for Planning Commission review, as outlined in Section 20.06.

D. Submission to Review Agencies. The Zoning Administrator may request review from other agencies or professionals, including Fire, Water, and Sewer Authorities, Building Department, Planner, and Engineer.

E. Recording of Planning Commission Action. Each action taken with reference to a site plan review shall be duly recorded, and copies of the site plan shall be distributed in accordance with the provisions set forth in Section 20.07.C.

- F. Effect of Approval. After completion of administrative review and approval of the site plan, a building permit may be obtained, subject to review and approval of any required engineering plans by the Township Engineer or review of the construction plans by the Building Department. All other requirements for completion of site design as set forth in Section 20.07.D must be complied with.

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## ARTICLE XIX SIGN REGULATIONS

### Section 19.01 PURPOSE.

The purpose of this Article is to regulate on-site signs and outdoor advertising so as to protect the health, safety and general welfare, to protect property values, and to protect the character of the various neighborhoods in Howell Township.

The principal features are the restriction of advertising to the use of the premises on which the sign is located and the restriction of the total sign area permissible per site. Any sign placed on land or on a building for the purposes of identification or for advertising a use conducted on the premises shall be deemed an accessory use. It is intended that the display of signs will be appropriate to the land, building, or use to which they are appurtenant and be adequate, but not excessive, for the intended purpose of identification or advertisement. With respect to signs advertising business uses, it is specifically intended, among other things, to avoid excessive competition and clutter among sign displays.

(Ord. No. 1 eff. Jan. 8, 1983, Amend. Ord. No. eff.)

### Section 19.02 DEFINITIONS.

- A. **Abandoned Sign.** A sign which no longer advertises or identifies a business, lessor, owner, or activity conducted upon or product available on the premises where such sign is displayed.
- B. **Billboard.** Meaning any surface which contains a message unrelated to the premises wherein it is displayed or posted (an off-premises sign) and is regulated in accordance with regulations governed by the Highway Advertising Act, Public Act No. 106 of 1972 (as amended) (MCL 252.301 et seq.). See the definition of "Sign, Off-Premise".
- C. **Business District or Shopping Center.** A group of two (2) or more stores, offices, research or manufacturing facilities which collectively have a name different from the name of any of the individual establishments and which have common off-street parking and entrance facilities.
- D. **Canopy, Awning or Marquee Sign.** Any sign attached to or constructed within or on a canopy, awning or marquee.
- E. **District.** Zoning District as established by the Howell Township Zoning Ordinance.
- F. **Electronic Message Sign/LED.** A sign with a fixed or changing message composed of a series of lights or light-emitting diodes (LED) that may be changed through electronic means. A time and/or temperature sign may not be considered as an LED sign.
- G. **Foot Candle.** A unit of measure of the intensity of light falling on a surface equal to one (1) foot from a given surface.
- H. **Height of Sign.** The vertical distance to the top edge of the copy area or structure, whichever is higher, as measured from the adjacent street grade.
- I. **Identification Sign.** A sign which carries only the name of the firm, the major enterprise, of the principal product or service offered

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for sale on the premises or a combination of these things only to identify location of said premises and not to advertise. Such signs shall be located only on the premises on which the firm or major enterprise is situated, or on which the principal product is offered for sale.

J. **Off-Site Sign.** (Off-premises sign) A sign other than an on-site sign.

K. **On-Site Sign.** (On-premises sign) A sign which advertises or identifies only goods, services, facilities, events, or attractions on the premises where located.

L. **Off-Premise Sign.** Meaning any sign that is not related to the use of the property, a product sold, or the sale or lease of the property on which it is displayed, and that does not identify the place of business as purveyor of the merchandise, services, etc., advertised upon the sign. A sign that disseminates information that does not directly relate to the use of the property on which the sign is located. Also known as Outdoor Advertising.

M. **Sign.** Any structure or part thereof, or device attached thereto or painted or represented thereon, or any material or thing, illuminated or otherwise, which displays or includes any numeral, letter, word, model, banner, emblem, insignia, device, code mark or other representation used as, or in the nature of, an announcement, advertisement, direction or designation, of any person, firm, organization, place, commodity, service, business, profession, or industry, which is located upon any land or in any building, in such manner as to attract attention from outside the premises. Except signs not exceeding one (1) square foot in area bearing only property numbers, post box numbers or names of occupants of premises.

N. **Temporary Sign.** A sign that is intended to be displayed for a limited period of time.

O. **Wall Sign.** A sign attached to or erected against the wall of a building with the face in a plane parallel to the plane of the building wall.

P. **Window Sign.** A sign installed on or in a window for purposes of viewing from outside the premises. This term does not include merchandise located in a window.

Q. **Portable Sign.** Any sign not permanently attached to the ground or a building.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. Ord. No. 97 eff. Feb. 23, 2000; Amend. Ord. 251 eff. June 22, 2012)

### Section 19.03 GENERAL SIGN REGULATIONS.

The following regulations shall apply to all signs in Howell Township:

A. **Illuminated Signs.**

1) AR, SFR and MFR Districts - only indirectly illuminated signs shall be allowed provided such sign is so shielded as to prevent direct light rays from being visible from the public right-of-way or any adjacent residential property. This shall exclude permitted electronic message signs for schools, churches, libraries or public institutions.

2) OS, NSC, RSC, RT, HSC, HC, and I Districts - indirectly or internally illuminated signs are permitted providing such sign is so shielded

as to prevent direct light rays from being visible from the public right-of-way or any adjacent residential property.

3) No sign shall have blinking, flashing or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operating as to create an appearance of writing or printing, except that movement showing, date, time and temperature exclusively may be permitted. Nothing contained in this Ordinance shall be construed as preventing use of lights or decorations related to religious and patriotic festivities. Beacon lights or search lights shall not be permitted as a sign for advertising purposes except as provided in Section 19.10 "Temporary Signs."

B. Measurement of Sign Area. The area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing copy or display material shall not be included in computation of sign area. Where a sign has two (2) or more faces, the area of all faces shall be included in determining the area of the sign, except that where two (2) such faces are placed back to back, parallel to one another, and less than twenty-four (24) inches apart, the area of the sign shall be the area of one face.

