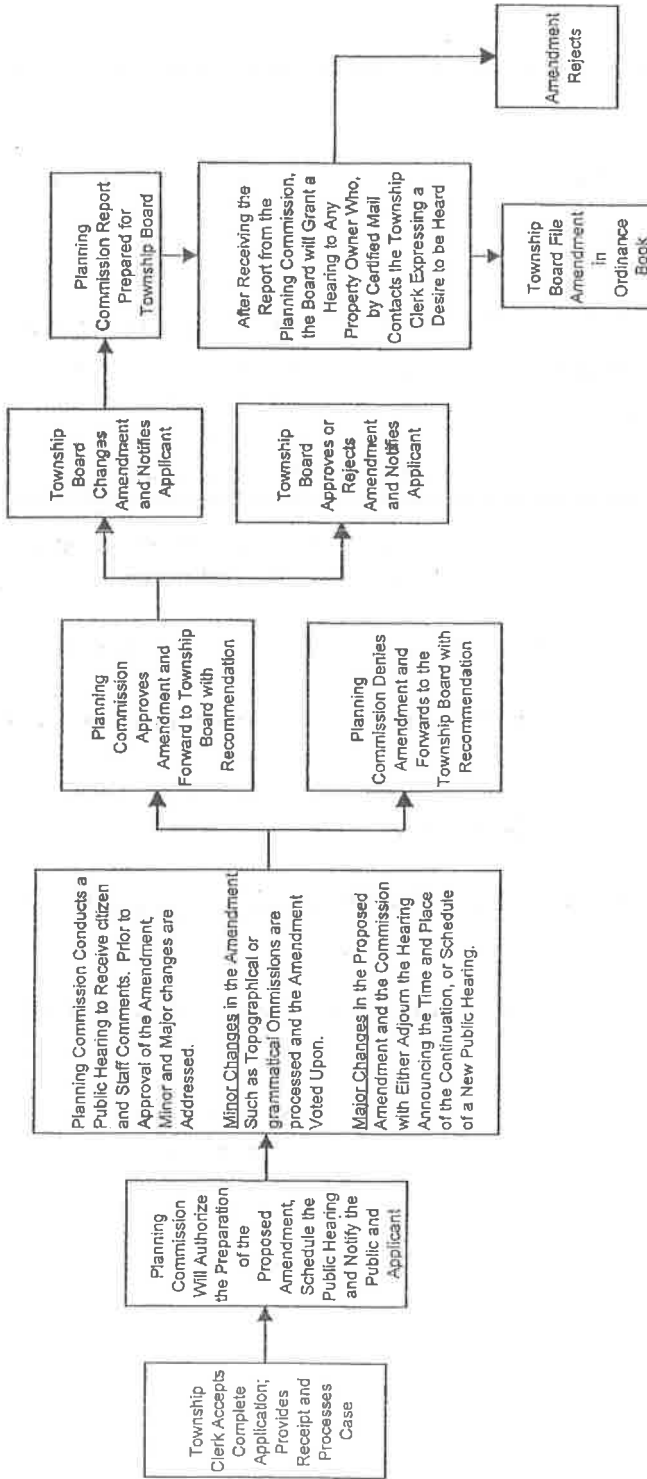




MONITOR TOWNSHIP, BAY COUNTY, MICHIGAN

REZONING REVIEW PROCESS



## ***REZONING***

Any request to change the Township Zoning Ordinance or map is subject to hearings and recommendations of the Planning Commission. Any decision by the Planning Commission must be forwarded to the Township Board with a recommendation for approval or denial. Examples of a Zoning designation change will include:

- Rezoning a site from one district classification to another; or
- Modifying the boundaries of any existing zoning district.

### **Instructions**

An application is included in the manual. Rezoning requests may be initiated by petition to the Planning Commission with a completed application, proper documentation and the required review fees paid.

**Review:** Upon submission of a complete application:

- a. The Planning Commission will authorize the preparation of the proposed amendment to be considered, schedule the public hearing and notify the public of the request.
- b. The Planning Commission shall conduct a public hearing to receive citizen and staff comments.
- c. The Planning Commission will approve or deny the amendment, and forward their recommendation to the Township Board.

### **Action by the Township Board**

- a. The Township Board will approve the amendment, change the amendment, or reject the amendment.
- b. When the Township Board changes the amendment, it will request a report from the Planning Commission.
- c. After the Township Board receives the report from the Planning Commission it will grant a public hearing to any property owner who, by certified mail contacts the Township clerk expressing a desire to be heard.
- d. If the amendment is approved, the Township will file the map amendment in the ordinance book of the Township.

### **Protests**

Special circumstances develop when a proposed amendment is protested (in writing) by 20 percent of the general public living adjacent to the site (within 300 feet). In this case, an amendment must be passed by a favorable vote of five members of the Township Board.



