



## SUMMIT TOWNSHIP ZONING APPLICATION INSTRUCTIONS

*(Please print or type all information)*

### Section 1: Application for:

- \* Check the appropriate type of request.
- \* Use a separate application for each type of request.
- \* Note the filing dates at the right.

### Section 2: Applicant Information:

- \* Applicant name(s). (If a corporation, partnership or different than the owner, a letter of authorization must be attached.)
- \* Phone - list area code, plus number, and extension number if available.  
(Please note if it is a home or work number, or list both numbers.)
- \* Address - list street number, full street name, city, state, and zip code.
- \* Bottom line - use this line for additional information such as times available to be contacted.

### Section 3: Owner Information:

Same requirements as Section 2 except letter of authorization is not necessary if the owner is the applicant.

### Section 4: Property Information:

- \* Address or location - this requires either the street number, full street name and zip code or the full street name with nearest intersection, lot number of a subdivision, unit number of a condominium project, or other detail that will help locate the property.
- \* Permanent parcel # - this is a fifteen (15) digit number which identifies the property and can be found on the property tax statements or is available through the assessing office.
- \* Current Zone District - is available through the zoning office; a lot number in a subdivision, a unit number in a site condominium project, a metes and bounds number or the permanent parcel number is necessary in order to locate the current zoning district.
- \* Property size - in length and width.
- \* All requests must have a legal description attached. This may be obtained from a current tax statement, from the assessing office, or a copy of the property deed.
- \* Site drawing - survey and pictures are as required by the type of request.

### Section 5: Narrative Description:

- \* All requests must have attached a narrative description of the use request which includes specifics of the request; in addition, surveys, site drawings, pictures, letters of authorization, check lists, legal descriptions and other required letters must be attached as required by the type of application.

Section 6: Is optional but is very important in helping the Township and its various boards in performing their function and will allow the boards to provide the applicant and township residents with the best possible decision.

Section 7: Is for Township use and is used to insure that required fees and documents have been received.

# SUMMIT TOWNSHIP ZONING APPLICATION

*Print or Type*

CASE # \_\_\_\_\_

This application will not be processed if incomplete. \*\*All required materials must be submitted at least thirty (30) days prior to the next Planning Commission meeting. Site Plans with all documentation thirty (30) days prior to the next Planning Commission meeting. Special Use Site Plans forty-five (45) days prior to the next Planning Commission meeting.

◆ All required materials must be submitted at least thirty (30) days prior to the next Zoning Board of Appeals meeting.

**APPLICATION FOR**

- |   |   |
|---|---|
| <input type="checkbox"/> Rezoning **          | <input type="checkbox"/> Variance ◆               |
| <input type="checkbox"/> Site Plan Review     | <input type="checkbox"/> Conditional Use **       |
| <input type="checkbox"/> Planned Developments | <input type="checkbox"/> Home Occupation **       |
| <input type="checkbox"/> Special Land Use     | <input type="checkbox"/> Site Plan Change/Renewal |
| <input type="checkbox"/> Admendments          | <input type="checkbox"/> Administrative Site Plan |
|   | <input type="checkbox"/> Other                    |

①

**APPLICANT INFORMATION** (If different than owner, a letter of authorization from the owner must be attached)

Name(s) \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

②

**OWNER INFORMATION**

Name(s) \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

③

**PROPERTY INFORMATION**

Address or Location \_\_\_\_\_  
 Permanent Parcel # \_\_\_\_\_  
 Zone District (Current) \_\_\_\_\_ Property Size \_\_\_\_\_  
 Attach legal description-also a survey, site drawing and pictures may be required.

④

**NARRATIVE DESCRIPTION OF PROPOSED USE/REQUEST** (attach additional pages as needed)

⑤

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

⑥

*I hereby grant permission for members of the Summit Township (Planning Commission) (Zoning Board of Appeals) (Township Board) to enter the above described property (or as described in the attached) for the purpose of gathering information related to this application. (Note to Applicant: This is optional and will not affect any decision on your application.)*

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**DO NOT WRITE BELOW THIS LINE**

⑦

Date Received \_\_\_\_\_ Application   
 Submitted Materials: Site plan  # of copies 24 x 36  11 x 17  CD/PDF   
 Site plan checklist  Environmental checklist  Pictures\ Video   
 Survey: Stake  Mortgage   
 Letters: JCDOT  JCDC  JCHD  DPW  JCAP  EGLE  FIRE   
 Application Fee \_\_\_\_\_ Publication/Mailing Fee \_\_\_\_\_

**Meeting Dates:** PC \_\_\_\_\_  
 ZBA \_\_\_\_\_  
 CNTY \_\_\_\_\_  
 TWPBD \_\_\_\_\_  
**Publication Dates** \_\_\_\_\_  
 WEB \_\_\_\_\_

**APPLICATION ACCEPTED BY:** \_\_\_\_\_

NOTE: Please attach all documents as required for each type of request and as listed on the attached sheets.

Publication and postage cost charged accordingly over and above filing fees.

White Copy - Township

Yellow Copy - Applicant

**ZONING FEE SCHEDULE:** EFFECTIVE 4/01/07

**Any application requiring publication and mailing is at actual costs**

**CLASSIFICATIONS**

ZONING COMPLIANCE.....	\$ 25.00 for all permits
CONDITIONAL USE AND HOME OCCUPATION.type 2..	\$ 300.00 plus mailing and advertising
ZONING CHANGE.....	\$ 350.00 plus mailing and advertising
ZONING VARIANCE.....	\$ 300.00 plus mailing and advertising
VARIANCE & CONDITIONAL USE/HOME OCCUPATION (Expired by no more than six (6) months, with no changes) .....	\$ 200.00 plus mailing and advertising

**If an application is withdrawn prior to consideration by the Township Board 1/2 of the application fee will be refunded, not to include mailing and advertising.**

**Applications reapplied for within six (6) months of the withdrawal will require the returned application fee be paid. After six (6) months a full application fee will be required including any required mailing and advertising fee.**

**SPECIAL MEETINGS:** ZONING FEE SCHEDULE ....\$ 250.00

- Type One Home Occupations - Application and Zoning Compliance Fee
- Fences - Application and Zoning Compliance Fee
- Temporary Signs as permitted by the Ordinance: Application and Zoning Compliance Fee

**SITE PLAN REVIEWS:**

Commercial, Industrial, Office, Multiple Dwellings , Residential Planned Unit Developments:

- 1) Vacant acreage or multiple buildings on same site plan \$ 500.00
- 2) Additions to building requiring a site plan \$350.00
- 3) All other site plans \$350.00
- 4) Administrative site plan or site plan renewals with no changes or minor changes \$200.00

The above schedule may require an advertising and mailing fee.

A Day Care Center is billed by a separate water & sewer fee based on the following:

- 6 children or under.....no increase from the regular rate
- 6 -12 children .....1 1/2 times the regular rate
- Over 12 children ..... will require a water meter
- Adult Foster Care Homes .....will require a water meter if over six persons
- One (1) Chair Beauty Shops ...1 1/2 times the regular rate

Any other type of Home Occupation using a higher rate of water may require either a water meter or an increase rate factor.

**TOPO AND AERIAL MAPS:** Availabel through Jackson County GIS, 120 W. Michigan Ave., Jackson, MI 49201. Detailed Topo maps must be obtained through your surveyor or engineering firm.