C. Height of Signs. No free standing sign shall exceed a height of ten (10) feet, except a sign shall not exceed twenty-five (25) feet in height which meets the requirements of Section 19.08B. Where, because of topography of the location or other obstruction in relation to the primary road accessing a business, the visibility of its sign cannot be seen from its primary road of access, the Planning Commission may give consideration to increasing the permitted maximum height of a free standing business sign provided that the following information is presented as part of a Site Plan submission:

- 1) A map showing both existing and proposed topography of the area between and around the proposed location of the proposed sign and its primary road access.
- 2) A topographical profile showing the difference in elevation between the permitted height of the sign at its proposed location and the points along the business primary road of access from which the sign can be most reasonably seen.
- 3) An indication on the topographical profile of the obstructions which prevent the sign from being reasonably seen from its primary road of access.
- 4) A primary road of access shall be determined by the Planning Commission as that road which in its judgment will most reasonably provide visibility of the sign for the purpose for which the business exists.

D. Setback Requirements for Signs. Except where specified otherwise in this Ordinance, all signs shall be set back a minimum of ten (10) feet as measured from the road right-of-way line.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. by Ord. No. 97 eff. Feb. 23, 2000, Amend. by Ord. No. 189 eff. June 29, 2005)

#### **Section 19.04 SIGNS PERMITTED IN ALL DISTRICTS.**

Subject to the other conditions of this Ordinance, the following signs shall be permitted anywhere within the Howell Township:

A. Off-premise signs which bear names, information and emblems of service clubs, places of worship, civic organizations, and quasi-public uses shall be permitted on private property with permission of the Planning Commission. Each sign shall be not more than

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three (3) square feet in area, shall not exceed a height of eight (8) feet, and shall be set back a minimum of ten (10) feet from the road right-of-way line. All signs shall be consolidated within a single-frame, if more than one (1) sign is placed at one (1) location.

- B. Signs which direct traffic movement onto or within a property and which do not contain any advertising copy or logo, and which do not exceed eight (8) square feet in area for each sign. Horizontal directional signs, on and flush with paved areas may exceed eight (8) square feet. A directional sign shall be located on the property to which it is directing traffic and shall be located on the lot or parcel behind the road right-of-way line.
- C. One church announcement bulletin shall be permitted on any site which contains a church regardless of the district in which located, provided said bulletin does not exceed twenty-four (24) square feet in area and a height of six (6) feet, and is set back a minimum of ten (10) feet from the road right-of-way line. When a church has an identification sign as permitted elsewhere in this Ordinance, an announcement bulletin shall not be permitted.

(Ord. No. 1 eff. Jan. 8, 1983)

### Section 19.05 PROHIBITED SIGNS.

- A. Miscellaneous Signs and Posters. Tacking, pasting, or otherwise affixing of signs or posters visible from a public way except "no trespassing", "no hunting", "beware of animal", warning or danger signs, and other legal postings as required by law, located on the walls of buildings, barns, sheds, on trees, poles, posts, or fences is prohibited.
- B. Banners. Pennants, banners, search lights, twirling signs, sandwich board signs, sidewalk or curb signs, balloons, or other gas-filled figures are prohibited except as provided in Section 19.10G "Temporary Signs". National, State and Organizational flags may be displayed, provided they are attached to the wall of a building or a flagpole and meet the setback requirements of signs.
- C. Swinging Signs. Signs which swing or otherwise noticeably move as a result of wind pressure because of the manner of suspension or attachment are prohibited.
- D. Moving Signs. Except as otherwise provided in this Article, no sign or any portion thereof which moves or assumes any motion constituting a non-stationary or fixed condition shall be permitted.
- E. Parking of Advertising Vehicles. No person shall park any vehicle or trailer on a public right-of-way, public property, or on private property so as to be visible from a public right-of-way, which has attached thereto or located thereon any sign or advertising device for the purpose of directing people to a business or activity. Currently licensed vehicles and trailers which have painted upon them in a permanent manner the name of the product which they deliver and/or the name and address of the owner shall be excluded from this provision.
- F. Abandoned Signs. Signs that advertise an activity, business, product or service no longer conducted or available on the premises on which the sign is located, shall be removed within thirty (30) days of the abandonment of the use of the premises.
- G. Portable Signs. Portable signs shall be prohibited.
- H. Unclassified Signs. The following signs are prohibited:

- 1) Signs which imitate an official traffic sign or signal which contains the words "stop", "go slow", "caution", "danger", "warning", or similar words except as otherwise provided in this Article.
- 2) Signs which are of a size, location, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
- 3) Signs which contain statements, words or pictures of an obscene, pornographic or immoral character.
- 4) Signs which are painted directly onto the wall, or any other structural part of a building except as permitted in Section 19.11D and 19.11E.
- 5) Signs which are painted on or attached to any fence or any wall which is not structurally a part of a building, except to provide for the street addresses of the lot or parcel.
- 6) Signs which emit audible sound, odor, and offensive messages and exhibitions on a sign.
- 7) Roof signs.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. Ord. No. 97 eff. Feb. 23, 2000)

#### **Section 19.06 PERMITTED SIGNS IN AR DISTRICTS.**

- A. One sign advertising the name and type of farm products grown on a farm premises. Such sign shall not exceed sixteen (16) square feet in area.
- B. One identification sign shall be permitted for each public street frontage for a vehicle entrance, for a school, church building or other authorized use or lawful nonconforming use except home occupation. Where a church has an announcement bulletin as permitted in Section 19.04C herein, said identification sign shall not be permitted. Each sign shall not exceed eighteen (18) square feet in area.

(Ord. No. 1 eff. Jan. 8, 1983)

#### **Section 19.07 PERMITTED SIGNS AR, SFR, OS AND MFR DISTRICTS.**

- A. One identification sign shall be permitted for each public road frontage, for a subdivision, multiple-family, office building development or mobile home park. Each sign shall not exceed eighteen (18) square feet in area. One additional sign advertising "For Rent" or "Vacancy" may be placed on each public road frontage of a rental residential or office development provided that such sign shall not exceed three (3) square feet in area and is incorporated into the identification sign. Each sign shall be located behind the right-of-way line of any public road.
- B. One identification sign shall be permitted for each public road frontage for a vehicle entrance for a school, church, public building, or other authorized use or lawful nonconforming use except home occupations. Where a church has an announcement bulletin as permitted in Section 19.04C herein, said identification sign shall not be permitted. Each sign shall not exceed eighteen (18) square feet in area.

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feet in area or eight (8) feet in height.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. Ord. No. 97 eff. Feb. 23, 2000)

### Section 19.08 PERMITTED SIGNS IN NSC, RSC, RT, HSC, HC AND I DISTRICTS.

On-site canopy or marquee signs, wall signs, and free standing signs are allowed subject to the following conditions:

- A. Signs permitted for single buildings on developed lot or group of lots developed as one lot, not in a shopping center subject to Section 19.08B.

