

The background is a blue-tinted topographic map of Northfield Township, Michigan. It features contour lines, property boundaries, and various technical annotations. Labels on the map include 'NEW STAGING AREA', 'BUILDING', 'OUTFALL STRUCTURE ENGINEERED SOLE PROTECTION', 'CATCH BASIN & UNDERGROUND PIPE', 'PARKING SPACES', 'DECK', 'NAIL', 'REST', and 'BUILDING'. Elevation points are marked with numbers like 106, 104, 102, 100, 98, 96, 94, 92, 90, 88, 86, 84, 82, 80, 78, 76, 74, 72, 70, 68, 66, 64, 62, 60, 58, 56, 54, 52, 50, 48, 46, 44, 42, 40, 38, 36, 34, 32, 30, 28, 26, 24, 22, 20, 18, 16, 14, 12, 10, 8, 6, 4, 2, 0. The title 'NORTHFIELD TOWNSHIP DEVELOPMENT MANUAL' is prominently displayed in the center in large, bold, white capital letters.

# NORTHFIELD TOWNSHIP DEVELOPMENT MANUAL

Northfield Township, Washtenaw County, Michigan

Published December 15, 2021



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# 00

## DEVELOPMENT PROCEDURES OVERVIEW

### WELCOME TO NORTHFIELD TOWNSHIP!

*Thank you for your interest in investing in our community! Northfield Township aspires to be a welcoming and pleasant community that nurtures its diverse assets to foster a safe, clean, prosperous, and attractive place in which to live, work, shop, grow, and play.*

*The purpose of this manual and companion application packets is to provide clear, step-by-step instructions for a variety of projects, including Site Plan Review, Conditional Land Use Review, Rezoning Requests, Planned Unit Developments, Subdivisions, and Site Condominiums. The Building and Zoning Department works closely with each applicant from inquiry to approval to ensure you understand the application process, review standards, and timelines.*

*This manual provides an overview of the development review process for different types of reviews. Specific details for each review (Site Plan, Conditional Land Use, and Rezoning) are provided in separate application packets available through the Building and Zoning Department. The information in this packet does not supersede or preempt any part of the Northfield Township Zoning Ordinance. It is the responsibility of the applicant to review all relevant ordinance standards, as identified in the application materials.*

# PROPOSED ACTIVITIES

The following table summarizes various development activities that require Township review, and the type of review required. Steps for review procedures are provided in the Summary of Review Procedures table on the next page.

PROPOSED ACTIVITY AND TYPE OF REVIEW REQUIRED					
Proposed Activity	Zoning Compliance	Staff Review	Admin. Site Plan Review	Site Plan Review	Conditional Use Permit
New single-family detached dwellings and fences	•				
Alterations to existing single-family detached dwelling or farm building	•				
New building or use, except single-family detached dwellings	•		A	B	
Change of use	•		A	B	
Alteration to an existing use or structure, resulting in: an increase or reduction in floor area or land area occupied by the use; a change of use; or a variance.	•		A	B	
Additional parking, loading/unloading spaces and landscape improvements.	•		•		
Amendment to an Approved Site Plan <b>Note: May be reviewed administratively or by PC.</b>		•	•	•	
Marihuana use (recreational retail, provisioning, grow facility) <sup>1</sup>	•	•		•	•
Conditional Land Uses	•	•		•	•
Planned Unit Developments	•	•		•	
Private Road		•		•	
Land Divisions		•			
<b>A</b> For Site Plans less than 2,000 square feet or 5% of floor area <b>B</b> For Site Plans greater than 2,000 square feet or 5% of floor area					

<sup>1</sup> Marihuana uses are Conditional Uses only permitted within certain districts and require a permit. The number of available permits for each type of marihuana use is established by the Board of Trustees. Contact the Planning and Zoning Department for more information.

# SUMMARY OF REVIEW PROCEDURES

The following table summarizes the review procedures and decision-making bodies for each type of development review. Additional details about the review criteria can be found in the Zoning Ordinance section cited below and in the application packets available through the Planning and Zoning Department.

REVIEW PROCEDURES & DECISION-MAKING BODY						
Review Type	Ordinance Standards	Zoning Administrator	Staff	Planning Commission	Board of Trustees of Trustees	Zoning Board of Appeals
Site Plan Review	Ch. 36, Article XXVIII	ZC	R	D		A
Administrative Site Plan Review	36-865	ZC, D				A
Site Plan Amendment	36-869	R, D	R	D		
Conditional Use Permit Review	Ch. 36, Article XXVII	ZC	R	PH, R	D	A
Zoning Map Amendment (Rezoning)	Article XXXII, 36-1005(a)	ZC	R	PH, R	D	
Conditional Rezoning	Article XXXII, 36-1007	ZC	R	PH, R	D	
Zoning Ordinance Text Amendment	Article XXXII, 36-1005(b)		R	PH, R	D	
Private Road Review	36-719		R	D		
Planned Unit Development <sup>1</sup>	Ch. 36, Article XXIII	ZC	R	PH, R	D	
Site Condominium <sup>1</sup>	36-709	ZC	R	D		
Open Space Development	36-718	ZC	R	D		
Variance	36-943	R				PH, D
Land Division	Ch. 14, Article II		D			
Subdivision	Ch. 14, Article III		R	R	PH, D	
<b>PH</b> Public Hearing Required	<b>ZC</b> Zoning Compliance Required					
<b>R</b> Reviews and Recommends	<b>D</b> Decision-Making Entity	<b>A</b> Authority for Appeal				

<sup>1</sup> Planned Unit Development and Site Condominium projects require both Preliminary and Final Plan approvals.

# DEVELOPMENT REVIEWS FAQs

## 1. I have a project that I think requires development (entitlement) review. How do I get started?

Contacting the Planning and Zoning Department is best place to start! Depending on your needs, we can get you started with an application, direct you to the proper technical expert, or set up a pre-application meeting with our staff for larger or more complex projects.

**Mary Bird, Planning Coordinator**

Tel: 734-449-2880

Email: [birdm@northfieldmi.gov](mailto:birdm@northfieldmi.gov)

## 2. How long does the entitlements process take in Northfield Township?

There is no “typical” length for the entitlements process. The minimum timeframe is 21 days. The length of time it takes to approve a project depends on the type of review, the completeness of the application, and the quality of the development proposal. The most common delay in the process is the time it takes for an applicant and their professionals to make revisions to submissions that are incomplete or do not meet ordinance requirements for approval.

## 3. When do I need to submit my materials to ensure agenda placement?

For all applications that require Planning Commission review, materials must be submitted to the Planning and Zoning Department **at least 21 days in advance** of the Planning Commission meeting. This allows our staff adequate time to conduct their reviews, and publish public notices (if required) 15 days prior to a Public Hearing. Your application **must be complete and fees fully paid** in order to be placed on the Planning Commission’s agenda.

## 4. How often do the Planning Commission and Board of Trustees meet?

The Planning Commission typically meets on the 1st and 3rd Wednesday of each month. The Board of Trustees typically meets on the 2nd and 4th Tuesday of each month. Meeting dates are posted on the Township’s website.

## 5. Can I meet with staff prior to submitting an application to discuss my project?

Yes! The Township staff are available to meet with you to discuss a project concept prior to application submittal, for a fee. These meetings help the applicant understand the review process, submittal requirements, and ordinance standards. Contact Mary Bird to set up a pre-application meeting.

# 01

## ADMINISTRATIVE SITE PLAN REVIEW PACKET

### PURPOSE

The purpose of the Administrative Site Plan Review process is to allow for the Zoning Administrator to approve, approve with conditions, or deny minor alterations to existing uses or structures. Administrative Site Plan Review ensures compliance with the Northfield Township Zoning Ordinance, and other applicable planning and engineering standards of the Township. ***This packet does not replace or supersede the standards of Section 36-865 of the Township Zoning Ordinance. Applicants are responsible for reviewing the Ordinance requirements.***

### APPLICANT SIGNATURE

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*Note: Incomplete or inaccurate application information may result in processing delays or agenda postponement.*

### CONTACT

**Mary Bird,**  
**Planning Coordinator**  
Tel: 734-449-2880  
Email: [birdm@northfieldmi.gov](mailto:birdm@northfieldmi.gov)

# QUALIFYING PROJECTS

**Single-Family Uses and Generally Accepted Agricultural Management Practices (GAAMPs) do not require Site Plan review, only a Zoning Compliance Review. Please see the Zoning Compliance application for requirements.**

In order for a Site Plan to be reviewed administratively, the project must be one of the following:

1. A new use or structure less than 2,000 square feet in size.
2. An alteration to an existing use or structure of 2,000 square feet or less, or five percent of the floor area of the structure, whichever is less.
3. A variance from the provisions of the Zoning Ordinance, regardless of its size, proposed on a site that meets one of the two criteria above.
4. Additional parking, loading/unloading spaces, and landscape improvements.

