

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Northfield Township, Washtenaw County
8350 Main St.
Whitmore Lake, MI 48189
Phone: 734-449-2880

Request Form
Note: Requestors are not required to use this form. The Township may complete one for recordkeeping if not used.

FOIA Request for Public Records Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: Email Fax Other Electronic Method
Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	<u>CRAIG WARBURTON</u>	Phone	<u>734-649-7110 (cell)</u>
Firm/Organization		Fax	<u>734-665-3994</u>
Street	<u>450 WEST JOY ROAD</u>	Email	<u>CRAIG@bjwgroup.com</u>
Township	<u>Northfield</u>	State	<u>MI</u>
	<u>Ann Arbor</u>	Zip	<u>48105</u>

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the Township: _____

if it is digital - email would be fine
Note: The Township is not required to provide records in a digital format or on digital media if the Township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

A communication between NORTHFIELD TOWNSHIP PLANNING COMMISSION & BILTMORE LAND, L.L.C. WAS APPROVED BY MOTION ON OCT 21, 2015, IN MINUTES AS OLD BUSINESS 9A.. Although NOT reflected in the minutes, THE RECORDING OF THE MEETING DOES include the word letter. I WISH TO SEE & READ THE exact communication to Biltmore AS SPECIFIED, IN WHATEVER FORM it took place. I AM ASSUMING THAT EITHER A DATED letter WITH some record of mailing OR AN email appropriately DATED will be available if the MOTION WAS INDEED effected.

Consent to Non-Statutory Extension of Township's Response Time
I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the Township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the Township's response time for this request until: _____ (month, day, year).

Requestor's Signature Craig Warburton Date 2-22-16
(Complete both sides)

Records Located on Website

If the Township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the Township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the Township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the Township must provide the public records in the specified format (if the Township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Township Website

I hereby stipulate that, even if some or all of the records are located on a Township website, I am requesting that the Township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the Township using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1. Labor to copy/duplicate
- 2. Labor to locate
- 3a. Labor to redact
- 3b. Contract labor to redact
- 6b. Labor to copy/duplicate records already on Township's website

Requestor's Signature

Date

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: Affidavit Received Eligible for Discount Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the Township.

Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

Jennifer Carlisle

From: Howard Fink [finkh@twp.northfield.mi.us]
Sent: Monday, February 29, 2016 12:30 PM
To: Jennifer Carlisle
Subject: FW:
Attachments: DOC.PDF

Howard Fink
Northfield Township Manager
8350 Main St., Ste. A
Whitmore Lake, MI 48189
Phone: (734) 449-2880 x 12
Fax: (734) 449-0123

From: Howard Fink [mailto:finkh@twp.northfield.mi.us]
Sent: Monday, February 29, 2016 12:23 PM
To: 'Craig Warburton'
Cc: 'Angela Westover'
Subject:

Dear Mr. Warburton,

Please allow this email to be the formal response to your FOIA request dated 2-22-16. Attached is a copy of the email, letter, and site plan application sent by Mary Bird to David Stollman regarding the Planning Commissions motion. The same information was also mailed.

Your most recent email will suffice as a new FOIA request received on 2-29-16. We will review that request and have an answer within the next five business days.

Respectfully,
Howard Fink

Howard Fink
Northfield Township Manager
8350 Main St., Ste. A
Whitmore Lake, MI 48189
Phone: (734) 449-2880 x 12
Fax: (734) 449-0123

NORTHFIELD TOWNSHIP MICHIGAN

October 22, 2015

Biltmore Land, LLC
David J. Stollman
555 S. Old Woodward, #1409
Birmingham, Michigan 48009

Dear Mr. Stollman,

This letter is to inform you that the Northfield Township Planning Commission has passed a resolution responding to your inquiry about a residential development within the Township. The Commission welcomes all development proposals which utilize the many tools within our zoning ordinances available for Agricultural (AR) zoned properties previously identified. These tools include, but are not limited to cluster development, open space preservation, and density bonuses. The proposal shall recognize the desire for growth that is envisioned within the Northfield Township Master Plan and must comply with all current zoning.

Enclosed please find a site plan review application. Northfield Township utilizes the Site Plan Process as a tool to ensure the highest quality of site design, engineering efficiency, building architecture and landscape development. In implementing this process, the Township endeavors to protect the interests of all parties involved. If you decide to submit a site plan, a pre-application meeting might be of value.

If you should have any further questions or concerns, please do not hesitate to contact me at 734 449-2880 x 17.