1) Area. Each developed lot or parcel shall be permitted at least eighty (80) square feet of sign area for all exterior on-site signs. The area of exterior on-site signs permitted for each lot or parcel shall be determined as two (2) square feet of sign area for each one (1) linear foot of building length which faces on a public street. The maximum area for all exterior on-site signs for each developed lot or parcel shall be two hundred (200) square feet. No freestanding identification sign shall exceed one hundred (100) square feet in area. No exterior wall sign for businesses without a ground floor frontage shall exceed twenty-four (24) square feet in area.

2) Number. Each developed lot or parcel shall be permitted two (2) exterior on-site signs. For every developed lot or parcel which is located at the intersection of two (2) collector or arterial roads or highways, three (3) exterior on-site signs shall be permitted. Only one (1) freestanding identification sign shall be permitted on any single road. All businesses without ground floor frontages shall be permitted one (1) combined exterior wall sign, in addition to the number of signs allocated to the developed lot or parcel. The total area of all exterior signs shall not exceed the total sign area permitted in Section 19.08A1.

- B. Signs permitted for a shopping center or other integrated group of stores, commercial buildings, office buildings or industrial buildings, not subject to Section 19.08A:

1) Free-Standing Signs. Each shopping center, commercial district or a lot which has at least two (2) separate businesses located upon it and which has at least 200 feet of road frontage on each of the roads upon which it fronts shall be permitted one (1) free-standing identification sign for each collector or arterial road that it faces. Each sign shall state only the name of the shopping center and the major tenants located therein. The sign area shall be determined as one (1) square foot for each one (1) linear foot of building which faces one (1) public road. The maximum area for each freestanding sign shall be two hundred (200) square feet. Tenants of a shopping center shall not be permitted individual freestanding identification signs. Such signs shall not exceed twenty-five (25) feet in height.

2) Wall Signs. Each business in a shopping or commercial district with ground floor frontage shall be permitted one exterior wall sign. The area for such an exterior wall sign shall be computed as one (1) square foot for each one (1) linear foot of building frontage occupied by the business. All businesses without ground floor frontage shall be permitted one (1) combined exterior wall sign not more than twenty-four (24) square feet in area.

- C. Window signs shall be permitted and shall not be included in total sign area computation if said signs do not occupy more than twenty-five (25) percent of the total window area of the floor level on which displayed or exceed a total of two hundred (200) square feet for any one building. If window signs occupy more than twenty-five (25) percent of said window area or exceed a total of two

hundred (200) square feet for any one building, they shall be treated as exterior signs and shall conform to Section 19.08A1 and 19.08B2.

D. A time and temperature sign shall be permitted in addition to the above conditions provided that ownership identification or advertising copy does not exceed ten (10) percent of the total sign area and further provided that the total area of the sign does not exceed thirty (30) square feet.

E. In addition to the provisions of Section 19.08A and B above, an automobile service station may have one (1) additional sign for each public road or highway frontage for a vehicle entrance, for the purpose of advertising gasoline prices and other services provided on the premises. Said sign shall be mounted on a freestanding structure or on the structure of another permitted sign, provided that clear views of road traffic by motorists or pedestrians are not obstructed in any way. Said sign shall not exceed eight (8) square feet in area and shall not advertise the brand name of gasoline or other materials sold on the premises.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. Ord. No. 97 eff. Feb. 23, 2000, further amend. Ord. 119, eff. Dec. 27, 2000)

#### **Section 19.09 BILLBOARDS (OFF-PREMISE SIGNS).**

A. **Districts.** Billboards shall only be allowed in the RSC, HSC, HC, and I Districts.

B. **Area.** The total sign area of any billboard shall not exceed six hundred and seventy-two (672) square feet per face. A triangular or "V"-shaped billboard shall not have more than two (2) sign faces.

C. **Setback.** No billboard shall be located closer than twenty-five (25) feet to a non-right-of-way property line. No billboard shall project over public property. Billboard sign shall be located no closer than five hundred (500) feet to any adjacent residential property line. Billboards shall be setback a minimum of twenty-five (25) feet from any other structure on or off the same premise upon which the billboard is located.

D. **Distance from Other Signs.** Billboards shall be spaced no closer than one thousand (1,000) feet between other billboard signs on the same side of an interstate highway or freeway right-of-way, or closer than five hundred (500) feet on the same side of a primary highway right-of-way.

E. **Height.** The top of any billboard shall not be higher than thirty (30) feet above normal grade.

F. **Illumination.** A billboard shall possess automatic dimming capabilities so that the maximum luminescence level is not more than three-tenths (0.3) footcandles over ambient levels measured at a distance of one hundred and fifty (15) feet for those sign faces less than or equal to three hundred (300) square feet, measured at a distance of two hundred (200) feet for those sign faces greater than three hundred (300) square feet but less than or equal to three hundred and seventy-eight (378) square feet, measured at a distance of two hundred and fifty (250) feet for those sign faces greater than three hundred and seventy-eight (378) square feet and less than six hundred and seventy-two (672) square feet, and measured at a distance of three hundred and fifty (350) feet for those sign faces equal to or greater than six hundred and seventy-two (672) square feet, and in accordance with the Michigan Highway Advertising Act, Public Act No. 2 of 2014, as amended. Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above-listed light levels, and the intensity level is protected from end-user manipulation by password-protect software or other method satisfactory to the Howell Township Zoning Administrator.

## ARTICLE XIX

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G. **Construction.** A billboard shall be self-supported and pole-mounted.

H. An irrevocable, automatically renewing letter of credit from a bank chartered and located in the United States of America in an amount established by the Township Board shall be required for continued maintenance. In the event that a billboard is vacated, the cost of removal, if that burden is placed on the Township, shall be assessed to the property owner.

(Ord. No. 1 eff. Jan. 8, 1983; amend. by Ord. No. 30 eff. Aug. 8, 1991; further amend. by Ord. No. 97 eff. Feb. 23, 2000, amend by Ord. 254 eff. Feb. 10, 2013, amend. by Ord. No. eff.)

### Section 19.10 TEMPORARY SIGNS.

Un-illuminated on-site temporary exterior signs may be erected in accordance with the regulations of this Article.

