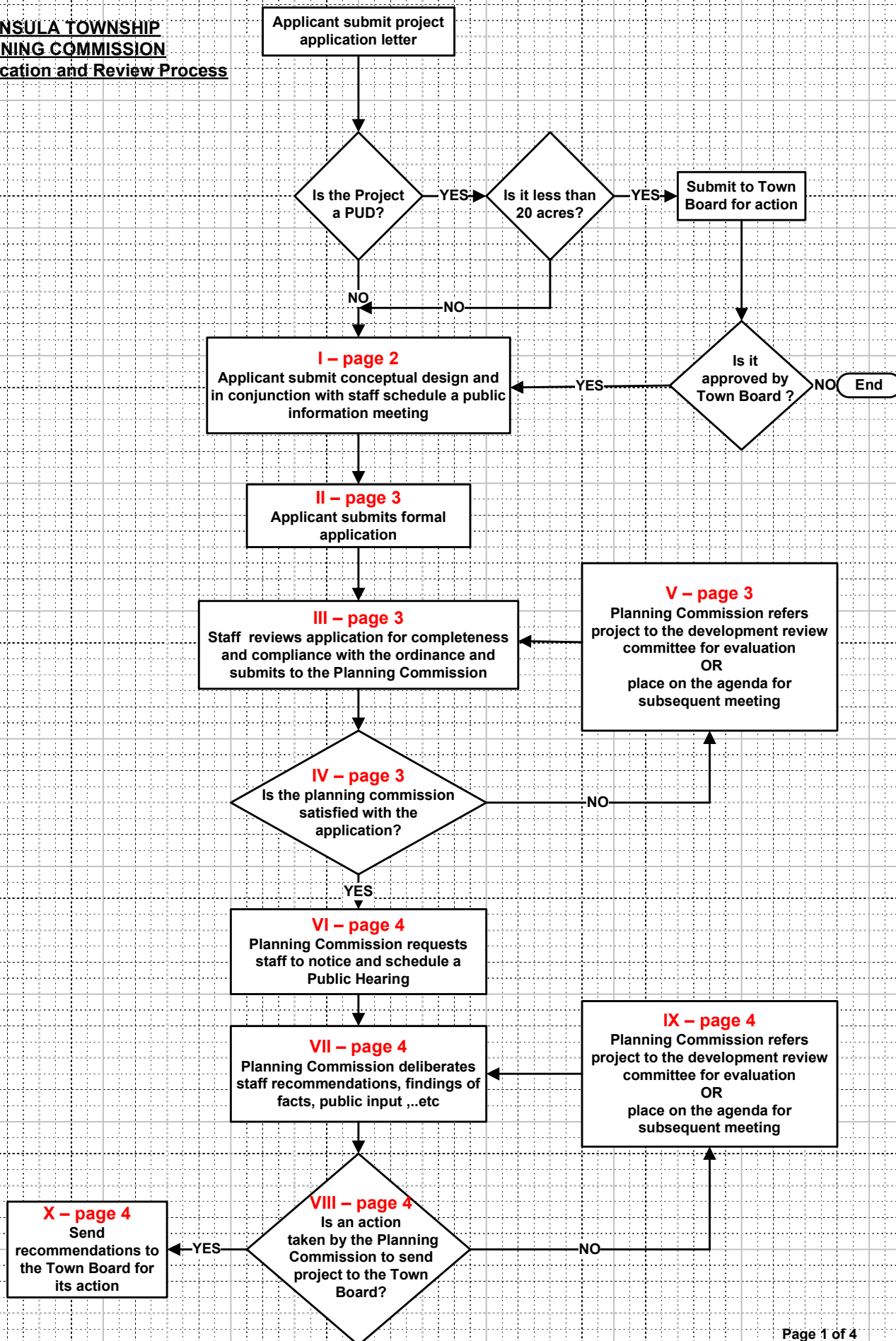


**PENINSULA TOWNSHIP  
PLANNING COMMISSION  
Project Application and Review Process**



# Peninsula Township

## Details of Project Application and Review Process

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Applicant submit conceptual design and in conjunction with staff schedule a public information meeting