Sincerely,
Mary L. Bird
Assessing/Bldg. Asst.
Northfield Township

Cc: Howard Fink, Twp., Mgr.
Marlene Chockley, PC Chair
Leah DuMouchel, Beckett&Raeder Planner

NORTHFIELD TOWNSHIP

SITE PLAN REVIEW APPLICATION

PROJECT NAME:

PROJECT ADDRESS:

Applicant Information:

Name:

Address:

Phone:

Email:

Owner Information:

Name:

Address:

Phone:

Email:

If the applicant is not the property owner, then a statement from the owner **MUST** be attached authorizing the application.

Proof of ownership **OR** Statement if applicant is not owner is attached.

If applicant is not the owner, describe applicant's interest in the property

PROPERTY DESCRIPTION

Legal Description: Attached On Site Plan

Parcel ID(s):

Description of Proposed Use:

Total Acreage of Site:

Total Floor Area:

Existing:

Proposed:

Height of Structure(s) (in stories & feet):

Sanitary Facilities: Sewer Septic

Water: Municipal Private Well

Zoning Classification(s):

RC AR LR SR1 SR2 MR VC LC GC ES HC GI LI Other _____

SITE PLAN REVIEW OPTIONS

Administrative Site Plan Review:

- Expansion or reduction of an existing, conforming structure less than 2,000 sq. ft. / 5% of floor area
- Additional parking, loading / unloading spaces and landscape improvements

Site Plan Review:

- New Construction
- Building Addition

Development Plan Review:

- Planned Unit Development
- Planned Residential Development
- Site Condominium Plan

Amendment to Approved Site Plan or Development Plan:

- Site Plan
- Development Plan

Site or Development Plan Review in conjunction with: Rezoning Request Special Land Use Request

AUTHORIZED SIGNATURE

I hereby state that all of the above statements and all of the accompanying information are true and correct.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Application Received Date:

Planning Commission Received Date:

Planning Commission Action: Approved Date: _____ Denied Date: _____

Expiration Date: _____

Fee Received: Cash Check # _____

Howard Fink

From: Mary Bird [birdm@twp.northfield.mi.us]
Sent: Friday, October 23, 2015 9:41 AM
To: dstollman@me.com
Cc: 'Marlene Chockley'; 'Leah DuMouchel'; Finkh@twp.northfield.mi.us
Subject: Northfield Township Planning Commission
Attachments: Biltmore Land, LLC.pdf; Site Plan Review Application.PDF

Dear Mr. Stollman,

Attached please find a letter from the Northfield Township Planning Commission. If you should have any further questions or concerns, please do not hesitate to contact me.

Mary L. Bird

Assessing/Bldg. Asst.

Northfield Township

734 449-2880 x 17

NORTHFIELD TOWNSHIP MICHIGAN

October 22, 2015

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Sincerely,
Mary L. Bird
Assessing/Bldg. Asst.
Northfield Township

Cc: Howard Fink, Twp., Mgr.
Marlene Chockley, PC Chair
Leah DuMouchel, Beckett&Raeder Planner

NORTHFIELD TOWNSHIP

SITE PLAN REVIEW APPLICATION

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PROJECT ADDRESS:

Applicant Information:

Owner Information:

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Name:

Address:

Address:

Phone:

Phone:

Email:

Email:

If the applicant is not the property owner, then a statement from the owner **MUST** be attached authorizing the application.

Proof of ownership **OR** Statement if applicant is not owner is attached.

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Water: Municipal Private Well

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RC AR LR SR1 SR2 MR VC LC GC ES HC GI LI Other _____

SITE PLAN REVIEW OPTIONS

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Site Plan Review:

Expansion or reduction of an existing, conforming structure less than 2,000 sq. ft. / 5% of floor area

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Additional parking, loading / unloading spaces and landscape improvements

Building Addition

Development Plan Review:

Amendment to Approved Site Plan or Development Plan:

Planned Unit Development

Site Plan

Planned Residential Development

Development Plan

Site Condominium Plan

Site or Development Plan Review in conjunction with: Rezoning Request Special Land Use Request

Application # _____

AUTHORIZED SIGNATURE

I hereby state that all of the above statements and all of the accompanying information are true and correct.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Application Received Date: _____

Planning Commission Received Date: _____

Planning Commission Action: Approved Date: _____ Denied Date: _____

Expiration Date: _____

Fee Received: Cash Check # _____