- A. In AR and SFR districts one (1) sign for each public road frontage advertising a recorded subdivision or development shall be permitted. Each sign not to exceed eighteen (18) square feet in area. Each sign shall be removed within one (1) year after the sale of ninety (90) percent of all lots or units within said subdivision or development.
- B. In MFR districts one (1) sign on each public road frontage of a new multiple family development advertising the new dwelling units for rent or sale, not to exceed eighteen (18) square feet in area shall be permitted. Each sign shall be removed within sixty (60) days of the initial rental or sale of seventy (70) percent of the dwelling units within the development.
- C. One (1) identification sign shall be permitted for all building contractors, one (1) for all professional design firms and one (1) for all lending institutions on sites under construction, each sign not to exceed six (6) square feet in area, with not more than a total of three (3) such signs permitted on one site. If all building contractors, professional design firms and lending institutions combine together in one (1) identification sign, such sign shall not exceed twenty-four (24) square feet in area with not more than one (1) sign permitted on one site. Signs shall have a maximum height of ten (10) feet and shall be confined to the site of the construction, construction shed or construction trailer and shall be removed within fourteen (14) days after the issuance of a certificate of occupancy.
- D. Temporary real estate direction signs, not exceeding three (3) square feet in area and four (4) in number, showing a directional arrow and placed back of the road right-of-way line, shall be permitted on approach routes to an open house, only for day of open house. Signs shall not exceed three (3) feet in height.
- E. Temporary signs announcing any annual or semi-annual public, charitable, educational or religious event or function, located entirely within the premises on which the event or function is to occur shall be permitted. Maximum sign area shall not exceed twenty-four (24) square feet. Signs shall be allowed no more than twenty-one (21) days prior to the event or function. If building mounted, signs shall be flat wall signs and shall not project above the roof line. If ground mounted, signs shall not exceed six (6) feet in height. Signs shall be set back in accordance with Section 19.03D of this Ordinance.
- F. In AR, SFR and MFR districts one (1) temporary real estate "For Sale", "For Rent", or "For Lease" sign, located on the property and not exceeding six (6) square feet in area shall be permitted. In all other zoning districts one (1) sign of this type shall be permitted provided it does not exceed thirty-two (32) square feet in area and is set back in accordance with Section 19.03D of this Ordinance. If the lot or parcel has multiple street frontage one (1) additional sign not exceeding six (6) square feet in area in AR, SFR and MFR districts or thirty-two (32) square feet in area in all other districts shall be permitted. Under no circumstances shall more than two



(2) such signs be permitted on a lot or parcel. Such signs shall be removed within seven (7) days following the sale, rent or lease. In no case shall a sign list the sale, rent, or lease of a building which is not located on the property on which the sign is located.

G. Banners, pennants, search lights, balloons, or other gas filled figures are permitted at the opening of a new business in a commercial or industrial district for a period not to exceed fourteen (14) consecutive days. Such signs shall not obstruct pedestrian or vehicular view.

H. On-site and off-site seasonal signs advertising the sale of seasonal crops or special events shall be permitted on any lot or parcel provided that each sign does not exceed sixteen (16) square feet in sign area, shall not be displayed for more than ninety (90) days in any one (1) year and shall have the permission of the property owner if it is an off-site sign.

I. See Section 14.20 for additional provisions for temporary signs.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. Ord. No. 97 eff. Feb. 23, 2000)

#### **Section 19.11 EXEMPTED SIGNS.**

The following types of signs are exempted from all provisions of this Ordinance, except for construction and safety regulations and the following standards:

- A. Signs of a noncommercial nature and in the public interest, erected by, or on the order of a public officer, in the performance of a public duty, such as directional signs, regulatory signs, warning signs, and informational signs.
- B. Political campaign signs announcing candidates seeking public political office and other data pertinent thereto except as prohibited in Section 19.05A, providing that these signs shall be removed within seven (7) days after the date of the election for which they were posted.
- C. Names of buildings, date of erection, monument citations, commemorative tablets, and the like, when carved into stone, concrete, or similar material or made of other permanent type construction and made an integral part of the structure.
- D. Signs painted on farm buildings located on farms upon which the principal use is for agricultural purposes as defined in Section 2.02(3), Agriculture.
- E. One (1) sign not to exceed six (6) square feet in area shall be permitted on a residential lot or parcel which is ten (10) acres or more in area.

(Ord. No. 1 eff. Jan. 8, 1983; Amend. by Ord. No. 97 eff. Feb. 23, 2000)

#### **Section 19.12 NONCONFORMING SIGNS.**

Nonconforming signs shall not:

- A. Be reestablished after the activity, business or usage to which it relates has been discontinued for ninety (90) days or longer.

## ARTICLE XIX

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- B. Be structurally altered so as to prolong the life of the sign or so as to change the shape, size, type or design of the sign.
- C. Be reestablished after damage or destruction, if the estimated expense of reconstruction exceeds fifty (50) percent of the replacement cost as determined by the Zoning Administrator.

(Ord. No. 1 eff. Jan. 8, 1983)

### Section 19.13 PERMITS AND FEES.

- A. Application for a permit to erect or replace a sign, or to change copy thereon, shall be made by the owner of the property, or his authorized agent, to the Zoning Administrator by submitting the required forms, fees, exhibits and information. Fees for sign permits for all signs erected pursuant to Sections 19.04, 19.06, 19.07, 19.08, 19.09, and 19.10 shall be established by resolution of the Township Board and shall bear a reasonable relationship to the cost and expense of administering this permit requirement. The Township Board shall further have the right to amend the aforementioned resolution from time to time within the foregoing limits or reasonableness.

No person, firm or corporation shall erect or commence construction upon an outdoor advertising sign within Howell Township without first applying for and obtaining a permit from the Howell Township Zoning Administrator as required herein, which permit shall be granted upon a showing of compliance with the provisions of this Ordinance and payment of a fee therefore, which fee shall be payable annually upon renewal of the permit in accordance with the terms and conditions hereof. Permits shall be issued for a period of one (1) year, but shall be renewable annually upon inspection of the outdoor advertising sign by the Zoning Administrator confirming continued compliance with this Ordinance and payment of the outdoor advertising sign permit fee.

- B. An application for a sign permit shall contain the following:

- 1) The applicant's name and address in full, and a complete description of his relationship to the property owner.
- 2) If the applicant is other than the property owner, the signature of the property owner concurring in submittal of said application is required.
- 3) The address of the property.
- 4) An accurate scale drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign.
- 5) A complete description and scale drawings of the sign, including all dimensions and the area in square feet.

- C. All proposed sign locations or relocations shall be inspected on the site by the Township Zoning Administrator for conformance to this Ordinance prior to placement on the site. Foundations shall be inspected by the Zoning Administrator on the site prior to pouring of the concrete for the sign support structure.

- D. A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six (6) months after the date of the permit. Said sign permit may be extended for a period of thirty (30) days upon request by the

**XIX-10**

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[Zoning Map](#)

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applicant and approval of the Zoning Administrator.

- E. Painting, repainting, cleaning and other normal maintenance and repair of a sign or a sign structure, unless a structural or size change is made, shall not require a sign permit.
- F. Signs for which a permit is required shall be inspected periodically during construction by the Zoning Administrator for compliance with this Ordinance and other laws of Howell Township.