The Zoning Administrator may reserve the right to refer any Site Plan to the Planning Commission.

## A. ADMINISTRATIVE SITE PLAN REVIEW PROCESS (2 WEEKS) ☐

Every development review in the Township begins with a Zoning Compliance Application. The Review Process consists of the following:

1. **Zoning Compliance Application.** The following items are required to be submitted for all Zoning Compliance Applications:

- A. Zoning Compliance Application Form (1 copy)
- B. Plot Plan (2 printed copies and 1 PDF)

***Plot plans must include: name, address, and parcel number of the property; date, scale, and north arrow; proposed and existing structures, utilities, parking area, dumpsters, landscaping, sidewalks, paved drives, fences, and sign locations (signs are permitted under separate application). Elevation drawings are required for new residential projects.***

- C. Review Fee

***A copy of the current Plan Review Fee Schedule is available on the Township's website. If you have any questions, contact the Planning and Zoning Department.***

2. **Technical Review.** The Zoning Administrator will conduct a technical review and issue a report within two weeks of receiving a completed application. If your project does not meet the requirements for Administrative Site Plan Review, or requires another type of review (e.g., Conditional Use), the Zoning Administrator will note that in the review report, and direct you to the correct process/application(s).

## B. ADMINISTRATIVE SITE PLAN REVIEW (2 WEEKS) ☐

1. **Application Submittal.** The following items are required to be submitted for all Administrative Site Plan Applications:

- A. Site Plan Application Form (1 copy)
- B. Site Plan (5 printed copies—at least 24" x 36"—and 1 PDF)

***Site Plans shall contain all information listed in the Administrative Site Plan Review Checklist.***

- C. Review Fee

2. **Technical Review.** The Technical Review for Administrative Site Plan Applications is a 1-step procedure. The timeline for approval is fully dependent upon the quality of the plans and documentation submitted to the Township. The Zoning Administrator will review the plans and provide comments on necessary corrections or requirements for compliance with Ordinance standards.

The Zoning Administrator's report will be available 2 weeks after the application submittal date, and will be emailed to the titleholder of the property or his/her appointed project agent, as specified on the Application Form through the office of the Zoning Coordinator. Any necessary changes, as noted in the Zoning Administrator's report, will need to be addressed in a revised submittal before the application is approved. The Zoning Administrator may defer approval of the plan to the Planning Commission.

3. **Revisions, As-Needed (2 Week Review)**

If required, revisions shall be submitted, with all information required in **Section B.2** above, including revision fees. The Zoning Administrator shall conduct a new review and issue a new report within two weeks of receiving the revised plans.

## C. FINAL STAMP ☐

Subsequent to Administrative Site Plan Approval with or without any conditions, the applicant is required to complete an Engineering Review (if deemed necessary by Township Engineer). Plans can be submitted to the Building Department for review and issuance of permits.

## D. AMENDMENTS (AS-NEEDED) ☐

Any changes to the approved Administrative Site Plan must be submitted to the Zoning Administrator for review and approval. The Zoning Administrator's review shall be issue within 2 weeks.

## E. AS-BUILT DRAWINGS ☐

Upon completion of site improvements, the applicant shall submit As-Built Drawings in accordance with *Section 36-872* and contact the Planning Coordinator to schedule a Final Site Compliance Inspection. Prior to an inspection, the escrow account must be paid in full.

## F. FINAL SITE COMPLIANCE INSPECTION ☐

The Zoning Administrator shall schedule a Final Site Compliance Inspection at a mutually convenient date and time (circumstances permitting) and inspect the site for compliance with the approved plan set. Any minor changes made in the field may be approved by the Zoning Administrator. Any major changes will require the submittal of an Amended Site Plan for revised review and approval, following the steps provided under **Section E** above.

The Zoning Administrator shall issue a Final Site Compliance Inspection report within one week from date of inspection. If all requirements are met, the Zoning Coordinator shall work with the Building Official and Fire Department for issuance of the Certificate of Occupancy (C of O).

## ADMINISTRATIVE SITE PLAN REVIEW CHECKLIST

The following checklist is intended to be a general guide for all Administrative Site Plan submittals. The Zoning Administrator may determine that additional information is required. Depending upon the scope of the plans, some of the requirements included in the Checklist may not apply. Failure to supply any of the required information may prevent the application from being processed, and may require the applicant to resubmit Site Plans prior to review.

REQUIREMENT		
General information	Provided	N/A
Proprietors', applicants', and owners' names, addresses and telephone numbers		
Seal of licensed Architect, Engineer, Landscape Architect or Planner		
Date (month, day, year), including revisions		
Title block		
Scale (No smaller than 1" = 20' or larger than 1" = 2000')		
North point		
Property line dimensions and legal descriptions		
Site Design	Provided	N/A
Location of all existing and proposed structures and parking, with dimensioned setbacks and structures on neighboring properties within 100 feet of property.		
Location and width of all access drives.		
Location and width of sidewalks and ramps.		
Right-of-way width of abutting streets.		
Architecture	Provided	N/A
Architectural information shall be provided as follows:		
If changes to the structure are proposed, architectural elevations for each side of the building indicating the type of building materials, colors, and other architectural details as well as building height.		
If no changes to the structure are proposed: façade photos for each side of building with any minor changes annotated (e.g., change in paint color).		

REQUIREMENT		
<b>Parking</b>	<b>Provided</b>	<b>N/A</b>
Location and dimensions of parking spaces and drive aisles.		
Location and dimensions of loading spaces.		
Location and dimensions of ADA parking spaces.		
<b>Lighting</b>	<b>Provided</b>	<b>N/A</b>
Location, type, and height of all proposed or existing lighting.		
<b>Signage</b>	<b>Provided</b>	<b>N/A</b>
Location, type, size, and materials of proposed signage and sign structures. Signage can be approved as part of Site Plan or separately. If reviewed separately, sign permit application and fees are required.		
<b>Landscaping, Screening, and Fencing (color graphic or photo required)</b>	<b>Provided</b>	<b>N/A</b>
Landscape plan showing existing and proposed landscaping, including maintenance agreement and irrigation method.		
Location, height, and materials of proposed fencing.		
<b>Trash</b>	<b>Provided</b>	<b>N/A</b>
Location of dumpsters, and screening (if applicable) or written description on Site Plan of how trash removal will be handled.		



# 02

## PLANNING COMMISSION SITE PLAN REVIEW PACKET

### PURPOSE

The purpose of the Site Plan Review process is to determine compliance with the Northfield Township Zoning Ordinance and other applicable planning and engineering standards of the Township. This process ensures the highest quality of site design, architecture, engineering, and landscaping. In implementing this process, the Township endeavors to protect the interest of all parties involved.

This packet provides clear, step-by-step instructions for how the Township administers the Site Plan Review Process. Applicants should review this packet and the Township Zoning Ordinance carefully to reduce the amount of time spent on plan revisions and to fully understand the Township's requirements. This packet does not replace or supersede the standards of *Section 36-866* of the Township Zoning Ordinance.

### APPLICANT SIGNATURE

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*Note: Incomplete or inaccurate application information may result in processing delays or agenda postponement.*

### CONTACT

**Mary Bird,**  
**Planning Coordinator**  
Tel: 734-449-2880  
Email: [birdm@northfieldmi.gov](mailto:birdm@northfieldmi.gov)

# WHEN IS SITE PLAN REVIEW REQUIRED?

***Single-Family Uses and Generally Accepted Agricultural Management Practices (GAAMPs) do not require Site Plan Review, only a Zoning Compliance Review. Please see the Zoning Compliance Application for submission requirements for single-family projects.***

Some Site Plans may be reviewed administratively. A Zoning Compliance Review (outlined in **Section B** of this packet) will determine if a project is eligible for Administrative Site Plan Review. Site Plan Review by the Planning Commission is required for the following:

1. Any new use or structure greater than 2,000 square feet.
2. An alteration (increase or decrease) to an existing use or structure that exceeds 2,000 square feet or five percent of the floor area of the structure or use, whichever is less.
3. Any change of use, even if the change of use is permitted in the subject zoning district, that exceeds 2,000 square feet or five percent of the floor areas of the structure or use, whichever is less.
4. A Variance from the provisions of the Zoning Ordinance, regardless of its size, is proposed on a site that meets one of the three criteria above.

