



# TOWNSHIP OF CLAY

County of St. Clair

ARTIE BRYSON  
*Supervisor*  
CINDY VALENTINE  
*Clerk*  
THOMAS H. KRUEGER  
*Treasurer*

4710 PTE. TREMBLE ROAD – P. O. BOX 429 – CLAYTOWNSHIP, MI 48001-0429

TELEPHONE (810) 794-9303 FAX (810) 794-1964

## CLAY TOWNSHIP SPECIAL APPROVAL LAND USE AND SITE PLAN CONSIDERATION APPLICATION

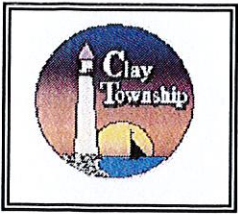
1. Completed application, checklist, and fees, along with twenty (20) copies of a signed and sealed Site Plan and a **Digital Copy of Site Plan** (whether application is for Site Plan Consideration, Special Approval Land Use, or both) must be submitted to the Building/Zoning Official in the Building Department.
2. Once the Site Plan has been determined acceptable by the Clay Township Building/Zoning Official and the Clay Township Professional Planner and all ordinance compliant paperwork is submitted, all information will be forwarded onto the following departments for their review - Clay Township Professional Planner, Clay Township Professional Engineer, Clay Township Police Department, Clay Township Water & Sewer Department, Clay Township Assessing Department, Clay Township Building/Zoning Department, and the Clay Township Fire Department - to address any problems that may arise and make comments prior to the scheduled meeting date. Also, at this time, the application will then be scheduled for the next available \*agenda of the Clay Township Planning Commission.
3. The Special Approval Land Use Application requires a Public Hearing. The process of this application could take as long as two months.
4. Planning Commission schedule: \* 4<sup>th</sup> Wednesday of the Month

Please find attached:

1) Application

2) Check List

3) Affidavit



# CLAY TOWNSHIP APPLICATION

Clay Township  
Building Department  
4710 Pte. Tremble Rd.  
P. O. Box 429  
Algonac, MI 48001  
(810) 794-9320

**Special Approval Land Use**       **Site Plan Consideration**   
(20 copies of complete drawings must be submitted with this application)

Approval of a Special Approval Land Use and/or Site Plan Consideration is hereby requested for the following parcel(s) of land within Clay Township. This petition is submitted with twenty (20) copies of the site plan and other pertinent data as required.

Name of proposed development: \_\_\_\_\_

Location and/or address: \_\_\_\_\_

Lot number: \_\_\_\_\_ Lot size: \_\_\_\_\_ Existing zoning: \_\_\_\_\_

Legal description: \_\_\_\_\_

\_\_\_\_\_

List all proposed uses of land or buildings: \_\_\_\_\_

\_\_\_\_\_

Legal owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Petitioner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

If petitioner is not owner, state the basis for representative (i.e., attorney, representative, option to buy, etc.):

\_\_\_\_\_

**Note:** A completed application, a complete checklist with a signed affidavit, and all fees to start process must be submitted before a meeting date will be assigned. If any of the requirements are missing, the application will be returned.

The undersigned deposes that foregoing statement and accompanied information are true and correct.

