



# Charter Township of Garfield

## Grand Traverse County

3848 VETERANS DRIVE  
TRAVERSE CITY, MICHIGAN 49684  
PH: (231) 941-1620 • FAX: (231) 941-1588

### GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR SITE PLAN REVIEW-**PLANNED SHOPPING CENTER**

#### APPLICATION SUBMISSION

A complete application for site plan review consists of the following:

- a. A properly completed and signed application form;
- b. Supporting information adequate to explain your proposal;
- d. The required fee as set out in the Charter Township of Garfield Fee Schedule; and
- e. Any additional information deemed by the Township to be necessary for proper review of the request.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

#### ASSISTANCE

Before submitting an application, it is recommended that you contact the Planning and/or Zoning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions.

#### PROCESSING THE APPLICATION

At appropriate times, the applicant or agent, as the case may be, will receive the following:

- a. Written acknowledgement of receipt of the submitted application and fees;
- b. Written request for any additional information that may be required for the application to be considered complete;
- c. Notice of completed application;
- d. A copy of the staff report that will be presented to the Planning Commission for their review;
- e. (If applicable) Written notice of the meeting before the Garfield Township Planning Commission. The applicant and agent will have the opportunity to make a verbal presentation at the meeting. If the meeting before the Planning Commission will include a public hearing, members of the public will also have the opportunity to speak at the meeting; and
- f. Written decision.

*Please allow up to 10 days for review of an initial application, and up to 5 business days for review of any revised application material that may be required by Township Staff. After the application is considered complete, it will be scheduled on the agenda of the next available Planning Commission meeting.*

#### SUBMITTAL DEADLINES

Submittal deadlines are listed on the Planning Department homepage. Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. **An earlier submittal is encouraged to avoid possible delays.**

#### WAIVERS

##### Submittal Waivers

At the discretion of the Zoning Administrator in the case of a Site Diagram, or the Director of Planning in the case of an Administrative Site Plan or a Site Development Plan, the requirement to submit a Site Diagram, an Administrative Site Plan or a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:

- a. The erection or enlargement of an accessory structure;
- b. The enlargement of a principal building by less than 20 percent of its existing gross floor area, provided such enlargement will not result in a requirement for additional off-street parking;

- c. A change in principal use where such change would not result in an increase in impervious surface area, additional off-street parking, site access, other external site characteristics or a violation of this ordinance.

**Data Waivers**

- a. The Zoning Administrator may waive a particular element of information or data otherwise required for a Site Diagram upon a finding that the information is not necessary to determine compliance with this ordinance.
- b. The Director of Planning may waive a particular element of information or data otherwise required for an Administrative Site Plan or Site Development Plan upon a finding that the information or data is not necessary to determine compliance with this ordinance or that such information or data would not bear on the decision of the approval authority.

**FEES AND SUBMISSION**

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule.

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant in accordance with the escrow policies of the Township and prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant.

For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

Please submit the completed application and fees to the Zoning Department for a Site Diagram or the Planning Department for an Administrative Site Plan or Site Development Plan.



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### APPLICATION FOR SITE PLAN REVIEW **PLANNED SHOPPING CENTER**

This application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

#### A. APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

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

Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

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

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

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

Please specify to whom all communications should be sent:      Applicant       Agent       Owner

#### B. LOCATION/LEGAL DESCRIPTION OF SUBJECT LANDS

Tax Parcel ID Number: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject lands?      Yes       No

If yes, describe the easement or covenant and its effect: \_\_\_\_\_

Present zoning: \_\_\_\_\_

#### C. PROPERTY INFORMATION

Present use of the subject lands: \_\_\_\_\_

Proposed use of the subject lands: \_\_\_\_\_

Present use of adjacent properties: \_\_\_\_\_

If known, the length of time the existing uses have continued on the subject lands: \_\_\_\_\_

Are there any existing buildings or structures on the subject lands?      Yes       No

Are any existing buildings on the subject lands designated as being historically significant?      Yes       No

If yes, identify and provide details of the historically significant building(s).

If known, the date existing buildings or structures were constructed on the subject lands: \_\_\_\_\_

#### D. PREVIOUS USE OF THE PROPERTY

Has there been an industrial or commercial use on the subject lands or adjacent lands?

Yes       No       Unknown       If yes, specify the use(s): \_\_\_\_\_

Has a gas station been located on the subject lands or adjacent lands at any time?

Yes  No  Unknown

Has there been petroleum or other fuel stored on the subject lands or adjacent lands at any time?