## A. PRE-APPLICATION STAFF MEETING (REQUIRED) ☐

All applications are subject to a Pre-Application Meeting with Township staff to review the project and discuss questions you may have about the process prior to submitting an application. Township staff are available to meet with you, for a fee, if you have questions about the process or wish to discuss your project prior to submitting an application. Appointments are made through the Township Planning Coordinator. For larger or more complex projects, we recommend a meeting with the Township Planner, Engineer, Zoning Administrator, Safety Director, and/or Sewer Department. We will work with you to ensure the proper technical professionals are involved based on your proposal. A fee will be charged for meeting with Township planning and engineering consultants.

**Mary Bird, Planning Coordinator**

Tel: 734-449-2880

Email: birdm@northfieldmi.gov

## B. ZONING COMPLIANCE REVIEW (2 WEEK REVIEW) ☐

Every development review in the Township begins with a Zoning Compliance Application. The review process consists of the following:

1. **Zoning Compliance Application.** The following items are required to be submitted for all Zoning Compliance Applications:
  - A. Zoning Compliance Application Form (1 copy)
  - B. Plot Plan (2 printed copies and 1 PDF)

***Plot plans must include: name, address, and parcel number of the property; date, scale, and north arrow; proposed and existing structures, utilities, parking area, dumpsters, landscaping, sidewalks, paved drives, fences, and sign locations. Elevation drawings are required for new residential projects.***

C. Review Fee

***A copy of the current Plan Review Fee Schedule is available on the Township's website. If you have any questions, contact the Planning and Zoning Department.***

2. **Technical Review.** The Zoning Administrator will conduct a technical review and issue a report within two weeks of receiving a completed application. ***If your project does not require Planning Commission Review, or requires another type of review (e.g., Conditional Use), the Zoning Administrator will note that in the review report, and direct you to the correct process/application(s).***

## **C. SITE PLAN APPLICATION (21 DAYS) ☐**

Site Plan Applications must be received at least 21 days prior to a Planning Commission meeting to be eligible for agenda placement. Planning Commission meeting dates are available on the Township's website. ***This does not guarantee that an application will be placed on the Planning Commission agenda within 21 days of receipt. If your project requires a Public Hearing (15-day notice) or revisions, the review process will likely exceed 21 days.***

1. **Site Plan Review Application Submittal.** The following items are required to be submitted for all Site Plan Applications:
  - A. Site Plan Application Form (1 copy)
  - B. Site Plan (4 printed copies—at least 24" x 36"—and 1 PDF)

***Plans shall contain all information listed in the Site Plan Review Checklist.***

C. Review Fee

2. **Technical Review (2 Week Review).** Township Staff and Outside Agencies review each Site Plan Application for completeness and compliance with the Township Zoning Ordinance, engineering standards, and other state, county, and local laws. Staff complete reviews within two weeks of receipt of an application. The Planning Coordinator compiles the following reports to forward to the Planning Commission:

- A. Planning Review (Township Planner)
- B. Engineering Review (Township Engineer)
- C. Fire Department Review
- D. Building Department Review
- E. Outside Agency Reviews (County Road Commission, etc. as applicable)
- F. Wastewater Treatment Review

3. **Revisions, As-Needed (2 Week Review)**

If any of the Staff or Outside Agency reports request revisions from the applicant prior to forwarding the Site Plan to the Planning Commission, the applicant shall prepare and submit a Revised Site Plan Application, with all information required in **Section C.1** above, including revision fees.

The same two-week review period shall apply for all revised applications. Expedited reviews (three days or fewer prior to Planning Commission packet deadlines) are available, at an additional fee. Please contact the Planning Coordinator if you would like to request an expedited review.

## **D. PLANNING COMMISSION REVIEW** ☐

1. The following shall be submitted to the Planning Commission prior to the meeting:
  - A. Completed Site Plan Review Checklist
  - B. Presentation-Sized Site Plans (10 printed copies—at least 24" x 36"—and 1 PDF)
  - C. Staff and Outside Agency Reports
  - D. A copy of the Zoning Compliance Report
2. The Planning Commission will review the Site Plan in accordance with all applicable ordinance standards, and approve, approve with conditions, or deny the application. Planning Commission approval shall expire after 365 days unless a building permit has been applied for, and 545 days unless construction has begun per *Section 36-866(3)* of the Zoning Ordinance.

## **E. SIGNED PLANS** ☐

Subsequent to Site Plan approval with or without conditions, the applicant and/or owner of record shall submit four (4) signed copies of the approved Site Plan to the Planning Coordinator. Plans shall be signed by the Planning Commission Chair or Secretary. Two copies shall be transmitted to the applicant and two shall be retained in the Township files.

## **F. AMENDMENTS (AS-NEEDED)** ☐

Any changes to the approved Site Plan must be submitted to the Planning Coordinator, who will forward the amended Site Plan to the appropriate staff professionals for review. Some amendments can be approved administratively; others shall require submittal to the Planning Commission for additional review and approval. Revised plans shall be signed by the Township Planner and/or Engineer, depending on the reviewer, and retained in the Township files.

## **G. ENGINEERING PLAN REVIEW** ☐

Subsequent to Site Plan Approval with or without any conditions, the applicant is required to complete an Engineering Review (if deemed necessary by Township Engineer). Plans shall be submitted to the Planning and Zoning Department for review and issuance of permits. This review is meant to:

1. Confirm compliance with all Township engineering standards.
2. Confirm that issues still open with any Outside Agency are resolved.
3. Review the Development Agreement, as applicable (Planner/Engineer/Attorney).

## **H. PRE-CONSTRUCTION MEETING** ☐

Approval of a Site Plan authorizes the owner or applicant to apply for a Preliminary Zoning Compliance Certificate. A pre-construction meeting shall be required prior to the issuance of a Preliminary Zoning Compliance Certificate. Prior to the issuance of Preliminary Zoning Compliance Certificate, all applicable fees shall be paid, including any required utility tap fees.

## I. AS-BUILT DRAWINGS ☐

Upon completion of site improvements, the applicant shall submit As-Built Drawings in accordance with *Section 36-874* and contact the Planning Coordinator to schedule a Final Site Compliance visit. Prior to an inspection, the escrow account must be paid in full.

## J. FINAL SITE COMPLIANCE INSPECTION ☐

The Zoning Administrator shall schedule a Final Site Compliance Inspection at a mutually convenient date and time (circumstances permitting) and inspect the site for compliance with the approved plan set. Any minor changes made in the field may be approved by the Zoning Administrator. Any major changes will require the submittal of an Amended Site Plan for revised review and approval, following the steps provided under **Section F**.

The Zoning Administrator shall issue a Final Site Compliance Inspection report within one week from date of inspection. If all requirements are met, the Zoning Coordinator shall work with the Building Official and Fire Department for issuance of the Certificate of Occupancy (C of O).

## SITE PLAN REVIEW CHECKLIST

The following checklist is intended to be a general guide for all Final Site Plan submittals. Depending upon the scope of the plans, some of the requirements included in the Checklist may not apply. Failure to supply any of the required information may prevent the application from being placed on the Planning Commission agenda, or may cause the application to be tabled at the Planning Commission meeting.

<b>Project Name:</b>					
REQUIREMENT		APPLICANT		STAFF	
General Information		Provided	N/A	Provided	N/A
<b>Contact Info</b>	Proprietors', applicants', and owners' names, addresses and telephone numbers.				
<b>Title Block</b>	Included on each sheet with: name, address, and telephone number of the plan preparer, project name, and date.				
<b>Seal</b>	Seal of licensed Architect, Engineer, Landscape Architect or Planner.				
<b>Date</b>	Date (month, day, year), including revisions.				
<b>Scale</b>	Scale (No greater than 1" = 20' or lesser than 1" = 2000')				
<b>North Arrow</b>	North point				
<b>Location Map</b>	A location map drawn at a scale of 1" = 2000' with north point, and indicating the proximity of the site to major roads and intersections.				
Existing Conditions		Provided	N/A	Provided	N/A
<b>Lot</b>	Existing lot lines, including dimensions, and lot area.				
<b>Streets</b>	Centerline and existing right-of-way lines of any streets.				