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Project Number: \_\_\_\_\_

Review fee: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant/owner

## CLAY TOWNSHIP SITE PLAN INFORMATION CHECKLIST

### 1.) General Site Data.

- All site plans shall be accompanied by a letter providing a detailed description of the proposed use, including the typical hours of operation, number of employees, types of equipment used on site, and other such information as deemed necessary for review by the Planning Commission.
- The site plan shall be prepared by and carry the seal and signature of the registered architect or registered professional engineer who prepared it.
- The dimensions of all improvements and yards shall be labeled in a manner that clearly indicates the plan's compliance with the applicable Zoning Ordinance standards and requirements.
- The site plan shall be drawn to a minimum scale of 1" = 20' or 1" = 30' for sites less than five (5) acres, and at 1" = 50' or 1" = 100' for sites five (5) acres or more, and shall contain scale, date, revisions, and north point.
- Complete legal description.
- Size of the site expressed in acres.
- Location map (4 inches = 1 mile) showing major roads, nearby cross-streets and property lines, where necessary.
- Existing land use and zoning of the site and all surrounding property. If the site has split zoning, show the line between the districts.
- Proposed address, if available.
- Location of existing structures and improvements. (Indicate if any such structure or improvement is to be removed).
- Location and designation of proposed structures and improvements.
- Yards/setbacks and critical dimensions between buildings and other site improvements.
- Existing improvements (buildings, parking, driveways, sidewalks, signs, fences, walks, etc.) within two hundred (200) feet of all property lines.
- Topography at two (2) foot contours or five (5) foot contour intervals in areas of extreme topography (existing and proposed). Grade shots at building corners, property lines, and for the parking lot and street may be substituted on small site plans.
- Benchmarks.
- Note indicating that any signage will comply with all Ordinances and Codes.

2.) Building Plans.

- [ ] All architectural building elevations (front, sides and rear).
- [ ] Type of surface material and design of all exterior surfaces.
- [ ] Dimensioned floor plans, including total and usable floor area (principal and accessory buildings).
- [ ] Decks and/or patios (dimensions, location, height and materials).
- [ ] All exterior appliances, including, but not limited to, transformers, cooling towers, dust collectors, condensers, evaporators, air conditioning units, etc.

3.) Access, Parking and Circulation.

- [ ] Existing and proposed rights-of-way for all abutting roads.
- [ ] Location and dimensions of all driveways and street approaches, including acceleration, deceleration and passing lanes.
- [ ] Dedicated access or service drive pavement widths.
- [ ] Indicate the type of surface (paving).
- [ ] Parking spaces, including handicapped parking spaces (location, number, dimensions, aisle dimensions and surface material -- See Article 22).
- [ ] Site circulation pattern (direction of pedestrian and vehicular traffic flow if one-way or not obvious from the arrangement).
- [ ] Loading and unloading area(s).
- [ ] Identification of all fire lanes.
- [ ] Sidewalks, interior walks and their connection.
- [ ] Carport locations and details (including architectural elevations).

4.) Environmental Features.

- [ ] Complete landscaping plan, including ground cover and the location, number, type and size of all proposed plantings.
- [ ] Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist, or where such vegetation will be planted prior to occupancy. All trees and shrubs shall be labeled with size, type and existing or proposed.
- [ ] Whenever a tree or group of trees of four (4) inch caliper or greater is to be removed as part of the planned improvements, the location shall be shown on the site plan in dotted outline and noted "to be removed."
- [ ] Greenbelt, obscuring wall, or berm locations and details. (Provide at least one cross-section for each type used.)
- [ ] Site irrigation (sprinklers). Indicate all areas to be irrigated.

- Treatment of all undeveloped areas (such as seeded, sodded, plantings, maintenance or other).
- Trash receptacle location and method of screening.
- Site lighting details (location, height, type, intensity and method of shielding) and a site lighting plan including ground-level illumination levels throughout the site (measured in foot-candles).
- The location of all signs shall be shown on the site plan and shall be drawn to scale. A statement shall be included on the site plan indicating that all signs shall meet the requirements of all applicable Township ordinances.

5.) Other Information.

- Density calculations.
- Location of all site utilities.
- Site drainage characteristics and improvements.
- Soil borings, locations and summary report data shall be shown where soil quality may be in question.
- Hydrant locations.
- Park or recreation areas (show boundary and size in square feet).
- Fences (location and details).
- Statistical data shall be furnished, including: number of dwelling units; size of dwelling units (i.e., 1-bedroom, 2-bedrooms and 3-bedrooms), if any; and the total gross acreage involved. (In the case of mobile home parks, the size and location of each mobile home site shall be shown.)
- Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions and other data of all such equipment and/or machinery shall be indicated.

