

PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

Ph: 231.223.7322 Fax: 231.223.7117

www.peninsulatownship.com

**Peninsula Township Board
Study Session
February 21, 2018
9:00 am
Township Office Conference Room**

AGENDA

A quorum of the Township Board and/or Planning Commission may be present.

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Approve Agenda**
5. **Conflict of Interest**
6. **Business**
 - a. Review Land Use Permit Process (Jennifer Hodges from GFA to present flow chart)
 - b. Review Escrow Ordinance
7. **Adjournment**



Joanne Westphal, Clerk
Peninsula Township

Posted: February 20, 2018, 9:00 am

VINEYARD RIDGE SUP #127 REQUIREMENTS / STATUS

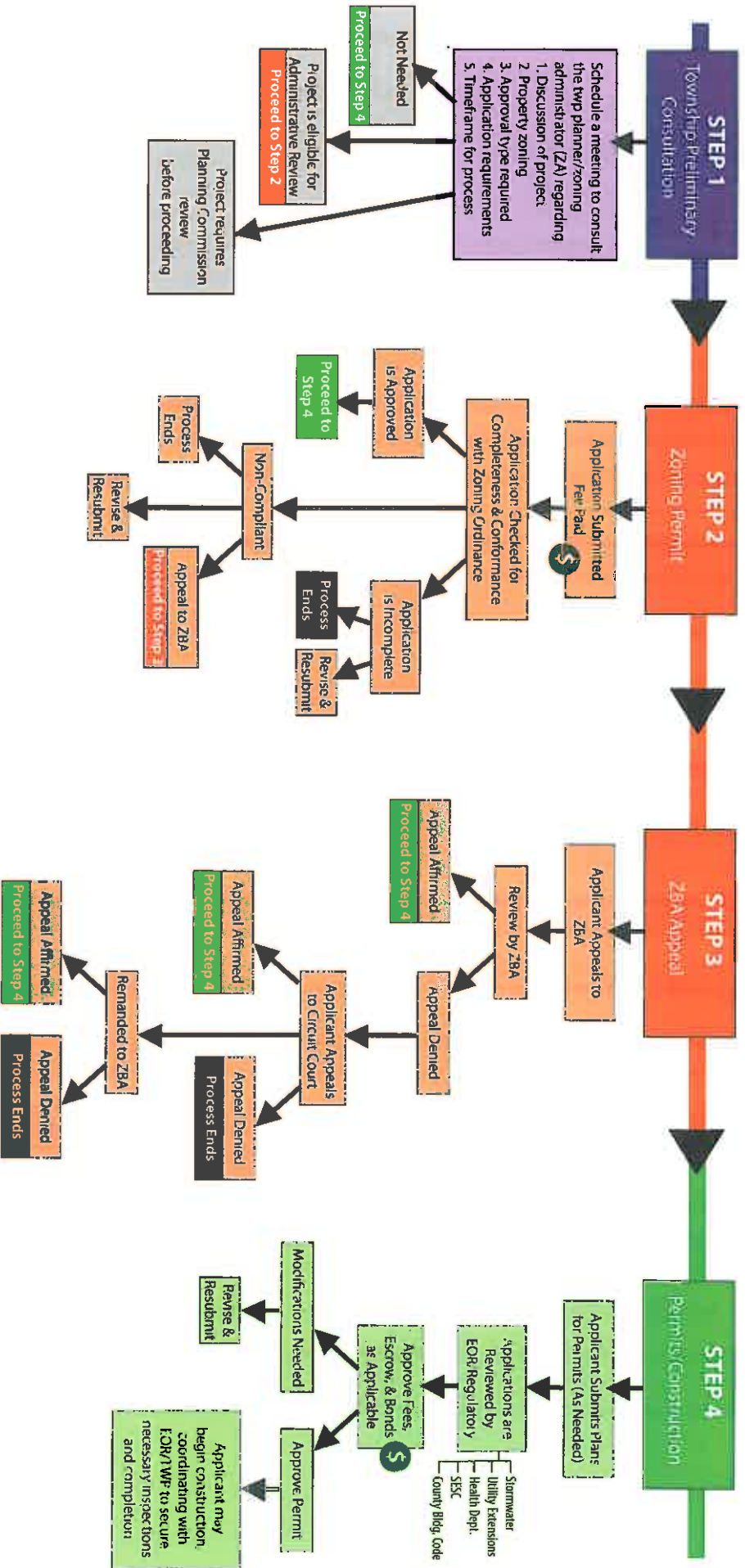
ITEMS REQUIRED TO BE SUBMITTED FOR STAFF / PC CONSIDERATION			
	Status	Date	Notes
Application			
Fee			
Escrow Fee Deposit			
Site Plans			
Complies with Zoning Ordinance			
Landscape Plan			
Visual illustration provided including elevations of buildings / exteriors			
Exterior Lighting Plan			
Preliminary Site Plan Review / Approval			
County Health Department (well & septic)			
DPW (water & sewer)			
Twp Engineer (Water, Sewer, Stormwater)			
Fire Department			
County Road Commission			
MDOT			
MDEQ			
ITEMS REQUIRED TO BE SUBMITTED PER PC / BOARD APPROVAL TO OBTAIN LAND USE PERMIT			
Clearing / Earth Change Approval			
Soil Erosion Control / NPDES NOC Permit			
Installation of SESC Measures			
Stormwater Control Review / Approval (Twp Engineer)			
Shallow Basins (as applicable)			
Condominium Master Deed and Bylaws			
Planning Department Review / Approval			
Inclusion of Association Regulations			
Deed & Bylaw Review / Approval (Twp Attorney)			
Recorded Copies on file			