<b>Project Name:</b>					
<b>REQUIREMENT</b>		<b>APPLICANT</b>		<b>STAFF</b>	
<b>Existing Physical Features</b>	Existing buildings, structures, and parking areas on the parcel(s), and within 100 feet, including elevations for existing buildings.				
	Other existing improvements, including: drives, utility poles and towers, pipelines, excavations, ditches, bridges, culverts. Improvements to remain or be removed should be clearly identified.				
<b>Lot Coverage</b>	Total existing ground floor area and lot coverage (percent).				
<b>Zoning &amp; Land Use</b>	Zoning classification and land use of petitioner's parcel(s) and all abutting parcels.				
<b>Proposed Features</b>		<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
<b>Structures</b>	Location and exterior dimensions of proposed buildings and structures.				
<b>Setbacks</b>	Dimensions of all required setbacks and distances between buildings.				
<b>Height</b>	Building height in feet and stories, finished floor elevations, and contact grade elevations.				
<b>Architecture</b>	Building elevations, noting colors and materials.				
<b>Streets / Drives</b>	Name, right-of-way, location, and alignment of proposed streets and drives. Surface type and width of all streets and drives.				
	Location and details of proposed turning lanes.				
	Location and typical detail of curbs.				
<b>Access</b>	Location, width, surface elevations and grades of all entries and exits, including curve radii.				
<b>Fire Lanes</b>	Designation of fire lanes.				
<b>Parking</b>	Location and dimensions of proposed parking areas, including: location and dimensions of parking spaces, ADA parking spaces, drive aisles, and loading/unloading areas. Angle of parking spaces shall be noted.				
	Parking calculations and number of spaces in each parking area.				
	Parking lot surface type and drainage patterns.				
<b>Pathways</b>	Location, width, and surface of proposed sidewalks and other pedestrian pathways.				
<b>Lighting Plan</b>	Location, type, and height of all proposed exterior lighting.				
	A legend that identifies the fixtures and their intended accessories by manufacturer and model numbers.				
	A photometric grid overlaid on the proposed Site Plan indicating the luminance throughout the site in footcandles.				
	Manufacturers' published specifications and cut sheets for each type of fixture being proposed, including the total luminance output, type of lamp and voltage, method of shielding and all applicable accessories.				

<b>Project Name:</b>					
REQUIREMENT		APPLICANT		STAFF	
<b>Trash &amp; Screening</b>	Location of proposed outdoor trash container enclosures.				
	Size and typical elevation of screening enclosures. Materials and dimensions of proposed screening shall be included.				
<b>Signage</b>	Location, type, size, and materials of proposed signage and sign structures.				
<b>Historic Places</b>	Historic structures as identified by the State of Michigan and/or National Registry of Historic Places pursuant to U.S. Department of the Interior review.				
<b>Landscape Plan</b>		<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
Landscape plans should be prepared by a Registered Landscape Architect and shall provide the following information (see Section 36-722 for detailed requirements):					
Existing and proposed topography, by contours, correlated with the grading plan.					
Location, type, size, and condition of existing plant materials to be saved, moved, or removed; proposed means of protecting existing plant materials during construction. <b>(See Natural Features section below for specific requirements).</b>					
Location of all proposed improvements, as shown on the Site Plan, including:					
General site landscaping					
Parking lot landscaping					
Buffer, greenbelt, and/or transition strip landscaping					
Refuse area screening					
Sections, elevations, plans, and details of landscape elements, such as berms, walls, ponds, retaining wall, and tree wells. For berms, a typical straight cross-section including slope, height, and width of berms.					
Proposed planting dates.					
Irrigation system plan for watering and draining landscape areas.					
Planting and staking details, in text or graphic form, explaining the method of installation, type and depth of mulch, and any special planting requirements.					
<b>Natural Features</b>		<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
<b>General</b>	The type and location of existing natural features shall be provided. Natural features, described in Section 36-723, include: woodlands, wetlands, watercourses, steep slopes, landmark trees, or protected habitats.				
<b>Natural Features Impact Statement</b>	When at least one (1) natural feature is determined to exist on site, a Natural Features Impact Statement shall be provided on the Site Plan in accordance with Section 36-723(b)(3)d. Plans should clearly indicate all natural features to remain and to be removed.				

Project Name:					
REQUIREMENT		APPLICANT		STAFF	
Soil	Soil characteristics of the parcel(s) to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Washtenaw County, Michigan."				
	A description of measures to control soil erosion and sedimentation during grading and construction operations until a permanent ground cover is established.				
	Location of proposed retaining walls; dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties, where applicable.				
Topography	Existing topography with a maximum contour interval of two (2) feet on the site and within 100 feet of the site in all directions.				
	A grading plan showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading. All finished contour lines are to be connected to existing contour lines at or before the property lines.				
Drainage	Location of existing drainage courses and associated bodies of water, on and off-site, and their elevations.				
	Location of flood plains pursuant to Township FEMA maps.				
	Township groundwater recharge areas as they relate to the plan.				
Wetlands	Wetlands should be identified as either State-regulated or non-regulated wetlands.				
Woodlands	Approximate outline of the total tree canopy where groups of trees or woodlands are present on the site.				
	Listing of rare or endangered species of flora or fauna, as identified by the State of Michigan and/or the Michigan Natural Feature Inventory (MNFI).				
Trees	Location of individual deciduous trees of six (6) inch diameter or larger and individual evergreen trees six (6) feet in height or higher, where not a part of a group of trees or woodlands area.				
	Location of all Landmark Trees, as identified in <i>Section 36-723(g)(2)</i> .				
Tree Replacement	Location of trees to be removed.				
	A table with the species and size in diameter breast height (DBH) of all trees on the site to be removed. The total DBH of trees to be removed shall be clearly provided in the table.				
	Location, species, and size of replacement trees.				

<b>Project Name:</b>					
REQUIREMENT		APPLICANT		STAFF	
<b>Existing and Proposed Service Facilities</b>		<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
Location of well sites.					
Location of septic systems and other wastewater treatment systems. The location of the septic tank and drain field (soil absorption system) should be clearly distinguished.					
Location of chemical and fuel storage tanks and containers.					
Location of storage, loading and disposal areas for chemicals, hazardous substances, salt and fuels.					
Location of water mains, hydrants, pump houses, standpipes and building.					
Location of sanitary sewers and pumping stations.					
Location of stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, including calculations for sizes.					
Location of all easements.					
<b>Additional Requirements for Commercial and Industrial Developments</b>		<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
Location and dimensions of loading/unloading areas.					
Gross and usable floor area calculations.					
Number of employees in peak usage.					
<b>Additional Requirements for Commercial and Industrial Developments</b>		<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
<b>Density</b>	Dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling units.				
<b>Unit Types</b>	List of different unit types, location of different units by type, and unit mix within each building.				
<b>Parking</b>	Carport locations and details where proposed.				
<b>Community Amenities</b>	Specific amount, location and type of facilities in all existing and proposed recreation areas.				
	Details of community buildings and fencing of any recreation areas (e.g., swimming pool, tot lot) if proposed.				



# 03

## CONDITIONAL USE PERMIT REVIEW PACKET

### PURPOSE

Within each zoning district, there are uses classified as Conditional Uses, which may be consistent with the purpose and objectives of the district only in specific locations or under specific conditions. The purpose of the Conditional Use Permit review process is to allow the Planning Commission and Board of Trustees to determine whether the proposed use is consistent with the Conditional Use standards in the Township Zoning Ordinance and sound planning and design principles.

This packet provides clear, step-by-step instructions for how the Township administers the Conditional Use Permit review process. Applicants should review this packet and the Zoning Ordinance carefully to reduce the amount of time spent on plan revisions and to fully understand the Township's requirements. This packet does not replace or supersede the standards of Article 27 of the Township Zoning Ordinance.