(Ord. No. 1 eff. Jan. 8, 1983; amend. by Ord. No. 30 eff. Aug. 8, 1991)

#### **Section 19.14 REMOVAL OF SIGNS.**

- A. The Zoning Administrator shall order the removal of any sign erected or maintained in violation of this Ordinance except for legal nonconforming signs. Thirty (30) days notice in writing shall be given to the owner of such sign or of the building, structure, or premises on which said sign is located, to remove the sign or to bring it into compliance with the Ordinance. Upon failure to remove the sign or to comply with this notice, the Township may remove the sign. The Township may also remove any sign immediately and without notice if it reasonably appears that the condition of the sign is such as to present an immediate threat to the safety of the public. Any cost of removal incurred by the Township shall be assessed to the owner of the property on which said sign is located and may be collected in the manner of ordinary debt or in the manner of taxes and such charge will be a lien on the property.
- B. A sign shall be removed by the owner or lessee of the premises upon which the sign is located within thirty (30) days after the business which it advertises is no longer conducted on the premises. If the owner or lessee fails to remove the sign, the Township may remove it in accordance with the provisions stated in Section 19.14A preceding. These removal provisions shall not apply where a subsequent owner or lessee conducts the same type of business and agrees to maintain the signs to advertise the type of business being conducted on the premises and provided the signs comply with the other provisions of this Ordinance.

(Ord. No. 1 eff. Jan. 8, 1983)

#### **Section 19.15 ELECTRONIC MESSAGE SIGNS.**

Electronic message signs/LED shall be permitted subject to the sign regulations for each zoning district as permitted within Sections 19.06 through 19.08 and further subject to the following additional regulations:

- 1) The frequency of the message change of an Electronic Message Sign shall be restricted to no less than once every six (6) seconds.
- 2) An electronic message board shall be considered a part of a wall sign or freestanding sign and shall be located below the main sign. Such electronic message board signs shall not exceed fifty (50%) percent of the total sign area as allowed per Zoning District and sign regulations of Article XIX. Electronic message boards for churches, schools, libraries or other institutions located within residential zoning districts, shall be allowed to be up to eighteen (18) sq. ft. in size.
- 3) The maximum height of an electronic message board shall conform to the height regulations for signs allowed in each Zoning District as specified in Article XIX.

## ARTICLE XIX

- 4) The electronic message sign may not display light or such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Maximum sign luminance shall not exceed 0.3 foot-candles above ambient light measurement based upon the sign of the sign (in square feet) and distance measured perpendicular to the sign face in accordance with the following table (Table 19-1):

TABLE 19-1 Maximum Light Level of Electronic Message Sign		
Maximum Allowed Ambient Light Level	Area of Sign (sq. ft.)	Measurement of Distance (ft)*
0.3 foot-candles	10	32
0.3 foot-candles	15	39
0.3 foot-candles	20	45
0.3 foot-candles	25	50
0.3 foot-candles	30	55
0.3 foot-candles	35	59
0.3 foot-candles	40	63
0.3 foot-candles	45	67
0.3 foot-candles	50	71
0.3 foot-candles	55	74
0.3 foot-candles	60	77

Source: Model Code, Illuminating Engineering Society of North America

\* Measured in feet, perpendicular to the face of the sign.

- 5) Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels, and that the intensity level is protected from end-user manipulation by password-protected software or other method satisfactory to the Howell Township Zoning Administrator.

FILE \_\_\_\_\_

DATE \_\_\_\_\_, 20\_\_\_\_

**HOWELL TOWNSHIP  
APPLICATION FOR PLANNED UNIT DEVELOPMENT (PUD)  
ARTICLE XXVII**

FILING FEE: \$2000.00    DATE PAID: \_\_\_\_/\_\_\_\_/\_\_\_\_    CHECK #: \_\_\_\_\_    RECEIPT#: \_\_\_\_\_

PRE-APPLICATION CONFERENCE (SEC.27.04): yes \_\_\_\_\_ no \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

CHECK ONE (SEC. 27.02B):    ☐ TYPE 1    ☐ TYPE 2    ☐ TYPE 3    ☐ TYPE 4

PARCEL ID# 4706-\_\_\_\_-\_\_\_\_-\_\_\_\_    CURRENT ZONING: \_\_\_\_\_ ACREAGE: \_\_\_\_\_

1. APPLICANT NAME: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_

3. PHONE NO.: (    ) \_\_\_\_\_-\_\_\_\_ FAX: (    ) \_\_\_\_\_-\_\_\_\_ CELL: (    ) \_\_\_\_\_-\_\_\_\_

4. LOCATION OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

5. COMPLETED SITE PLAN REVIEW PACKET: yes \_\_\_\_\_ no \_\_\_\_\_

6. WRITTEN DESCRIPTION OF PLAN: yes \_\_\_\_\_ no \_\_\_\_\_

7. CONTACT NAME: \_\_\_\_\_ PHONE: (    ) \_\_\_\_\_-\_\_\_\_

8. ALL OWNERS OF RECORD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE                      DATE                      PRINT NAME

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
COUNTY, MI

MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_\_\_

**HOWELL TOWNSHIP  
SITE PLAN REVIEW  
INFORMATIONAL and PROCEDURAL**

**THE CHECKLIST MUST BE COMPLETED  
AND RETURNED WITH ALL SITE PLAN  
DOCUMENTS AND FEES**

**PERFORMANCE GUARANTEES Section 20.15  
Howell Township requires a Irrevocable Bank Letter of Credit or  
a Performance Guarantee to be submitted on all site  
improvements prior to issuance of a Land Use Permit.**

**HOWELL TOWNSHIP  
3525 BYRON ROAD  
HOWELL, MI 48855  
517-546-2817 extension 108**

**Howelltownshipmi-org**

## CHECK LIST FOR SITE PLAN REVIEW

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HOWELL TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN  
P.A. 184  
STATUTORY REQUIREMENTS  
GOVERNING  
PROCEDURES FOR SITE PLAN REVIEW  
(per P.A. 184, Section 16e, MCL 125.286e)