ITEMS REQUIRED TO BE SUBMITTED FOR STAFF / PC CONSIDERATION

	Status	Date	Notes
Final Site Plan Submission			
Planning Dept Review / Approval			
Sanitary / Water Final Plan Submission			
DPW Review / Approval			
Twp Engineer Review / Approval			
DEQ Permits Received and on file with Twp			
Twp Board Review / Approval			
Easements Recorded and on file with Twp			
Bond			
Water / Sewer			
Private Roads			
Storm water			
Baseline Environmental Assessment			
DEQ Remediation Plans			
Private Road Application			
Review / Approval Plans -- Temporary Road Connection (Phase I)			
MDOT Permit Received on file with Twp			
County Road Commission Permit Received on file with Twp			
Private Road Permit Issued by ZA			
PROJECT CLOSEOUT			
Post Construction Compliance review by ZA			
Trail Easements Recorded and on file with Twp			
Turnover Documents for Water / Sewer			
Consent of Surety / Engineer Certification			
Bill of Sale			
Record Drawings			
Maintenance Bond			
Reports			

Overview

Peninsula Township Zoning Permit Flow Chart



Prepared for Peninsula Township, 2018
by GFA, Township EOR

.....:BY

8106-61-931
LEADER

January 31, 2018 - Recommended by the Zoning Rewrite Committee

An Amendment to revise Section 4.3 of the Peninsula Township Zoning Ordinance to provide that the Director of Planning and Zoning Administrator will estimate additional fees to be held in escrow.

Amendment No. _____.

Section 4.3 Escrow shall be revised to read as follows:

Section 4.3 Escrow: If the Director of Planning or Zoning Administrator or any Commission or Board determines that the basic fees will not cover the costs of the application review or appeal, or if the Director of Planning or Zoning Administrator or any Commission or Board determines that review of the application or participation in the review process or appeal by qualified professional planners, engineers, attorneys, or other professionals is necessary, then the applicant shall deposit with the Township Treasurer such additional fees in an amount equal to the additional costs as estimated by the Director of Planning or Zoning Administrator.

The additional fees shall be held in escrow in the applicant's name and shall be used solely to pay these additional costs. If the amount held in escrow becomes less than twenty (20%) percent of the initial escrow deposit and review of the application or decision on the appeal is not completed, then the Director of Planning or Zoning Administrator may require the applicant to deposit additional fees into escrow in an amount equal to the costs as estimated by the Director of Planning or Zoning Administrator to complete the review or decide the appeal.

Failure of the applicant to make any escrow deposit required under this Ordinance shall be deemed to make the application incomplete or the appeal procedurally defective, thereby justifying the denial of the application or the dismissal of the appeal.

Any unexpended funds held in escrow shall be returned to the applicant following final action on the application or the final decision on the appeal.

Any costs incurred by the Township in excess of the amount held in escrow shall be billed to the applicant and shall be paid by the applicant prior to the issuance of any permit or the release of a final decision on an appeal.

An Amendment to revise Section 4.3 of the Peninsula Township Zoning Ordinance to provide that the Director of Planning and Zoning will estimate additional zoning fees to be held in escrow.

Amendment No. _____.

Section 4.3 Escrow shall be revised to read as follows:

Section 4.3 Escrow: If any Commission or Board determines that the basic zoning fees will not cover the actual costs of the application review or appeal, or if any Commission or Board determines that review of the application and/or participation in the review process or appeal by qualified professional planners, engineers, attorneys, or other professionals is necessary, then the applicant shall deposit with the township treasurer such additional zoning fees in an amount ~~determined by any Commission or Board~~ equal to the ~~estimated~~ additional costs **as estimated by the Director of Planning and Zoning**. The additional zoning fees shall be held in escrow in the applicant's name and shall be used solely to pay these additional costs. If the amount held in escrow becomes less than twenty (20%) percent of the latest escrow deposit and review of the application or decision on the appeal is not completed, then ~~any Commission or Board~~ **the Director of Planning and Zoning** may require the applicant to deposit additional fees into escrow in an amount ~~determined by any Commission or Board~~ to be equal to the ~~estimated~~ costs **as estimated by the Director of Planning and Zoning** to complete the review or decide the appeal. Failure of the applicant to make any escrow deposit required under this Ordinance shall be deemed to make the application incomplete or the appeal procedurally defective, thereby justifying the denial of the application or the dismissal of the appeal. Any unexpended funds held in escrow shall be returned to the applicant following final action on the application or the final decision on the appeal. Any actual costs incurred by the township in excess of the amount held in escrow shall be billed to the applicant and shall be paid by the applicant prior to the issuance of any permit or the release of a final decision on an appeal.