

Village of Almont
 817 N. Main Street
 Almont, MI 48003
 (810) 798-8528
www.almontmichigan.gov

PZ #	
PLANNING COMMISSION	ZONING BOARD OF APPEALS
PRELIMINARY SITE PLAN REVIEW	VARIANCE REQUEST - RESIDENTIAL
SITE PLAN REVIEW: RESIDENTIAL COMMERCIAL	VARIANCE REQUEST - COMMERCIAL
SITE PLAN REVIEW AMENDMENT	TEMPORARY USE APPLICATION
*SPECIAL LAND USE	VIOLATION HEARING
SUB/CONDO: TENTATIVE PRELIM FINAL	ADMINISTRATIVE APPEAL
SUB/CONDO SITE PLAN AMENDMENT	TEXT/MAP INTERPRETATION
PETITION TO CHANGE ZONING MAP OR ORDINANCE TEXT	SPECIAL MEETING REQUEST
SPECIAL MEETING REQUEST	
APPLICATION FOR PLANNING COMMISSION AND ZONING BOARD OF APPEALS	
PROPERTY INFORMATION	Property Address:
	Parcel I.D. Number:
	Existing Zoning:
	Frontage: Property Size:
	Current Use: Proposed Use:
APPLICANT INFORMATION	Name:
	Company:
	Address:
	City: State: Zip:
	Phone: Email:
	Driver's License Number: Copy Provided
	Owns the Property Yes No
	Applicant signature: Date:
PRIMARY CONTACT Same as Applicant	Name:
	Company:
	Address:
	City: State: Zip:
	Phone: Email:
	Relationship to Applicant:
PROPERTY OWNER Same as Applicant	Name:
	Address:
	City: State: Zip:
	Phone : Email:
	Property Owner's Signature: Date:

PROJECT DESCRIPTION	
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PLANNING COMMISSION FEES		
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Preliminary Site Plan Review	Fee: 350.00	Escrow: 2500.00
Site Plan Review - Residential	Fee: 200.00	Escrow: 2500.00
Site Plan Review – Commercial	Fee: 350.00 + Engineering Cost	Escrow: 2500.00
Site Plan Review - Amendment	Fee: 200.00	Escrow: 700.00
*Special Land Use	Fee: 350.00	Escrow: 2500.00
Subdivision/Condo Tentative Plan	Fee: 350.00	Escrow: 2500.00
Subdivision/Condo Preliminary	Fee: 350.00	Escrow: 2500.00
Subdivision/Condo Final	Fee: 250.00	Escrow: 2500.00
Subdivision/Condo Amendment	Fee: 250.00	Escrow: 1500.00
*Rezoning/Change Ordinance Text	Fee: 150.00	Escrow: 700.00
PC – Special Meeting Request	Fee: 400.00	
Amount Due:	\$	\$

ZONING BOARD OF APPEALS FEES		
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*Variance Request - Residential	Fee: 100.00	Escrow: 450.00
*Variance Request - Commercial	Fee: 200.00	Escrow: 500.00
Temporary Use Request	Fee: 400.00	Escrow: 500.00
Violation Hearing	Fee: 500.00	
*Administrative Appeal	Fee: 100.00	Escrow: 450.00
*Text/Map Interpretation	Fee: 100.00	Escrow: 300.00
Special Meeting Request	Fee: 400.00	
Amount Due:	\$	\$

ZONING ADMINISTRATOR FEES		
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Predevelopment Site Plan Review Meeting with Consulting Planner/Engineer	Fee: 275.00 + Planner and Engineer Costs	
Zoning Compliance Permit	Fee: 35.00 + Construction Code Permit Fees	
Sign Review:	Alteration	New
	Fee: 35.00 + Construction Code Permit Fees	
Temporary Sign Review Permit	Fee: 35.00	
Amount Due:	\$	

*Requires public hearings and notifications.

Placement on Agenda:

The non-refundable applications fee should be paid to “Village of Almont” at the Village Office located at 817 N. Main Street, Almont MI 48003.

In order to be considered at an upcoming meeting, this application and all required documents and material must be submitted to the Zoning Administrator by the established **deadline** or “**cut-off**” date for the next regular meeting of the Planning Commission and/or Zoning Board of Appeals. **SUBMITTAL BY THE “CUT-OFF” DATE DOES NOT GUARANTEE PLACEMENT ON THE AGENDA.**

The applicant or a representative must be present at ALL meeting.

PLANNING COMMISSION – SUBMITTAL REQUIREMENTS

15 Copies of a Site Plan	Affidavit of Ownership of Land
1 electronic copy of all plans/drawings	
Site Plan Review Checklist	Separate sheet explaining how the site plan will meet the standards for approval
Hazardous Substances Reporting Form	

ZONING BOARD OF APPEALS – SUBMITTAL REQUIREMENTS

6 copies of a Letter of Intent describing in detail the nature of the request, including the Section of the Ordinance being appealed. Identify your claimed unnecessary hardship or practical difficulty **unique to the property itself and not simply unique to the property owner’s own situation**, which will result if the variance is not granted and what unique or unusual circumstances are present that justify the request.

6 copies of a sketch or site plan illustrating:

- The location (size, dimensions, and number) of all existing and proposed structures or site alterations.
- Driveways, approaches and parking spaces and areas;
- Dimensions of all lots and property lines showing relationship and distances of the subject property to abutting
- Property and structures:
- The location and dimensions of all rights-of-way abutting public thoroughfares and easements;
- Preparation date, name, and signature; and
- Date, scale, and north arrow.

Additional information may be required, including but not limited to:

- Floor plans;
- Façade elevations

1 electronic copy of all plans/drawings

Affidavit of Ownership of Land

For Office Use Only

*Public Hearing Required (Zoning Ordinance Adoption/Amendment, Special Land Use, ZBA Appeals, Ordinance Interpretations to ZBA, and Variances)

_____ Yes _____ No – (Send/Publish not less than 15 days before the hearing.)

Date of Public Hearing _____

Date Published in Newspaper: _____

Date Notification Letters to surrounding properties Mailed: _____

Date Planning Commission Members Notified: _____

Remarks or Additional Follow-Up _____

Copies of site plan sent for review (attached comments)

	Date Sent	Date of Response
MDOT		
Fire Department		
Building Department		
Assessor's Office		
Village Engineer		
Village Planner		
Almont School District		
Planning Commission		

Site Plan Approval

Site Plan Approved Site Plan Denied Site Plan Approved w/conditions

Date of Planning Commission Meeting (minutes attached) _____

Final Walk Through for compliance Date: _____

Submit paperwork to Clerk for Escrow deposit balance review/return