### APPLICANT SIGNATURE

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*Note: Incomplete or inaccurate application information may result in processing delays or agenda postponement.*

### CONTACT

**Mary Bird,**  
**Planning Coordinator**  
Tel: 734-449-2880  
Email: [birdm@northfieldmi.gov](mailto:birdm@northfieldmi.gov)

## A. ZONING COMPLIANCE APPLICATION ☐

Every development review in the Township begins with a Zoning Compliance Application. The review process consists of the following:

1. **Zoning Compliance Application.** The following items are required to be submitted for all Zoning Compliance Applications:

- A. Zoning Compliance Application Form (1 copy)
- B. Plot Plan (2 printed copies and 1 PDF)

***Plot plans must include: name, address, and parcel number of the property; date, scale, and north arrow; proposed and existing structures, utilities, parking area, dumpsters, landscaping, sidewalks, paved drives, fences, and sign locations. Elevation drawings are required for new residential projects.***

- C. Review Fee

***A copy of the current Plan Review Fee Schedule is available on the Township's website. If you have any questions, contact the Planning and Zoning Department.***

2. **Technical Review.** The Zoning Administrator will conduct a technical review and issue a report within two weeks of receiving a completed application. ***A copy of the Zoning Compliance Report must be submitted with the Conditional Use application.***

## B. CONDITIONAL USE PERMIT APPLICATION ☐

1. **Application Submittal (at least 21 days prior to PC Hearing)**

- A. Conditional Use Application (1 Form)
- B. Proof of Ownership or Owner Consent
- C. Site Survey and Legal Description
- D. Written Project Description

***Requirements for the written project description are provided in the Conditional Use Application Checklist on page 25.***

- E. Preliminary Site Plan **OR** Final Site Plan (5 printed copies—at least 24" x 36"—and 1 PDF)

***Requirements for preliminary and final Site Plan submissions are provided in the Conditional Use Application Checklist on page 25.***

- F. Review Fee

2. **Technical Review (2 Week Review).** The Township Planner and other Township staff as requested by the Zoning Administrator or Planning Coordinator will review the application and issue a report based on the required standards and findings outlined in *Section 36-838*. Staff reports shall be submitted to the Planning Commission and presented during the Public Hearing. ***Please note: The Township may not notice the Public Hearing until staff reports have been completed to ensure the application is ready to appear on the Planning Commission's agenda.***

3. **Notice of Public Hearing (15 days prior to PC Hearing)**

- A. **Publication.** Upon receipt of a complete application, Township staff will make proper notification of the meeting as required by *P.A. 110 of 2006*, which includes that a notice be published in a newspaper of general circulation within the Township not less than 15 days before the date the application will be considered for approval.
- B. **Mailed Notices.** Notices sent by mail or personal delivery to the owners of property within 300 feet of the property and to the occupants of all structures within 300 feet of the property, regardless of whether the property or the occupant are located within the zoning jurisdiction.
- C. **Posted Signage at Site.** The petitioner(s) or owner(s) of the property shall place a 4' x 4' sign on each side of the subject property abutting a street. Signs shall be posted on the property at least 21 days, but not more than 30 days, before the Public Hearing.

## C. PUBLIC HEARING (PLANNING COMMISSION) ☐

1. The following shall be submitted to the Planning Commission for Conditional Use Review:
  - A. Completed Conditional Use Application Checklist (1 copy)
  - B. Conditional Use Application and supporting application materials, as described in **Section B.1.**
  - C. Preliminary or Final Site Plan (10 printed copies—at least 24" x 36"—and 1 PDF)
  - D. Staff Reports (Planning, Engineering, Fire Department, others as needed)
2. **Public Hearing and Planning Commission Action.** The Planning Commission shall review the Conditional Use application for consistency with the standards of *Section 36-838*. Upon reviewing the application and staff reports, the Planning Commission will make a recommendation to the Board of Trustees to approve, approve with conditions, or deny the conditional use request.
  - A. **Approval or Denial.** Upon recommendation of approval or denial of the conditional use, the application will be placed on the next available Board of Trustees meeting agenda. Findings of fact and any suggested conditions shall be forwarded to the Board of Trustees for consideration.
  - B. **Tabling.** The Planning Commission may table (or postpone) action on the application if it is determined that additional information is needed that would help address the standards and findings of *Section 36-838*. In postponing, the Commission must set a timeframe to take action.

## D. BOARD OF TRUSTEES REVIEW ☐

- A. **Approval.** The Board of Trustees will take action to approve, approve with conditions, or deny the Conditional Use request. The Board of Trustees may impose conditions that it deems necessary to achieve the objectives and standards of the Zoning Ordinance, the Michigan Zoning Enabling Act, and the public health, safety and welfare of the Township.
- B. **Denial.** No application for a conditional use permit which has been denied wholly or in part by the Board of Trustees shall be resubmitted for a period of 365 days from such denial, except on grounds of new evidence or proof of changed conditions found by the Board of Trustees to be valid.
- C. **Tabling.** The Board of Trustees may table (or postpone) action on the application if it is determined that additional information is needed that would help address the standards and findings of *Section 36-838*. In postponing, the Board must set a timeframe to take action.

## E. ISSUANCE OF CONDITIONAL USE PERMIT ☐

The Board's decision, the basis for the decision, and all conditions imposed shall be described in a written statement issued to the applicant. An approved Conditional Use Permit, including all attached conditions, shall run with the land in the approval and shall be binding upon all successors and assigns.

## F. FINAL SITE PLAN REVIEW (OPTIONAL) ☐

If an applicant requests Final Site Plan Review from the Planning Commission at the same time as the Conditional Use Review, all steps outlined in the Site Plan Review packet should be followed and met. When considering both applications at the same time, the Planning Commission may:

1. **Approve with Conditions.** The Site Plan is tentatively approved, conditioned upon the Board of Trustees's approval of the conditional use.
2. **Table the Site Plan.** Alternatively, the Planning Commission may table consideration of the Site Plan until after the Board of Trustees has approved the Conditional Use.

If the Site Plan can be reviewed administratively, the Zoning Administrator may not grant approval until the Conditional Use is approved.

# CONDITIONAL USE APPLICATION CHECKLIST

The following checklist is intended to be a general guide for all Conditional Use Permit submittals. Failure to supply any of the required information may prevent the application from being processed, and may require the applicant to resubmit Site Plans prior to review.

<b>Project Name:</b>				
REQUIREMENT	APPLICANT		STAFF	
<b>General Information</b>	<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
The applicant's name, address, and telephone number.				
The names and addresses of all owners of record and proof of ownership.				
The applicant's interest in the property, and if the applicant is not the fee simple owner, the owner's signed authorization for the application.				
<b>Survey and Legal Description</b>	<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
Recorded legal description, address, and tax parcel number of the property.				
A scaled and accurate survey drawing, correlated with the recorded legal description, and showing all existing buildings, drives, and other improvements.				
<b>Written Project Description</b>	<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
A detailed Project Description, clearly describing the nature of the activities and operational functions of the proposed Conditional Use, and all pertinent details of the proposed Conditional Use. The description should clearly identify all anticipated impacts associated with the proposed use, including measures to be taken to mitigate or minimize any negative impacts (e.g., natural features, traffic, parking).				
<b>Site Plan</b>	<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
The applicant shall provide a Site Plan showing the proposed Conditional Use, in accordance with one of the following options:				
<b>OPTION 1:</b> Preliminary Site Plan, containing all information required in the Administrative Site Plan Checklist.				
<b>OPTION 2:</b> Final Site Plan, containing all information required in the Site Plan Review Checklist for Planning Commission review.				
<b>Zoning Compliance Report</b>	<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
A copy of the Zoning Compliance report, issued by the Zoning Administrator.				



# 04

## ZONING AMENDMENT REQUEST PACKET

### PURPOSE

Any property owner or person acting on behalf of a property owner in the Township may petition to amend the official zoning map to rezone their property or to amend the text of the zoning ordinance. The purpose of the Zoning Amendment Request review process is to ensure amendments are made in accordance with *Public Act No. 110 of 2006, "Michigan Zoning Enabling Act" (MZEA)*.

This packet provides clear, step-by-step instructions for how the Township administers the Zoning Amendment Request process for both rezonings (map amendments) and text amendments. This packet does not supersede or preempt any part of the Northfield Township Zoning Ordinance or MZEA.