Yes  No  Unknown

Is there reason to believe the subject lands may have been contaminated by former uses on or adjacent to the site?

Yes  No  Unknown

If you answered yes to any of the above questions, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the inventory attached? Yes  No

**F. DATA SUBMITTAL REQUIREMENTS**

<i>Required Site Plan Element</i>	<b>Site Diagram</b>	<b>Admin. Site Plan / SDP</b>	<b><u>Township Use Only:</u></b> Information Provided?		
			Y	N	W
<b>A. <u>Basic Information</u></b>					
1. Applicant's name, address, telephone number and signature	●	●			
2. Property owner's name, address, telephone number and signature	●	●			
3. Proof of property ownership	●	●			
4. Whether there are any options or liens on the property	●	●			
5. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent	●	●			
6. The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage	●	●			
7. A vicinity map showing the area and road network surrounding the property		●			
8. Name, address and phone number of the preparer of the site plan	●	●			
9. Project title or name of the proposed development	●	●			
10. Statement of proposed use of land, project completion schedule, any proposed development phasing	●	●			
11. Land uses and zoning classification on the subject parcel and adjoining parcels	●	●			
12. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number		●			
<b>B. <u>Site Plan Information</u></b>					
1. North arrow, scale, and date of original submittal and last revision.	●	●			
2. Boundary dimensions of natural features		●			
3. Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features.		●			
4. Proposed alterations to topography and other natural features		●			
5. Existing topographic elevations at two foot intervals except shown at five foot intervals where slopes exceed 18%		●			
6. Soil erosion and sediment control measures as required by the Grand Traverse County Drain Commissioner.	●	●			

<i>Required Site Plan Element (cont.)</i>	<b>Site Diagram</b>	<b>Admin. Site Plan / SDP</b>	<b><u>Township Use Only:</u></b> Information Provided?		
7. The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures		●			
8. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities.		●			
9. Proposed finish floor and grade line elevations of any structures. <i>*Required only for habitable construction within the floodplain on site diagrams and administrative site plans.</i>	<i>See note*</i>	●			
10. Existing and proposed driveways, including parking areas	●	●			
11. Neighboring driveways and other vehicular circulation features adjacent to the site		●			
12. Location, size and number of parking spaces in the on-site parking areas	●	●			
13. Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading and docks		●			
14. Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site		●			
15. Location of and dimensions of curb cuts, acceleration, deceleration and passing lanes		●			
16. Location of neighboring structures that are close to the parcel line or pertinent to the proposal		●			
17. Location of water supply lines and/or wells	●	●			
18. Location of sanitary sewer lines and/or sanitary sewer disposal systems	●	●			
19. Location, specifications, and access to a water supply in the event of a fire emergency		●			
20. Location and design of storm sewers, retention or detention ponds, waste water lines, clean out locations, connection points and treatment systems		●			
21. Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam		●			
22. Location, size and specifications of all signs and advertising features, including cross sections		●			
23. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used		●			
24. Proposed location of any open spaces, landscaping and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown		●			
25. The proposed sizes of landscape materials not previously existing. All vegetation to be retained on site must also be indicated, as well as its typical size by general location or range of sizes as appropriate		●			
26. Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities, and on the natural environment on and adjacent to the site)		●			
27. Changes or modifications required for any applicable regulatory agencies' approvals		●			

## G. OTHER INFORMATION

**Section 322 C-P-C1** requires that applications for development within the C-P district shall include a comprehensive development plan of all contiguous C-P zoned lands and be reviewed by the Planning Commission for compliance with Article 4, §424-Site Plans and Article 5-Developmental Standards. Please be advised a public hearing shall be required.

Section 322 C-P (5) states signs shall conform to the provisions of §630. In addition, signs within the C-P District shall be designed as an integral part of the planned shopping center development and shall be approved as part of the procedures of §424.

If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

## H. PERMISSION TO ENTER SUBJECT LANDS

Permission is hereby granted to Garfield Township staff and Planning Commissioners to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

\_\_\_\_\_  
Signature      Owner       Applicant       Agent       \_\_\_\_\_  
Date

## I. DECLARATION

I, \_\_\_\_\_ solemnly declare that all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
Signature      Owner       Applicant       Agent       \_\_\_\_\_  
Date

## J. OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We \_\_\_\_\_ am/are the registered owner(s) of the lands that is the subject of this application for a zoning ordinance amendment.

I/We authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

\_\_\_\_\_  
Owner's Signature      \_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature      \_\_\_\_\_  
Date