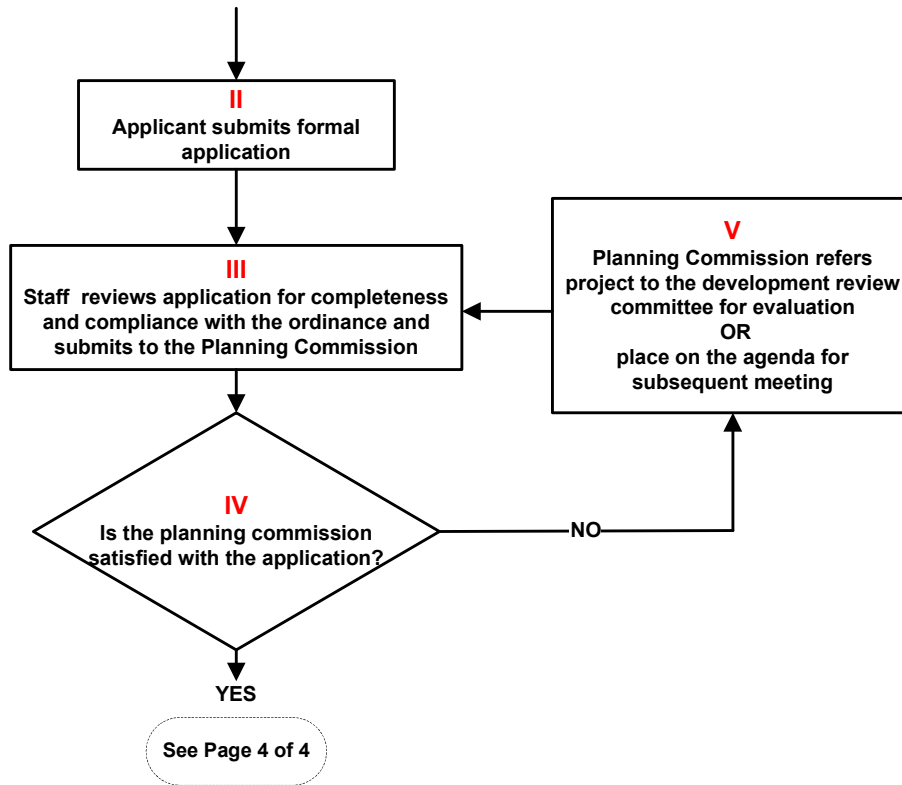
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### Conceptual Design Application – Submittals and Review

1. Concept plan application submittals:
  - A. Permit Fee
  - B. 2 sets of concept drawings to include:
    1. Site Survey/Boundary dimensions
    2. Arrow North
    3. Significant natural features
    4. Proposed Splits or lots
    5. Utilities, gas/electric
    6. Water/Sewer
  - C. Environmental assessment form
  - D. Tax Map
  - E. Quad/topo map showing:
    1. Parcel
    2. Proposed road connections to adjacent properties.
  - F. Parcel zoning plus zoning & land use of adjacent parcels
2. Zoning & Planning staff :
  - A. Review submittals for compliance with Zoning, Master Plan and other ordinances
  - B. May ask for comments from agencies having jurisdiction
  - C. Visit site
  - D. Advise applicant of the balance of the steps in the review and approval process.
3. Advise applicant of ZBA consideration for variances from dimensional requirement if applicable.
4. Discuss and schedule with applicant Public Information Meeting to be held at a regular PC meeting

### Public Information Meeting – Preparation and Procedure

1. Informational sign will be posted on the property.
  - A. Sign shall be 6 square feet with white background and black lettering showing:
    1. Type of development
    2. Number of units
    3. Township phone number
    4. Date of public information meeting
  - B. Staff to determine sign location..
  - C. Sign to be placed at least 30 days prior to information meeting
  - D. Same information on the sign shall be posted on the Township Web Page and at the Township offices.
2. Notify property owners within 300 feet of the project boundaries by mail no less than 8 days prior to the information meeting.
3. Make available to the public at the township offices copies of the following:.
  - A. Concept plans
  - B. Section of ordinance that pertains to the application
4. Procedures for the information meeting.
  - A. Included as an agenda item of the planning commission meeting
  - B. Staff report including any public comments received prior to the meeting.
  - C. Presentation by the applicant
  - D. Public comments (*these comments will not be included in the "public hearing" required by the zoning ordinance*)