### APPLICANT SIGNATURE

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*Note: Incomplete or inaccurate application information may result in processing delays or agenda postponement.*

### CONTACT

**Mary Bird,**  
**Planning Coordinator**  
Tel: 734-449-2880  
Email: [birdm@northfieldmi.gov](mailto:birdm@northfieldmi.gov)

## A. ZONING AMENDMENT PETITION APPLICATION ☐

### 1. Application Submittal (at least 21 days prior to PC Hearing)

- A. Petition Application (1 form)
- B. All required supporting materials (10 printed copies and 1 PDF)

***Supporting materials are listed in the Rezoning (Map Amendment) Application Checklist on page 29 and the Rezoning (Text Amendment) Application Checklist on page 30.***

- C. Review Fee

***A copy of the current Plan Review Fee Schedule is available on the Township's website. If you have any questions, contact the Planning and Zoning Department.***

### 2. Notice of Public Hearing (15 days prior to PC Hearing)

- A. **Publication.** Upon receipt of a complete application Township staff will make proper notification of the meeting as required by P.A. 110 of 2006, which includes that a notice be published in a newspaper of general circulation within the Township not less than 15 days before the date the application will be considered for approval.
- B. **Mailed Notices.** Notices sent by mail or personal delivery to the owners of property within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or the occupant are located within the zoning jurisdiction\*.

***\*Mailed notices are not required where eleven (11) or more adjacent properties are proposed for rezoning.***

- C. **Posted Signage at Site.** The petitioner(s) or owner(s) of the property shall place a 4' x 4' sign on each side of the subject property abutting a street. Signs shall be posted on the property at least 21 days, but not more than 30 days, before the Public Hearing.

### 3. Technical Review. The Township Planner and other Township staff as requested by the Zoning Administrator will review the application and issue a report based on the Master Plan and findings of fact stated in Section 36-1006.

## B. PUBLIC HEARING (PLANNING COMMISSION) ☐

### 1. The following shall be forwarded to the Planning Commission for all Zoning Amendment Reviews:

- A. A completed Rezoning or Text Amendment Checklist
- B. Zoning Amendment Petition Application (1 Form)
- C. A complete packet of all information required in the Rezoning Checklist
- D. Staff Reports (Planning, others as-needed)

### 2. Public Hearing and Planning Commission Action. The Planning Commission shall review the Rezoning or Text Amendment Petition against the findings of fact required and the Master Plan. Upon reviewing the application and staff reports, the Planning Commission will make a recommendation to the Board of Trustees to approve or deny the rezoning or text amendment request.

- A. **Approval.** Upon recommendation of the rezoning or text amendment, the application will be placed on the next available Board of Trustees meeting agenda. Any suggested conditions will be forwarded to the Board of Trustees for consideration.

- B. **Tabling.** The Planning Commission may table action on the application if it is determined that additional information is needed from the applicant that would help address Township standards or findings of *Section 36-1006*.

## C. BOARD OF TRUSTEES ACTION ☐

The Board of Trustees will take action to adopt or deny the proposed zoning amendment. Amendments legally take effect 7 days after a notice of adoption has been published (See **Section D** below).

## D. NOTICE OF ADOPTION PUBLISHED (15 DAYS) ☐

Once the Board of Trustees approves the amendment to the Zoning Ordinance, a Notice of Amendment must be published within fifteen (15) days in a newspaper of general circulation within the Township, in conformance with *Section 36-1008*.

## E. REFERENDUM (30 DAY PERIOD) ☐

Within 30 days following the adoption of a Zoning Amendment, a petition signed by a number of qualified and registered voters residing in the unincorporated portion of the Township may be filed with the Township Clerk requesting therein for the submission of the amendment to the electors residing in the unincorporated portion of the Township for their approval.

# REZONING (MAP AMENDMENT) APPLICATION CHECKLIST

The following checklists is intended to be a general guide for all Rezoning Petition submittals. Please refer to the Northfield Township Zoning Ordinance for specific requirements. Failure to supply any of the required information may prevent the application from being placed on the Planning Commission agenda, or may cause the application to be tabled at the Planning Commission meeting.

<b>Project Name:</b>				
REQUIREMENT	APPLICANT		STAFF	
General Information	Provided	N/A	Provided	N/A
The applicant's name, address, and telephone number.				
The names and addresses of all owners of record and proof of ownership.				
The applicant's interest in the property, and if the applicant is not the fee simple owner, the owner's signed authorization for the application.				
Signatures of the petitioners and owners, certifying the accuracy of the information.				
Legal Description and Property Maps	Provided	N/A	Provided	N/A
Recorded legal description, address, and tax parcel number of the property.				
A scaled map of the property, correlated with the legal description, clearly showing the property's location				
A vicinity map showing the location of the property and adjacent land use and zoning districts within 100 feet of the property.				

<b>Project Name:</b>				
REQUIREMENT	APPLICANT		STAFF	
<b>Zoning Information</b>	Provided	N/A	Provided	N/A
Identification of the existing zoning of the property.				
Identification of the requested zoning district.				
<b>Natural Features</b>	Provided	N/A	Provided	N/A
The applicant shall submit a written description of the natural features on the site, such as woodlands, wetlands, landmark trees, etc. See <i>Section 26-723 - Natural Features Preservation</i> for a full list of regulated natural features.				

## REZONING (TEXT AMENDMENT) APPLICATION CHECKLIST

The following checklist is intended to be a general guide for all Rezoning Petition submittals. Please refer to the Northfield Township Zoning Ordinance for specific requirements. Failure to supply any of the required information may prevent the application from being placed on the Planning Commission agenda, or may cause the application to be tabled at the Planning Commission meeting.

<b>Project Name:</b>				
REQUIREMENT	APPLICANT		STAFF	
<b>General Information</b>	Provided	N/A	Provided	N/A
The applicant's name, address, and telephone number.				
<b>Description of the Amendment Requested</b>	Provided	N/A	Provided	N/A
A detailed statement of the proposed amendment, clearly and completely setting forth all proposed provisions and regulations, including all changes in the zoning ordinance necessary to accommodate the proposed amendment. All sections of the ordinance that must be amended to accommodate the proposed amendment shall be properly cited.				
Reasons for the proposed amendment.				

# 05

## PRIVATE ROAD REVIEW PACKET

### PURPOSE

Private roads are an important development tool for the Township to provide unobstructed, safe, and continuous access to all lots within the Township. The purpose of the Private Road Review process is to determine compliance with the Northfield Township Zoning Ordinance and other local planning and engineering standards.

This packet does not supersede or preempt any portion of *Section 36-719* of the Township Zoning Ordinance, or any applicable local, County, or State laws. Applicants should review this packet and the Township Zoning Ordinance carefully to reduce the amount of time spent on plan revisions and to fully understand the Township's requirements.

### APPLICANT SIGNATURE

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*Note: Incomplete or inaccurate application information may result in processing delays or agenda postponement.*

### CONTACT

**Mary Bird,**  
**Planning Coordinator**  
Tel: 734-449-2880  
Email: [birdm@northfieldmi.gov](mailto:birdm@northfieldmi.gov)

## A. PRIVATE ROAD APPLICATION (21 DAYS) ☐

Private Road applications must be received at least 21 days prior to a Planning Commission meeting to be eligible for agenda placement. Planning Commission meeting dates are available on the Township's website. ***This does not guarantee that an application will be placed on the Planning Commission agenda within 21 days of receipt. If your project requires revisions, the review process will likely exceed 21 days.***

1. **Private Road Application Submittal.** The following items are required to be submitted for all Private Road Applications:

- A. Private Road Application Form (1 copy)
- B. Private Road Plans (5 printed copies—at least 24" x 36"—and 1 PDF)

***Plans shall contain all information listed in the Private Road Review Checklist on page 34.***

- C. Review Fee

***A copy of the current Plan Review Fee Schedule is available on the Township's website. If you have any questions, contact the Planning and Zoning Department.***

2. **Technical Review (2 Week Review).** Township Staff and Outside Agencies review each private road application for completeness and compliance with the Township Zoning Ordinance, engineering standards, and other state, county, and local laws. Staff complete reviews within two weeks of receipt of an application. The Planning Coordinator compiles the following reports to forward to the Planning Commission:

- A. Engineering Review (Township Engineer)
- B. Planning Review (Township Planner)
- C. Fire Department Review
- D. Outside Agency Reviews (County Road Commission, EGLE, etc. as applicable).

***Note: Depending on your project, outside agency approvals/permits may not be received until after Planning Commission review. Proof of all outside agency approvals must be submitted to the Township prior to construction. Please contact the Planning and Zoning Department if you have questions about this process.***

- E. Wastewater Treatment Review.

3. **Revisions, As-Needed (2 Week Review)**

If any of the Staff or Outside Agency reports request revisions from the applicant prior to forwarding the Site Plan to the Planning Commission, the applicant shall prepare and submit a revised Site Plan Application, with all information required in the Site Plan Review Checklist, including revision fees.

The same two-week review period shall apply for all revised applications. Expedited reviews (three days or fewer prior to Planning Commission packet deadlines) are available, at an additional fee. Please contact the Planning Coordinator if you would like to request an expedited review.

## B. PLANNING COMMISSION REVIEW ☐

1. The following shall be submitted to the Planning Commission prior to the meeting:
  - A. Completed Private Road Application Checklist
  - B. Presentation-Sized Site Plans (10 printed copies—at least 24" x 36"—and 1 PDF)
  - C. Staff Reports
  - D. Outside Agency Reports (if required by Township Engineer)
2. The Planning Commission will review the Private Road Application, Staff Reports, and all other relevant materials in accordance with all applicable ordinance standards, and approve, approve with conditions, or deny the Private Road Permit.

A Private Road Permit shall be valid for a period of one year from the date of issuance, or such longer period as determined by the Township Planning Commission. If the required improvements have not been completed upon the expiration of the one-year period or the longer period of time, then the permit shall be void and of no force and effort and all deposits shall be forfeited to the Township.

***Please note: No building permits shall be issued for any lot serviced by the proposed private road unless a Private Road Permit has been issued by the Planning Commission. If the Private Road is required for a lot split, the Land Division Application cannot be approved until a permit is granted.***

## C. PERFORMANCE BOND (OPTIONAL) ☐

The Township may require a performance bond when deemed necessary by the conditions of the site. The amount of the performance bond shall be set by the Township Manager or designee, who may rely on the Township Engineer, Planner, or Attorney to recommend an amount sufficient to guarantee that the applicant will execute the terms and conditions of the permit (including any required fees). Performance bonds must be submitted to the Township Clerk in cash, bank letter of credit, or certified check. Any unused portion of the deposit shall be refunded to the applicant upon issuance of certificate of completion.

## D. OUTSIDE AGENCY PERMITS ☐

Any permit required for Private Road construction identified during the Technical Review, including but not limited to Washtenaw County Road Commission and the Michigan Department of Environment, Great Lakes, and Energy (EGLE), shall be acquired by the applicant. A copy of each permit shall be submitted to the Township Coordinator prior to construction.

## E. ENGINEERING PLAN REVIEW ☐

Subsequent to Private Road approval with or without any conditions, the applicant is required to complete an Engineering Review. Plans shall be submitted to the Planning and Zoning Department for review and issuance of permits. This review is meant to:

1. Confirm compliance with all Township engineering standards.
2. Confirm that issues still open with any Outside Agency are resolved.
3. Review the development agreement, as applicable (Planner/Engineer/Attorney).

## F. PRE-CONSTRUCTION MEETING ☐

A Pre-Construction Meeting is required prior to any work commencing on the site. The applicant will be provided Pre-Construction Meeting scheduling instructions as part of the Engineering Plan Approval. Typically, the following are required prior to scheduling a Pre-Construction Meeting:

- All Outside Agency permits issued and provided to the Township (WCRC, SESC, etc)
- Engineering Plan Approval
- Performance Bond
- Insurances
- Construction Services Escrow

## G. RECORD RIGHT-OF-WAY ☐

The Right-Of-Way, including all agreements as identified in *Section 36-719(e)(1)(d)*, shall be recorded in the office of the County Register of Deeds and a copy submitted to the Planning Coordinator prior to the issuance of a Certificate of Completion. We may also recommend the agreement be submitted to the Township Attorney for review.

## H. CERTIFICATE OF COMPLETION ☐

Upon completion of construction, the Township Engineer will conduct a final inspection and issue written report of their findings. If all improvements have been made to the Township's requirements and any conditions of the Private Road Permit, the Engineer will issue a Certificate of Completion. The Certification of Completion is submitted to both the Township Clerk and the applicant. All fees for the inspection must be paid before issuance. ***Please note: No Certificates of Occupancy shall be issued for any building or lot served by the private road unless a Certificate of Completion is issued.***

# PRIVATE ROAD REVIEW CHECKLIST

The following checklist is intended to be a general guide for all private road submittals. Failure to supply any of the required information may prevent the application from being placed on the Planning Commission agenda, or may cause the application to be tabled at the Planning Commission meeting.

Road Name:					
REQUIREMENT		APPLICANT		STAFF	
General Information		Provided	N/A	Provided	N/A
Contact Info	Proprietors', applicants', and owners' names, addresses and telephone numbers.				
Title Block	Included on each sheet with: name, address, and telephone number of the plan preparer, project name, and date.				
Seal	Seal of licensed Engineer, Surveyor, or Landscape Architect.				
Date	Date (month, day, year), including revisions.				

<b>Road Name:</b>					
REQUIREMENT		APPLICANT		STAFF	
<b>Scale</b>	Scale (No greater than 1" = 20' or lesser than 1" = 2000')				
<b>North Arrow</b>	North point				
<b>Vicinity Map</b>	A vicinity map indicating the proximity of the site to major roads and intersections.				
<b>Existing Conditions and Proposed Improvements</b>		<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
<b>Legal Descriptions</b>	A legal description of each lot to be served by the right-of-way.				
	A legal description of the right-of-way, the names and addresses of all persons or parties owning an interest in the title to the lots and right-of-way area.				
<b>Area Site Plan</b>	Existing site conditions within 10 feet (or greater as necessary), including but not limited to: public rights-of-way, property lines, topographic contours (2-foot intervals), soil characteristics, natural features, streams and bodies of water, well sites, septic and other wastewater treatment systems, sanitary sewer and pumping stations, and existing buildings.				
	Proposed right-of-way and dimensions and bearings thereof.				
	Proposed ingress and egress, turnarounds, and/or driveways.				
	All proposed new lot lines (if the parcel is to be divided).				
<b>Street Layout and Road Plans</b>	Plan and profile drawings and cross-sections of the proposed improvements clearly showing all materials, grades, and dimensions. All private roads must meet Class A or Class B road standards as identified in <i>Section 36-719(g)</i> .				
<b>Grading and Drainage</b>	Plans shall clearly delineate all cut and fill locations, with existing and proposed grade information, including spot grades and contour lines. Grading plan shall demonstrate all stormwater runoff is contained on the subject site and no new runoff is contributed to neighboring parcels. Approximate cut/fill for the entire project shall be provided on the plans.				
<b>Stormwater</b>	Location of stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, shall be shown on the plans. Stormwater conveyance and detention calculations shall be provided on the plans and shall meet the requirements of Washtenaw County and Northfield Township.				
<b>Natural Features</b>		<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
<b>General</b>	The type and location of existing natural features shall be provided. Natural features, described in <i>Section 36-723</i> , include: woodlands, wetlands, watercourses, steep slopes, landmark trees, or protected habitats. The following are the most common natural features impacted by private road construction, please review <i>Section 36-723</i> thoroughly for all relevant requirements.				

<b>Road Name:</b>					
REQUIREMENT		APPLICANT		STAFF	
<b>Natural Features Impact Statement</b>	When at least one (1) natural feature is determined to exist on site, a Natural Features Impact Statement shall be provided on the private road plans in accordance with <i>Section 36-723(b)(3)d</i> . Plans should clearly indicate all natural features to remain and to be removed.				
<b>Wetlands</b>	Wetlands should be identified as either State-regulated or non-regulated wetlands.				
<b>Woodlands</b>	Approximate outline of the total tree canopy where groups of trees or woodlands are present on the site.				
	Listing of rare or endangered species of flora or fauna, as identified by the State of Michigan and/or the Michigan Natural Feature Inventory (MNFI).				
<b>Trees</b>	Location of individual deciduous trees of six (6) inch diameter or larger and individual evergreen trees six (6) feet in height or higher, where not a part of a group of trees or woodlands area.				
	Location of all Landmark Trees, as identified in <i>Section 36-723(g)(2)</i> .				
<b>Tree Replacement</b>	Location of trees to be removed.				
	A table with the species and size in diameter breast height (DBH) of all trees on the site to be removed. The total DBH of trees to be removed shall be clearly provided in the table.				
	Location, species, and size of replacement trees.				
<b>Easement Description and Maintenance Agreement</b>		<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
A complete statement (copy of deed restrictions or separate agreement to be recorded) of the terms and conditions of the proposed right-of-way, including all agreements regarding maintenance and improvements of the right-of-way and roadway. The statement should specify the owner's responsibilities.					
<b>Application Signature</b>		<b>Provided</b>	<b>N/A</b>	<b>Provided</b>	<b>N/A</b>
Application must be signed by the applicant or designated agent.					