1. DEFINITION: A Site Plan includes the documents and drawings required by a Zoning Ordinance to insure compliance of a proposed land use or activity with not only the Zoning Ordinance but other local ordinances and State and Federal statutes regulating land use development and activities upon land.
2. A Township, under its respective Zoning Ordinance, may require the submittal and approval of a Site Plan prior to authorizing a land use development or activity regulated by a Zoning Ordinance.
3. The Zoning Ordinance shall specify the public body or official responsible for reviewing and granting final approval of a Site Plan. The Township Zoning Ordinance requires the following:
  - a. Planning Commission reviews and approves the Site Plan, except that Planned Unit (PUD) Site Plans shall be reviewed and recommended by the Planning Commission to the Township Board for its review and approval, approval with conditions or denial.
  - b. Township Board reviews Planning Commission's recommendations on PUD Site Plan and decided whether to approve, approve with conditions or disapprove a PUD Site Plan.
  - c. Township Board or its designee determines and approves financial Guarantees on all Site Plans.
4. Site Plan approvals shall become an official and legal part of the Zoning Ordinance record and all development and activities approved in relation To the Site Plan shall comply with the recorded approved Site Plan and Shall be administered and enforced as such by the Zoning Administrator.
5. Changes in a Site Plan can be made if such changes are submitted to the same Site Plan Review and Approval Procedure as required by the Zoning Ordinance for the original and any subsequently amended and approved Site Plan.
6. The Zoning Ordinance shall specify the procedures and requirements for the submittal and approval of Site Plans.
7. Site Plan Submittal, review and approval shall be required for all Permitted Uses, Special Land Uses, Planned Unit Development and Road Projects.



8. A Site Plan shall be approved if it follows the designated procedure, contains all of the required information, and is otherwise in compliance with the Howell Township Zoning Ordinance, all other applicable ordinances and State and Federal statutes regulating the land use developments and activities included in the Site Plan for which approval is being sought.

PROCEDURAL OUTLINE  
FOR  
USING THE HOWELL TOWNSHIP ZONING ORDINANCE  
IN THE  
REVIEW OF AN APPLICANT'S SITE PLAN

The following are the Articles and Sections of the Howell Township Zoning Ordinance, which are to be checked for determining the compliance of an Applicant's Site Plan:

1. Article III – "General Provisions"
  - a. Section 3.09 – Site Plan Review Procedures.
  - b. Section 3.11 – Permitted Zoning District Uses and other Provisions in this Ordinance.
  - c. Section 3.14 – Conformance to Other Public Laws, Rules and Regulations.
2. Article XX – "Site Plan Review Procedures" - procedures for **all** development in Howell Township prior to the issuance of a Land Use Permit.
3. Article XXI – "Administration and Enforcement"
  - a. Section 21.02 – Administration Responsibilities of the Township Board, Planning Commission and Zoning Administrator.
  - b. Section 21.03 – Duties of the Zoning Administrator.
  - c. Section 21.04B – Application for a Zoning Permit.
4. Article IV thru XII "Zoning Districts" refer to the "uses" for the district of your site location. The proposed Site Plan is to comply with these specific requirements.
5. Article XIV – "Supplemental Regulations"

Check each one of the "Supplemental Regulations" for possible application to and compliance by the proposed Site Plan.
6. Article XV – "Environmental Provisions"

Check for application to and compliance by the proposed Site Plan.
7. Article XVI – "Special Uses"

If the Site Plan is for a "Special Use" check for application to and compliance by the proposed Site Plan.
8. Article XXVII – "Planned Unit Development (PUD) Projects"

Check Zoning District Map to determine if the proposed Site Plan meets the requirements of a PUD or, if the Applicant's Site Plan is proposed as a PUD, it shall meet the requirements of a PUD.
9. Article XVII – "Nonconforming Land, Building and Structural Uses and Dimensional Requirements"

Check Applicant's Property, which has an existing use on it, for compliance, whether or not it is a legal nonconforming use or an illegal use, and relationship of proposed Site Plan to use and dimensional requirements of this Zoning Ordinance.
10. Article XVIII – "Off-Street Parking, Loading and Unloading Requirements"

Check Site Plan for conformance to the requirements of this Article.

11. Article XIX – “Sign Regulations”

Check Site Plan for conformance to the location and size requirements.

12. Article XXII – “Zoning Board of Appeals (ZBA)”

Does the Site Plan meet all requirements and whether or not  
Applicant should seek variances from ZBA.

13. Article XXIII – “Amending the Zoning Ordinance and Map”

Determine whether or not the Applicant should seek an  
Amendment to the Zoning Ordinance, if it is determined that the  
proposed use is not specifically permitted in that district.

14. Article XXI – “Administration and Enforcement”

Section 21.03 – Duties of Zoning Administrator in the issuance of  
Zoning Permits for an approved Site Plan.

**AN OUTLINE OF THE PROCEDURES FOR  
ADMINISTERING A SITE PLAN REVIEW**

1. Applicant submits the required number of copies of Application, including complete set of Site Plans.
2. Zoning Administrator checks for completeness of Application.
3. Township Planner and Engineer check Site Plan for compliance with Zoning Ordinance and submits a report to Planning Commission.
4. Planning Commission receives and reviews the Planner and Engineering reports and makes its own review of the Application and Site Plan, holds a public hearing, if required by State Statute or the Township Zoning Ordinance, and determines whether to approve, approve with conditions or deny the Site Plan, except that the Planning Commission makes its recommendations to the Township Board on PUD Site Plans.
5. Township Board receives the recommendation of the Planning Commission on a PUD Site Plan, makes its review of the Application and Site Plan, provides for a hearing by those requesting it, if required, and determines whether to approve, approve with conditions or deny. The Board then establishes the type and amount of a financial guarantee to cover the site improvements to be completed by the Applicant in accordance with the Site Plan on all Site Plans approved by both the Planning Commission and Township Board.
6. Upon receiving notice that the Planning Commission or Township Board have approved a Site Plan with or without conditions, and upon the Applicant's filing of a Township Board or its designee approved form of financial guarantee with the Township, the Zoning Administrator shall issue a Zoning Permit.
7. Zoning Administrator:
  - a. Field checks for construction with the purpose of determining compliance of it with the approved Site Plan, any conditions placed upon it and any variances granted by the Zoning Board of Appeals
  - b. Checks for continued compliances of the construction with the approved Site Plan and any amendments to it after a "Certificate of Compliance" has been issued.
  - c. Checks for violations and the enforcement of them to comply with the approved Site Plan and any amendments to it or Zoning Board of Appeals' variances granted to modify the Site Plan.