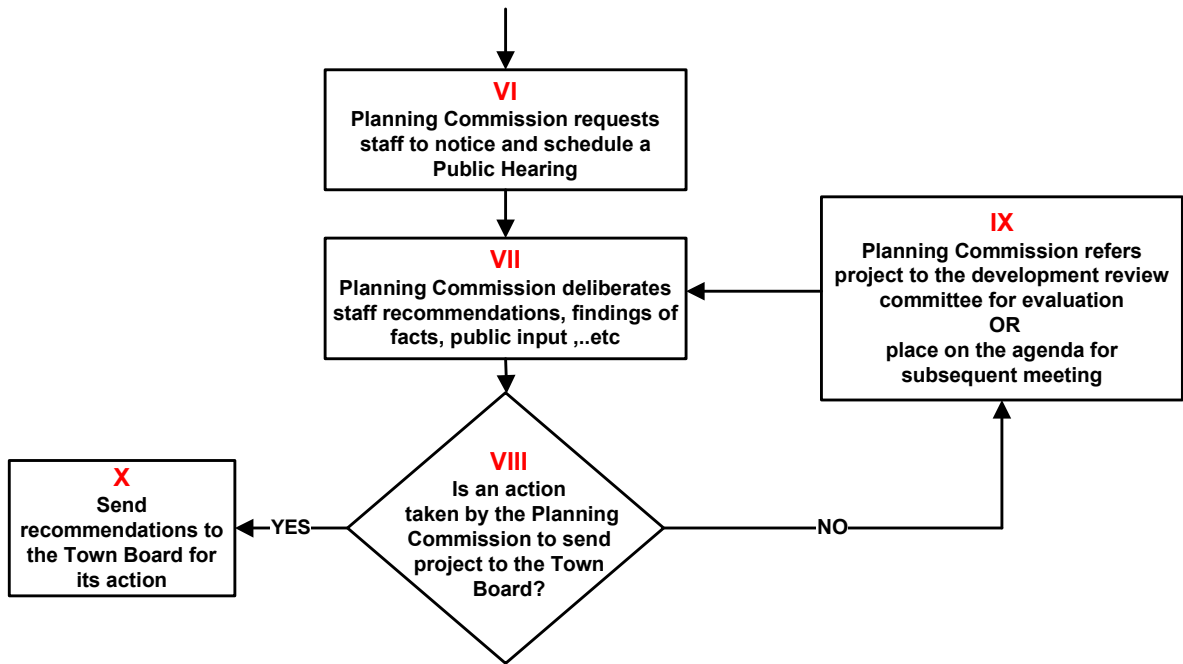


### Formal application submittals and applicable fees

1. Full application complying with all ordinance requirements
  - A. Site Plan and drawings to comply with application and checklist
  - B. Reduced drawings easily reproduced
  - C. Written comments from applicable agencies
  - D. Applicable Fees and Escrow Account deposit if applicable

### Presentation to the planning commission

1. Full application
2. Site plan
3. Written comments from agencies
4. Staff report:
  - A. Check list showing how the ordinance requirements for non-discretionary requirements are met
  - B. List of discretionary requirements including staff recommendations.
  - C. Staff report of Findings
  - D. Staff recommended conditions of approval
5. Planning Commission Action.
  - A. Refer to the Development Review Committee  
OR
  - B. Schedule a public hearing  
OR
  - C. Place on the agenda for subsequent meeting



### Planning Commission Public Hearing and Action Steps

1. Planning Commission public hearing steps:
  - A. Applicant presentation
  - B. Staff presentation of dimensional findings and list of discretionary requirements
  - C. Public input
  
2. Planning Commission actions:
  - A. Consider a motion to take action at the Public Hearing meeting.  
 If motion is approved, consider a motion to:
    1. Approve the findings; and
    2. Make recommendations to the township Board for:
      - a. Approval ;
      - b. Approval with conditions;
      - c. Denial;
  - OR
  - B. Consider a motion to:
    1. Refer to the Development Review Committee; OR
    2. Place on the agenda for subsequent Planning Commission meeting

### Town Board Action Steps

1. Staff presentation of planning commission action and findings
2. Applicant presentation
3. Public input
4. Town Board actions:
  - A. Approve project; OR
  - B. Approve project with conditions; OR
  - C. Deny project; OR
  - D. Refer back to the Planning Commission with instructions for further review; OR
  - E. Place on the agenda for subsequent Town Board meeting