# Charter Township of Monitor

TOWNSHIP APPLICATION FEE LIST  
 UPDATED ON APRIL 24, 2017

<b>PLANNING COMMISSION:</b>	
<b>APPLICATION FOR:</b>	
Rezoning – per parcel	\$1,000.00
Ordinance Amendment	\$1,000.00
Special Use Permit	\$ 700.00
* Each Additional Site Plan Submitted for Review	\$ 600.00
Extension, prior to expiration	\$ 390.00
Site Plan Review	\$ 700.00
* Each Additional Site Plan Submitted for Review	\$ 600.00
Site Sketch Review	\$ 450.00
Special Planning Commission Meeting	\$ 750.00
Subdivision Review, first 20 lots or less	\$ 850.00
(Preliminary, Final Preliminary, and Final Plat) Each	\$ 850.00
Each lot in excess of 20 lots	\$ 8.00
Site Condo	\$1,000.00
Home Occupation when submitted with a site sketch	\$ 600.00
Enlargement of non-conforming structures 1 & 2 Family dwellings and their accessory structures when submitted with a site sketch (Sec. 16.05)	\$ 600.00
Additional fees for professional services of Township Attorney and/or Planner. Note*	ACTUAL COST
<b>ZONING BOARD OF APPEALS:</b>	
Application for variance	\$ 250.00
Additional fees if Township Attorney and/or Planner is required. Note **	
LAND DIVISION APPLICATION + \$30 per each split	\$ 200.00
APPLICATION FOR I.F.T.	\$ 350.00
<b>WIRELESS COMMUNICATIONS PERMIT:</b>	
Application	\$ 250.00
<b>CONSTRUCTION BOARD OF APPEALS:</b>	
Application for variance	\$ 500.00

Note\*. In the event the application requires additional services, these professional services will be billed to the applicant on an actual cost basis. Such charges must be paid prior to the issuance of any permits by the Township.

Note\*\* Applications for variances or for appeals of administrative decisions generally do not require the services of the Township attorney or professional planner. In the event that, at the Township's sole discretion, any professional services are required by the Zoning Board of Appeals, the cost of such services will be billed to the applicant on an actual cost basis. Such charges must be paid prior to the issuance of any permits by the Township.

**PLANNING COMMISSION PROCEDURES**

The Planning Commission is the group responsible for reviewing and approving all applications for such things as site development plans, special use permits, subdivisions, and site condominiums submitted to the Township. The Commission also makes recommendations to the Township Board regarding other types of requests including subdivision proposals and rezonings.

Several rules of procedure have been adopted by the Commission in order to provide for a smooth flow of information and expedient processing. Those are as follow.

1. Regular meetings of the Planning Commission are usually held at 7:00 p.m. on the first Tuesday of each month unless that day is a holiday or election day. Meetings take place in the Township Hall at 2483 E. Midland Road. Please check with the Township Supervisor's Office for the precise date of a particular meeting.
2. All materials submitted for review by the Commission are due at the Township Supervisor's Office not less than fourteen (14) days in advance of a scheduled Commission meeting date.
3. Review fees, as set by the Township Board, must be paid at the time the proposal is submitted. The fees defray the costs of providing necessary notices and publications, holding meetings and professional review services for the proposal. A proposal will not be reviewed until the required fees have been paid. A copy of the Township fee schedule is included. However, fees are subject to change. The Township Clerk's office can provide current fee information.
4. A public hearing must be held before action on any request for items, such as rezoning, special use permit, site condominium or subdivision of land. The public hearing must always occur in advance of action on the request. If a request for site plan approval accompanies a special land use request, at its discretion, the Planning Commission may take action on the site plan at the same meeting where the special use is considered.
5. At the first regular meeting at which a proposal is considered, the Planning Commission will set the date for a public hearing. However, under exceptional circumstances, the Planning Commission Chair may set a public hearing date for the next regular meeting.
6. The Planning Commission reserves the right to amend the posted agenda to include other items to be appropriately considered by the Commission.
7. The Planning Commission shall endeavor to expeditiously complete review and take action on each request. However, the Commission reserves the right to limit the number of agenda items. If an excessive number of requests are received for a particular meeting, the Planning Commission reserves the right to place the remaining items not acted on before 10:00 p.m. on the next available Commission agenda.

## *PLANNING COMMISSION PROCEDURES*

8. Procedures have been established to guide the Planning Commission and the applicant through the various approval processes. These procedures place certain responsibilities upon the applicant. Compliance with all of the procedural requirements, as well as the Zoning Ordinance, Subdivision Control Ordinance and other applicable standards, will minimize delays and assure expeditious review of the plan.
9. The Township Planner shall provide review comments to the Planning Commission in advance of action on each request for approval. In some circumstances, the Township may also request review comments from the Township Engineer or Planning Commission Attorney. Copies of all review comments shall be made available to the applicant.
10. The proponent of a development proposal shall have the opportunity to present the request and additional supplemental information to the Commission in advance of final action on the request.
11. After consideration of information presented regarding site plans and special use permits, the Commission is authorized to approve, approve with conditions or deny such requests consistent with the standards of the Zoning Ordinance and other applicable regulations.
12. For rezoning requests and applications for subdivision of land, the Commission is authorized to make a recommendation for approval or denial of the requests. The Township Board has final authority to approve or deny requests for rezoning or subdivision of land.
13. The Planning Commission encourages discussion from all members of the audience. There may times when it is necessary for the Planning Commission Chair to limit comments from individual members of the audience in order to assure that all opinions are heard and a decision made in an expeditious fashion. Both the audience and the Planning Commission should strive for a thorough yet concise discussion of each topic.