Project File No.: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Checked for Completeness: \_\_\_\_\_

**HOWELL TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN  
CHECK LIST  
APPLICATION REQUIREMENTS FOR SITE PLAN REVIEW**

The following items are included in the Application to review a Site Plan:

- ☐ Thirteen (13) copies of Site Plan and supporting documentation.
- ☐ Legal description of property.
- ☐ Plot of survey map of property.
- ☐ Map showing Zoning District classification(s) of property and adjacent properties.
- ☐ Location of road right-of-way lines, pavements, easements, etc.
- ☐ Property line dimensions, acreage or square feet of area of property.
- ☐ Topographical map of property at two (2) foot contour intervals.
- ☐ Map showing size, shape and location of existing and proposed buildings and other structures.
- ☐ Location and layout of existing and proposed driveways, parking areas and other surface and subsurface structures.
- ☐ Proposed water supply and wastewater disposal systems plans.
- ☐ Proposed grading and drainage plans.
- ☐ Proposed landscape planting plans for trees, shrubs and ground covers including their names and sizes.
- ☐ Proposed plans for fencing, walls, berms, screens, buffers and other types of barriers.
- ☐ Proposed plans for signs, including sizes and location.
- ☐ Information on other proposed future developments on the property.
- ☐ Cost estimates for each item and total cost estimate of all items in accordance with an approved Site Plan are submitted with the Site Plan.

- [ ] Applicant submits a Performance Guarantee covering 100% of the estimated cost of all items to be constructed in accordance with an approved Site Plan to be determined as to type and amount in the form of a cash deposit, certified check or irrevocable bank letter of credit by the Township Board.
- [ ] Applicant is made to understand that in the processing of a Site Plan the charges to the Applicant shall include the cost of all professional services required by the Township for determining the approval of a Site Plan and all fees connected with the Issuance of permits by the Township.

Project File No. \_\_\_\_\_  
Preliminary Site Plan \_\_\_\_\_  
Date Reviewed \_\_\_\_\_

HOWELL TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN  
CHECK LIST FOR REVIEWER\* OF  
APPLICATION FOR A ZONING PERMIT  
INCLUDING THE APPROVAL OF A SITE PLAN

1. Applicant may request a Pre-preliminary Site Plan meeting with Planning Commission in order to explore and understand the Zoning Ordinance procedure and Site Plan requirements for the Land Use applicant is requesting.
  2. Application has been submitted to the Township Clerk on \_\_\_\_/\_\_\_\_/20\_\_.
  3. Fee paid in the amount of: (eng.) \_\_\_\_\_ + (as built eng.) \_\_\_\_\_ + (Site Plan Review) \_\_\_\_\_ = \$ \_\_\_\_\_
  4. Application has been checked by the Zoning Administrator for completeness and readiness for processing by the Planning Commission (all Site Plans) and Township Board (PUD Site Plans only) from the following Check List of Applicant Requirements
    - a. Information required:
      - (1) Application Form for Site Plan Review and Zoning Permit has been filled out. \_\_\_\_\_
      - (2) Preliminary Site Plan per Section 20.06 has been drawn to a readable scale and has been submitted with the application showing: \_\_\_\_\_
        - (a) Location of all abutting roads \_\_\_\_\_
        - (b) Location of all existing and proposed structures \_\_\_\_\_
        - (c) Types of buildings proposed \_\_\_\_\_
        - (d) Proposed uses of land, buildings, and other structures. \_\_\_\_\_
        - (e) Preliminary site development plans and specifications \_\_\_\_\_
        - (f) Contains information required by Section 20.06 \_\_\_\_\_
        - (g) Contains the necessary letters from the following
- Public Agencies relative to their findings and requirements in relation to the requested Site Plan:
- County Road Commission \_\_\_\_\_
  - County Drain Commissioner \_\_\_\_\_
  - County District Health Dept. \_\_\_\_\_
  - State Dept. of Transportation (MDOT) \_\_\_\_\_
  - State Dept. of Environmental Quality (DEQ) \_\_\_\_\_
  - State Dept of Public Health \_\_\_\_\_
  - Township's Sewer and Water Authority \_\_\_\_\_
  - Howell or Other School District \_\_\_\_\_
  - Applicable Federal Agency \_\_\_\_\_
  - Livingston – Fenton Soil Cons. Dist. \_\_\_\_\_
  - Fire Marshall \_\_\_\_\_

5. Application including Preliminary Site Plan is then forwarded to the Planning Commission for its review as follows:
  - a. Hold Public Hearings (only if application is for a Special Use or PUD requiring rezoning.) \_\_\_\_\_
  - b. Notify property owners and occupants of property within 300 feet of boundaries of property upon which the land use is to be located (only if application is a Special Use or PUD requiring rezoning). \_\_\_\_\_
  - c. After public hearing and its own discussions and investigations the Planning Commission prepares its own report on the Site Plan's compliance with Section 20.08 and additionally may make recommendations in respect to the following:
    - (1) Specify a time limit for the existence of the Special Use or PUD approval or a specified time for review and renewal of them. \_\_\_\_\_
    - (2) Suggest additional requirements and conditions which will enhance the integration of the Special Use or PUD into the area where it is proposed to be developed. \_\_\_\_\_
6. Planning Commission makes its analysis of the application, possible with the assistance of the Township Planner and Engineer, including the Preliminary Site Plan and particularly prepares its analysis of the proposed Special Use or PUD for compliance to Section 20.08 and additionally Section 27.07 for a PUD and Section 16.06 for Special Use and makes its determination whether to approve, approve with conditions or deny the Site Plan, except for a PUD Site Plan the Planning Commission shall review and make recommendations on it to the Township Board.
7. Township Board reviews the PUD Preliminary Site Plan, and the Planning Commission's recommendations, including its analysis of a proposed PUD Preliminary Site Plan for compliance with Section 20.08 and additionally Section 27.07, and makes its decision whether to approve, approve with conditions, or deny the PUD Site Plan.
8. The Applicant then submits a Final Site Plan to the Planning Commission for its review and determination of its compliance with the approved Preliminary Site Plan and Section 20.07, and determines whether to approve, approve with conditions or deny the Final Site Plan, except that a PUD Site Plan the Planning Commission shall review and make recommendations on it to the Township Board.
9. Township Board reviews the PUD Final Site Plan per Section 20.07, Section 20.08 and the Planning Commission's Report on it, and makes its decision whether to approve, approve with conditions or deny the PUD Site Plan.
10. The Planning Commission refers its approved Site Plan to the Township Board or its designee for determination of the type and dollar amount of the financial guarantee which will cover the estimated cost of all improvements to be made in accordance with their approved Final Site Plan.



11. After the respective approvals of Final Site Plans by the Planning Commission or Township Board, with the financial guarantee approval for all Site Plans by the Township Board or its designee the Final Site Plan is referred to the Zoning Administrator for the issuance of Zoning Permits and Administration and Enforcement Procedures.