6.) Waiver of Submittal Requirements.

Where it is determined by the Planning Commission that certain requirements of this Section are not necessary to the review and understanding of the site, the Planning Commission may waive the requirements. Any and all waivers shall be recorded in the Commission's minutes, together with the unique circumstances and reasons for such waiver. The minutes and/or reasons for such waiver, shall be attached to or noted on the site plan.

I hereby acknowledge that I have received the following information in regards to  
Special Approval Land Use  
And Site Plan Consideration Application

1. Application for a Special Approval Land Use/Site Plan Consideration
2. Instructions and Process of Application
3. Site Plan Information Checklist

---

Date

---

Signature

**SCHEDULE OF FEES, CHARGES, AND EXPENSES**  
**(ORDINANCE 126, SECTION 21.03 #3, SECTION 21.06)**

**I. MUNICIPAL REVIEW, INSPECTION AND ADMINISTRATION FEE SCHEDULE**

Z.B.A. (Zoning Board of Appeals)	\$250.00
Rezoning	\$500.00 plus 20% of Review Fee
Lot Split	\$150.00 plus 20% of Review Fee
Site Plan Review	\$100.00 plus 20% of Review Fee
Special Approval Land Use	\$100.00 plus 20% of Review Fee
Special Meetings	\$150.00 (in addition to above rates)
Pre Application Conference	\$200.00

**II. APPLICABLE PROFESSIONAL REVIEW FEES SHALL BE IN ADDITION TO THE APPROPRIATE MUNICIPAL FEE SCHEDULE.**

**A. PLAN REVIEW**

In addition to the fees for retainer services noted above, the following fees shall be charged to the Township for all reviews. These fees are typically passed on to the developer in the form of application fees.

**1. Single-Family Subdivision Plat Review (for conventional subdivisions, site condominium subdivisions, cluster subdivisions and average lot size subdivisions):**

a. Subdivision Tentative Preliminary Plat Review	\$675.00 plus \$50/acre
b. Subdivision Final Preliminary Plat Review	\$450.00 plus \$30/acre
c. Subdivision Final Plat Review	\$450.00 plus \$10/ per acre
d. Land Division	\$300.00, plus \$40/new lot
with Internal Road	\$550.00, plus \$40/new lot
e. Condominium Plan	\$675.00 plus \$50/acre for residential; \$75/acre for non-residential plus (\$275 to review Master Deed)
f. Variance Review (Residential)	\$250/variance, \$175 each additional variances
g. Variance Review (Non-Residential)	\$400/variance, \$300 each additional variances
h. Stamping Set	\$150

**B. SITE PLAN REVIEW (Each Review)**

1. Multiple-Family Development	\$675.00, plus \$50/acre
2. Open Space Development	\$675.00, plus \$75/acre or fraction thereof
3. Commercial, Industrial, & Marina Development (Non-Residential)	\$675.00, plus \$75/acre or fraction thereof (plus \$10/acre for uses w/o principal bldgs.)
4. Planned Unit Development	
a. Concept Plan Review	\$550.00 plus \$7.00/1,000 sq. ft. GFA plus \$2.00 per residential unit
b. Concept Plan with Rezoning Review	\$450.00 plus PUD Concept Plan Fee

5. Parallel Residential Plan when submitted w/PUD	\$300.00 plus \$1.00 per unit
6. Home Occupation Review	\$175
6. Mobile Home Park Plan	\$650.00 plus \$50/acre
7. Administrative Review of Minor Site Plan Revisions	\$250.00
8. Pre Application Conference	\$450.00 at the Township Office
<b>C. REZONING REQUESTS</b>	\$800.00, plus \$30/acre or a fraction thereof
<b>D. SPECIAL LAND USE REQUESTS</b>	\$500.00 plus Site Plan Fee
1. Draft Special Land Use Permit following approval	\$350.00
<b>E. SIGN AND APPEARANCE REVIEWS</b>	\$250 for 1 <sup>st</sup> sign, \$150 for addition sign
<b>F. PRIVATE ROAD REVIEW</b>	\$450.00 plus \$10.00 per lot
<b>G. PARKING STUDY REVIEW</b>	\$500.00 (Hourly, minimum)
<b>H. Special Meetings with Applicant (at the applicants request)</b>	\$300 at Planners Office or \$475 at Municipality's offices, If two or more are Scheduled back to back on same day

**III. ADDITIONAL RESUBMISSIONS WILL BE BILLED AS FOLLOWS:**

- A. Re-Review of Revised Plans submitted less than 6 months after previous submittal will be 75% of the original fee.
- B. Expedited review (to process a review in 5 working days (Subject to availability) will be 150% of the standard fee.
- C. Additional Evening Meeting Hourly (\$500 Minimum)



## SCHEDULE OF ENGINEERING REVIEW FEES

In Addition to the Municipal, Administration, & Planner Fees  
(ORDINANCE 129, SECTION 55.3 #2a)

**I. CONDOMINIUMS/SUBDIVISION PLATS (FIRST REVIEW):**

Sketch Plan Reviews	Time & Material
Tentative Preliminary Plat	\$350.00 plus \$8.00 per lot
Final Preliminary Plat	\$350.00 plus \$8.00 per lot
Final Plat	\$450.00 plus \$8.00 per lot
Preliminary Review Condominium	\$335.00 plus \$8.00 per unit
Final Review Condominium	\$335.00 plus \$3.00 per unit

**II. SITE PLAN REVIEW (FIRST REVIEW):**

Multiple-Family	\$275.00 plus \$5.00 per dwelling unit
Cluster Housing	\$275.00 plus \$5.00 per dwelling unit
Mobile Home	\$275.00 plus \$5.00 per dwelling unit
Commercial Housing	\$275.00 plus \$21.00 per acre
Planned Unit Development: Initial Plan	\$275.00 plus \$5.00 per dwelling unit
Planned Unit Development: Detailed Site Plan	Time & Material

**III. REZONING REQUESTS:**

Engineer does not review

**IV. SPECIAL LAND USE REQUESTS:**

Same as Site Plan Fee

**V. SIGN REVIEW:**

Engineer does not review

**VI. LOT SPLIT:**

Time & Material (min. \$150)

**VII. ENGINEERING PLAN REVIEW (For All Development types):**

Detailed Engineering Plan Review	1.35% Engineer's Estimate (min. \$150)
Private Utility Review	1.35% Engineer's Estimate (min. \$150)

*When engineering review fees exceed the deposit, the developer will be required to pay the balance before final approval. A detailed engineer's estimate of costs shall include: all proposed sanitary sewer, water, storm sewer paving, soil erosion and earthwork.*

**VIII. MISCELLANEOUS ENGINEERING REVIEW:**

Easement Review	Time & Material
Attend Pre-Construction Meeting	Time & Material
FEMA Reviews	Time & Material
Grade Alteration Review	Time & Material
Requests For Township Utility Records	Time & Material
Special Reviews Requested By The Township	Time & Material
Plot Plan Review	\$50.00 (If needed by Building Department)

*If a project does not fall within a defined category, it will be charged on a time and material basis.*

**IX. TIME & MATERIAL SCHEDULE OF FEES:**

**HOURLY RATES**

Principal Engineer/Surveyor	\$105.00
Engineer or Surveyor	\$ 90.00
Draftsmen/Technician	\$ 65.00
Secretary	\$ 35.00

**REIMBURSABLE EXPENSES**

Plan Printing	\$2.50 per sheet
Photocopies	\$0.08 per copy
Shipping & Handling	Cost plus 15%
Outside Consultants/Subcontractors	Cost plus 15%
Special Material or Equipment	Cost plus 15%

**X. ADDITIONAL REVIEW**

*Each follow-up review will be charged at one-half the first review fee. If a plan or plat has been substantially changed or if the plan is revised after the initial application has been approved a new fee in the full amount will be charged.*