# PLAN REVIEW FEE SCHEDULE

Adopted March 14, 2017

PROJECT TYPE	NORTHFIELD TWP FEE	MCKENNA FEE	OHM FEE	FIXED FEES	NOTES AND FEE ADDITIONS	RESUBMITTALS
<b>Site Plan (Non-Residential)</b>						
New Development Concept Plan	no charge	\$500 <sup>3</sup>	\$500	\$1,000	McKenna plus \$50/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
New Development Site Plan	\$750	\$650	\$800	\$2,200	McKenna plus \$75/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
New Development Construction Plan (Detailed Engineering)	no charge	N/A	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
Addition/Expansion Concept Plan	no charge	\$500 <sup>3</sup>	\$800	\$1,300	McKenna plus \$50/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
Addition/Expansion Site Plan	\$750	\$650	\$800	\$2,200	McKenna plus \$75/acre based on portion of site affected; OHM plus \$60/2,000 sft	1/2 of original consultant fees
Addition/Expansion Construction Plan (Detailed Engineering)	no charge	N/A	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
<b>Site Plan (Residential)</b>						
New Development Concept Plan	no charge	\$500 <sup>3</sup>	\$500	\$1,000	McKenna plus \$50/acre; OHM plus \$50/acre	1/2 of original consultant fees
New Development Site Plan (If not specifically listed below)	\$750	\$600	\$800	\$2,150	McKenna plus \$50/acre; OHM plus \$50/acre	1/2 of original consultant fees
Site Condominium Development <sup>3</sup>	\$750	\$400	\$800	\$1,950	McKenna plus \$5/site condo lot or unit plus fee for review of master deed, bylaws, and other documents; OHM plus \$50/acre	1/2 of original consultant fees
Open Space Development or Cluster Housing <sup>3</sup>	\$750	\$650	\$800	\$2,200	McKenna plus \$10/site condo lot or unit plus fee for review of master deed, bylaws, and other documents; OHM plus \$50/acre	1/2 of original consultant fees

PROJECT TYPE	NORTHFIELD TWP FEE	MCKENNA FEE	OHM FEE	FIXED FEES	NOTES AND FEE ADDITIONS	RESUBMITTALS
Multiple Family or Attached Condominium Development <sup>3</sup>	\$750	\$600	\$800	\$2,150	McKenna plus \$10/ site condo lot or unit plus fee for review of master deed, bylaws, and other documents; OHM plus \$50/acre	1/2 of original consultant fees
Manufactured Housing Park <sup>3</sup>	\$750	\$600	\$500	\$1,850	McKenna plus \$10/ manufactured home site; OHM plus \$50/acre	1/2 of original consultant fees
New Development Construction Plan (Detailed Engineering)	no charge	N/A	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
Addition/Expansion Concept Plan	no charge	\$500 <sup>3</sup>	\$500	\$1,000	McKenna plus \$50/ acre; OHM plus \$50/acre	1/2 of original consultant fees
Addition/Expansion Site Plan	\$750	\$600	\$800	\$2,150	McKenna plus \$50/ acre; OHM plus \$50/acre	1/2 of original consultant fees
Addition/Expansion Construction Plan (Detailed Engineering)	no charge	N/A	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
<b>Planned Unit Development</b>						
PUD Minor/Major Amendment	\$750	*	*	\$750	*TBD if required	1/2 of original consultant fees
PUD Site Plan	\$750	\$700	\$800	\$2,250	McKenna plus \$50/acre plus applicable Site Plan, condominium, or plat review fee; OHM plus \$50/acre	1/2 of original consultant fees
PUD Construction Plan (Detailed Engineering)	no charge	N/A	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
Development Agreement	no charge	hourly if required	hourly if required	hourly if needed	plus legal review fees incurred	1/2 of original consultant fees
<b>Plat</b>						
Sketch Plan (Optional) <sup>3</sup>	\$500	\$300	\$300	\$800	McKenna plus \$30/lot over 10 lots	1/2 of original consultant fees
Tentative Preliminary Plat	\$750	\$700	\$800	\$2,250	McKenna plus \$20/lot; OHM plus \$50/acre	1/2 of original consultant fees
Final Preliminary Plat	\$750	\$700	\$800	\$2,250	McKenna plus \$20/lot; OHM plus \$50/acre	1/2 of original consultant fees
Final Plat	\$750	\$350	\$600	\$1,700	McKenna plus \$10/ lot over 5 lots; OHM plus \$10/lot	1/2 of original consultant fees

PROJECT TYPE	NORTHFIELD TWP FEE	MCKENNA FEE	OHM FEE	FIXED FEES	NOTES AND FEE ADDITIONS	RESUBMITTALS
<b>Zoning</b>						
Zoning Compliance Permit	\$100/ Residential; \$200/ Commercial	hourly <sup>3</sup>	N/A	TBD <sup>3</sup>	McKenna Zoning Admin \$60/hour	
Trailer at Jobsite	\$75	N/A	N/A	\$75	\$500 bond also required	
Rezoning	\$750	\$700	hourly if required	\$1,450	McKenna plus \$50/acre	1/2 of original consultant fees
Conditional Use Permit	\$750	\$600	\$500	\$1,850	McKenna plus \$25/acre; OHM applies if use is changed	1/2 of original consultant fees
Amendment to Condo Master Deed	no charge	hourly if required	hourly if required	no charge	plus legal review fees incurred	hourly if required
Land Division/ Combination	\$250	\$350	hourly if required	TBD <sup>3</sup>	McKenna plus \$50/lot resulting or included in the combination, whichever is greater; plus legal review fees incurred; includes up to 4 divisions; \$50 for each additional	hourly if required
Variance – Residential Variances (single unit - excludes subdivisions, site condo plans, apartment buildings greater than 4 units, and any commercial apartment complex)	\$295	\$300 per variance	hourly if required	\$595	\$50 increase for any previous violation (non-conforming property cited)	1/2 of original consultant fees
Variance - All Others	\$495	\$300 per variance	hourly if required	\$795	\$100 increase for any previous violation (non-conforming property cited)	1/2 of original consultant fees
<b>Miscellaneous</b>						
Condominium Document	no charge	\$275	hourly if required	\$275	plus legal review fees incurred	hourly if required
Development Agreement	no charge	hourly if required	hourly if required	no charge	plus legal review fees incurred	hourly if required
Wetlands Review	no charge	\$400 <sup>3</sup>	\$400	\$800	McKenna plus \$25/acre; OHM plus \$25/acre	1/2 of original consultant fees
Landscape Review - Plan not included on or with a Site Plan <sup>3</sup>	no charge	\$300	N/A	\$300	McKenna plus \$30/acre	
Private Road	\$500	\$485	\$800	\$1,785	McKenna plus \$5/abutting lot; OHM plus \$50/parcel	1/2 of original consultant fees
Soil Fill	no charge	\$100	\$400	\$500		

PROJECT TYPE	NORTHFIELD TWP FEE	MCKENNA FEE	OHM FEE	FIXED FEES	NOTES AND FEE ADDITIONS	RESUBMITTALS
Alley or ROW Vacation <sup>3</sup>	\$500	\$400	\$500	\$900	McKenna plus \$25/ abutting lot	1/2 of original consultant fees
Meeting with Consultant (1st hour)	no charge	\$300 <sup>3</sup>	#300	TBD <sup>3</sup>	McKenna hourly after first hour	same as original consultant fees
Special Board Meeting	\$100	hourly if required	hourly if required	\$1,000		same as original consultant fees
Pre-Application Meeting	no charge	hourly	\$300	\$250		same as original consultant fees
<b>Construction Plan (Detailed Engineering) Review Calculation</b>						
Estimated Construction Cost		Review Fee %				
Up to \$500,000		2.0% (min. fee \$1,000)				
\$500,001 – \$1,000,000		1.50%				
\$1,000,001 – \$2,000,000		0.75%				

- 1 Review Fee % is calculated from the approved design engineer's opinion of probably construction cost for all site improvements not including building structures.
- 2 If a second Public Hearing must be scheduled to the petitioner's failure to post required signage or provide information as required, an additional fee of \$1,000.00 to offset the Township's additional cost of public notices and affidavits or notice shall be paid by the petitioner prior to the Township scheduling a Public Hearing.
- 3 Suggested fee not currently in Township schedule