\*Reviewer – Zoning Administrator or other Township Official or Agency designated by the Zoning Ordinance to review Site Plans

Project File No. \_\_\_\_\_

HOWELL TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN

CHECK LIST  
FOR RECORD OF PROGRESS OF  
SITE PLAN REVIEW

Dates

A. TOWNSHIP CLERK with assistance of Zoning Administrator

1. Completed Application and Required Documents Submitted  
(13 copies) \_\_\_\_\_

2. Fee paid: (eng.) \_\_\_\_\_ + (as built eng.) \_\_\_\_\_ + (Site Plan Review) \_\_\_\_\_ = \$ \_\_\_\_\_

3. Transmitted to Planning Commission \_\_\_\_\_

B. PLANNING COMMISSION

1. Received at least 30 days prior to the next regular or  
Special Meeting. \_\_\_\_\_

- a. Preliminary Conference \_\_\_\_\_
- b. Preliminary Site Plan \_\_\_\_\_
- c. Final Site Plan \_\_\_\_\_

2. PUBLIC HEARING SCHEDULED \_\_\_\_\_

a. Notice published no more than 15 days before  
Nor less than 5 days before the meeting at which  
A Special Use or PUD are to be considered \_\_\_\_\_

b. Notices distributed to all persons assessed for  
property and occupants of property located within  
300 feet of the property upon which the Special Use  
or PUD are to be located. \_\_\_\_\_

3. ACTION TAKEN

a. Approved \_\_\_\_\_

b. Approved with Conditions \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

c. Denied \_\_\_\_\_

4. Transmitted to Zoning Administrator for Zoning Permits and  
compliance of construction to all applicable provisions of the  
Zoning Ordinance and the Approved Site Plan \_\_\_\_\_



3. Aisle Width: Proposed \_\_\_\_\_ft. Required \_\_\_\_\_ft
4. Buffer Area: (width) Proposed \_\_\_\_\_ft. Required \_\_\_\_\_ft
5. Landscaping: \_\_\_\_\_ Required \_\_\_\_\_ Planned \_\_\_\_\_
6. Loading/Unloading Spaces: Required \_\_\_\_\_ Planned \_\_\_\_\_
7. Parking Lot Buffer Strip:
  - a. Required? ☐ yes ☐ no
  - b. Provided? ☐ yes ☐ no
8. Berm:
  - a. Required? ☐ yes ☐ no
  - b. Planned? ☐ yes ☐ no
  - c. Height \_\_\_\_\_ft. Slope ration \_\_\_\_\_:\_\_\_\_\_

#### I. LOT OR PARCEL REQUIREMENTS

##### A. Setbacks: (yards)

1. Front: Minimum \_\_\_\_\_ft. Planned \_\_\_\_\_ft.
2. Side 1: Minimum \_\_\_\_\_ft. Planned \_\_\_\_\_ft.
3. Side 2: Minimum \_\_\_\_\_ft. Planned \_\_\_\_\_ft.
4. Rear: Minimum \_\_\_\_\_ft. Planned \_\_\_\_\_ft.

B. Lot Coverage Maximum \_\_\_\_\_% Maximum Planned \_\_\_\_\_%

C Comments: \_\_\_\_\_

#### II. UTILITY IMPROVEMENTS

##### A. Sanitary Sewer Service or On-Site Wastewater Disposal:

1. Does project require extension of public sanitary sewer lines?  
☐ yes ☐ no
2. If yes, has a Sanitary Sewer Connection Agreement been prepared?  
☐ yes ☐ no
3. On Site Disposal Planned? ☐ yes ☐ n
4. Meets County Public Health Agency requirements?  
☐ yes ☐ no (attach letter from agency)

B. Water Supply Service:

1. Does project require extension of public water main?  
( ) yes ( ) no
2. If yes, has a Water Connection Agreement been prepared?  
( ) yes ( ) no
3. Fire Hydrants required? ( ) yes ( ) no  
Provided? ( ) yes ( ) no
4. On-site private water supply planned? ( ) yes ( ) no
5. Meets County Public Health agency requirements ( ) yes ( ) no  
( attach letter from agency)

C. Public Utility Easements Required? ( ) Yes ( ) no;  
Shown on plan? ( ) yes ( ) no

D. Site Drainage:

1. Proposed grading of site shown on plan at least 2' contour intervals? ( ) yes ( ) no
2. Drainage plans approved by County Drain Commissioner?  
( ) yes ( ) No (Attach letter from office)

IV. ROAD IMPROVEMENTS

A. Road access and on-site traffic circulation:

1. Interior public roads including service roads where required proposed?  
( ) yes ( ) no
2. If yes, has County Road Commission or MDOT approved?  
( ) yes ( ) no (attach letter from agency)
3. Do public roads extend to adjoining properties in order to provide for future planned extensions of roads? ( ) yes ( ) no; shown on plans?  
( ) yes ( ) no.
4. Private interior drives proposed? ( ) yes ( ) no; Shown on Plan?  
( ) yes ( ) no
5. Do private drives relate to public roads, service roads and adjoining properties? ( ) yes ( ) no
6. Number of curb cuts to public or private roads\_\_\_\_\_ Shown on Plan?  
( ) yes ( ) no
7. Spacing between public or private road curb cuts\_\_\_\_\_.
8. Curb cuts approved by County Road Commissioner?  
( ) yes ( ) no (Permit attached)

V. LANDSCAPING

- A. Buffer strips required? ( ) yes ( ) no; Shown on Plan? ( ) yes ( ) no  
B. Berm Required? ( ) yes ( ) no

VI. REFUSE DISPOSAL REQUIRED? ( ) On-site ( ) off-site

VII. RESIDENTIAL DEVELOPMENTS

A. Total dwelling units proposed

1. No. of single family\_\_\_\_\_ density per acre\_\_\_\_\_
  2. No of Multiple Family\_\_\_\_\_ density per acre\_\_\_\_\_
- B. Net buildable area on site\_\_\_\_\_ acres\_\_\_\_\_ sq. ft.

VIII. OPEN SPACE (For All Site Plans)

A. Common Open Space Required? ☐ yes ☐ no

B. Total required \_\_\_\_\_ acres – Provided \_\_\_\_\_ acres

C. Types of open spaces:

1. ☐ Open space areas – private common
2. ☐ Woodlot areas preserved
3. ☐ Water areas preserved
4. ☐ Wetlands
5. ☐ Floodplains and floodways

IX. OPEN SPACE TO BE PRIVATE/COMMON (for PUD's or Other)

Legal description(s) ☐ yes ☐ no (attached, if yes)

X. DEED RESTRICTIONS RECORDED WITH COUNTY  
REGISTER OF DEEDS?

☐ yes ☐ no

Copy to Township? ☐ yes ☐ no (attached, if yes)

SITE PLAN REVIEW COMMENTS: