

Charter Township of Garfield

Grand Traverse County

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

GROUP DAYCARE (GD) APPLICATION FOR APPROVAL OF CHILD CARE, SMALL GROUP HOME (7 - 12)

ASSISTANCE

This application must be completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays. Before submitting an application, it is recommended that you contact the Planning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. For additional information or assistance in completing this development application, please

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	contact the Planning Department at (231) 941-1620.
<u>ACTION</u>	REQUESTED
N	New Child Care, Small Group Home (7 - 12)
PROJEC	CT / DEVELOPMENT NAME
<u>APPLICA</u>	ANT INFORMATION
N	Name:
P	Address:
F	Phone Number:
E	Email:
OWNED	INICODMATION
	<u>INFORMATION</u> Name:
	Address:
	Phone Number:
	Email:
CONTAC	CT PERSON
Please s	elect one person to be contact person for all correspondence and questions:
A	Applicant:
(Owner:

PROPERTY INFORMATION

Property Address:

Property Identification Number:

Legal Description:

Zoning District:

Area of Property (acres or square feet):

REQUIRED SUBMITTAL ITEMS

A complete application for a Child Care, Small Group Home (7 - 12) consists of the following:

Application Form:

One original signed application

One digital copy of the application (PDF only)

Application Fee:

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule as listed on the Planning Department page of the Township website (http://www.garfield-twp.com). Please make check out to Charter Township of Garfield.

Fee

Site Plan:

Ten complete stapled 11"x17" paper sets

Two complete bound 24"x36" paper sets

One digital set (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

Submittal deadlines are listed on the Planning Department page of the Township website (http://www.garfield-twp.com). 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.

DATA WAIVER

The Director of Planning may waive a particular element of information or data otherwise required for a 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.

SITE PLAN

Check that your site plan includes all required elements for a Site Development Plan (SDP). Please use the Required Site Plan Elements Checklist below.

OTHER INFORMATION

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.

REGULATIONS AND CONDITIONS

- 1. A Planning Commission hearing is required.
- 2. Facility shall maintain all valid state and local licenses
- 3. Facility shall be operated within the primary residence of the caregiver
- 4. All outdoor areas used for the care and supervision of patrons shall have appropriate fencing for the safety of the children in the group day-care home of no less than 4 feet in height or in accordance with State regulations.
- 5. Such facilities shall at all times be maintained in a manner consistent with the character of the surrounding neighborhood.
- 6. Hours of operation shall not exceed sixteen (16) hours during a 24-hour period. The Planning Commission shall not prohibit evening operations completely, but may establish limitations on hours of operation and/or activities between the hours of 10PM and 6AM.
- 7. The Planning Commission shall determine that the facility will be safe to enter and exit via motor vehicle. This determination may rely upon the Planning Director's recommendation, following a site inspection and, if necessary, the Planning Director's discussions with the Grand Traverse County Road Commission and/or other professional traffic impact consultant.
- 8. The Planning Commission shall determine that the site is properly designed and capable of safely accommodating the proposed facility.
- 9. The Planning Commission may deny the request if any of the following facilities exist within 1,500 feet of the subject property:
 - a. A licensed or pre-existing operating group day-care home.
 - b. An adult care small group home (1-12 adults).
 - c. An adult foster care large group home (13-20 adults).
 - d. A facility offering substance abuse treatment and rehabilitation service to 7 or more people.
 - e. A community correction center resident home halfway house or similar facility under jurisdiction of the Department of Corrections.

PROCEDURE

 Applications shall be submitted to the Planning Department for completeness review. All applications shall include sufficient site plans or site diagrams, and written information to adequately describe the application as it relates to the conditions of approval. Upon determination that the application is complete, the Planning Department shall forward the application to the Planning Commission for review.

- 2. The Planning Department shall notify the owners of all real property within 300-feet of the subject property that an application for a Child Care, Small Group Home has been received. This notice shall inform the recipient that an opportunity for public comment on the application is available, but shall not be considered a public hearing for the purposes of the Michigan Zoning Enabling Act. The notice shall include a description of the proposed application, the mailing address where written comment may be sent, and the date, time, and address where the Planning Commission hearing will occur.
- 3. The Planning Commission, in its review, shall consider the standards of § 719.A as well as any public comment made in writing or made verbally at the Planning Commission's hearing. After this consideration, the Planning Commission may approve, approve with conditions, or deny the request.

PERMISSION TO ENTER SUBJECT PROPERTY 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. Owner Signature: Applicant Signature: Agent Signature: Date: 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 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 Signature: Date: **AFFIDAVIT** The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document. Owner Signature: Date: Applicant Signature: Date:

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22. A sign plan indicating the location, size and specifications of all signs and advertising features, including cross sections 23. A lighting plan including exterior lighting locations with area of illumination illustrated by point values on a photometric plan, Kelvin rating, 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. A Landscape plan and table identifying the species, size of landscape materials, and number proposed, compared to what is required by the Ordinance. 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	21.	A utility plan including the location of all other utilities on the site including but not limited to natural gas, electric, cable TV,		
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	25.	is required by the Ordinance. All vegetation to be retained on site must also be indicated, as well as, its typical size by		
and on the natural environment on and adjacent to the site)	26.	Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities,		