

## **What to expect before you start**

### **Conceptual Plan Review**

Mt. Morris Township welcomes conceptual plans, or what is also commonly known as a pre-application review. The meeting can typically involve a Planning Commissioner, The Building Official and Zoning and Planning Analyst. It is recommended that the applicant submitting a large-scale plan seek the review and other smaller or existing structure plans may be optional.

The following steps are general conceptual review:

The applicant can submit a proposed plan to the Zoning Analyst and/or the Building Official.

Once availability has been determined, the Township will notify the applicant of the available dates and times for the review.

The plan will be reviewed for general layout and zoning compliance: setbacks, zoning, parking requirements, loading and unloading space, landscaping, dumpster location and screening and any other conditions that may apply.

If the plan is being submitted as part of a Rezoning, Special Land Use or Variance request, the plan will be reviewed in accordance with the requirements of the specific request. Therefore, it must contain enough information to accurately convey the circumstances of the site and the details of the request.

Once special circumstances are identified, the applicant may be directed to comply with the following:

- Apply for a Special Land Use application, if required for the proposed use.
- Apply for Rezoning of the Property, if the current zoning is not in place for the proposed use.
- Apply for a variance, if non-compliance with any zoning ordinance requirement is identified at this stage in the process.
- Contact Genesee County Water and Waste, Drain Commission for any proposed work. (Soil Erosion, Surface Water Management, REI and IPP.)
- Contact Genesee County Road Commission for any proposed work. (Driveway, Right-of-Way and Curb Cuts)

The applicant will be given the appropriate documents and information for the requested developments/proposed use, which include but may not be subject to:

- Applications for Site Plan, Special Land Use, Rezoning and Variances as necessary.
- Fee Schedule
- Site Plan Check List
- Tentative schedules for meeting dates and process for request.

## **Site Plan Review**

Mt. Morris Township requires a Site Plan Review Application for Office, Commercial, Industrial, existing structures and new. The Township will also require a Site Plan Application for Multiple-Family Residential. Planned Unit Developments and Single-Family Residential developments require a somewhat different review process, which is covered in the ordinance, under that section.

Reviewing the Zoning Ordinance will help you navigate the site layout requirements for the proposed use such as:

- Maximum lot coverage and building heights.
- Setbacks- Front, rear and Sides.
- Landscaping requirements.
- Screening or buffer requirements.
- Parking.
- Dumpster.
- Special Conditions for the proposed use.

Please review the Site Plan Checklist to ensure an accurate plan has been submitted. An incomplete site plan may not be accepted.

If the project requires a full site plan or an administrative review, the Township will require at least three (3) copies of the site plan.

It is the applicant's responsibility to submit copies of the site plan to any outside agencies, such as Genesee County Water and Waste, Drain Commission, Genesee County Road Commission and The Michigan Department of Environment Quality (EGLE) if necessary.

Revised site plans must be submitted prior to the Planning Commission. If the revised site plan is not submitted in time to allow for revisions for Planning Commission review, the Commissioners have the right to table the plan for further review.

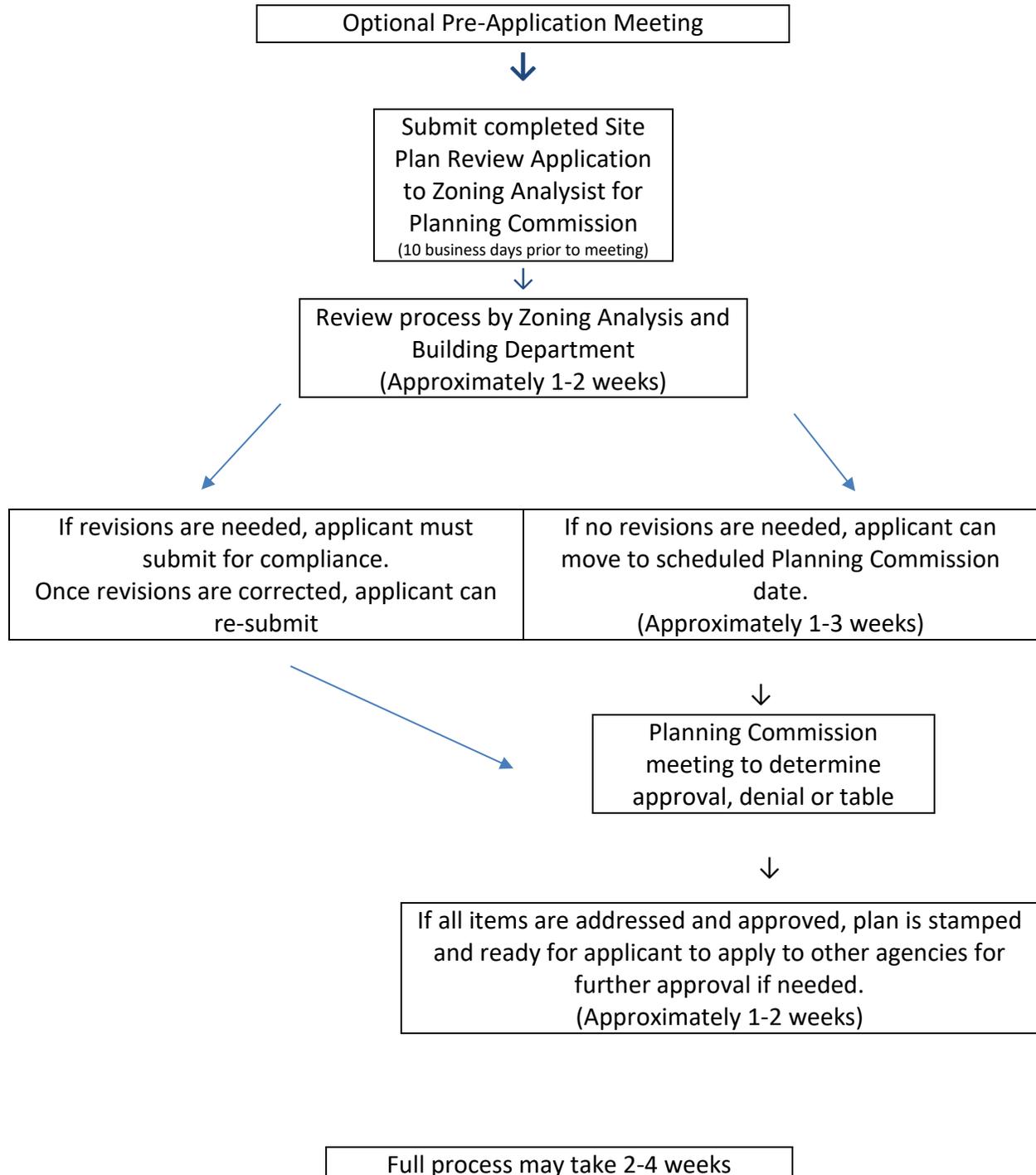
### **Action of Planning Commission**

Mt. Morris Township Planning Commission meetings are held on the first Monday and third Thursday of the month unless noted.

The applicant or a representative must be present for representation.

Planning Commissioners will act by approving the proposal (with or without conditions), denying the proposal or tabling for further review.

## Flow Chart for Site Plan Review



## **Special Land Use**

Certain Land Uses are required from the Zoning Ordinance to have a Special Land Use Permit. This will often include conditions imposed by the ordinance and/or the Planning Commission. Every special condition must be met in order for the Special Land Use Permit to be approved.

### **Requirements for submittal**

Completed application must be submitted to the Zoning Analyst, along with site plan and required fees.

### **Action of Planning Commission**

Mt. Morris Township Planning Commission meetings are held on the first Monday and third Thursday of the month unless noted.

Public hearing notices are posted in the local newspaper and mailed to property owners within three-hundred feet to the proposed property requested the special land use.

During the scheduled public hearing the applicant or a representative will propose the request and explain for approval. Supportive material may be requested for the use to determine if it is in compliance with the request.

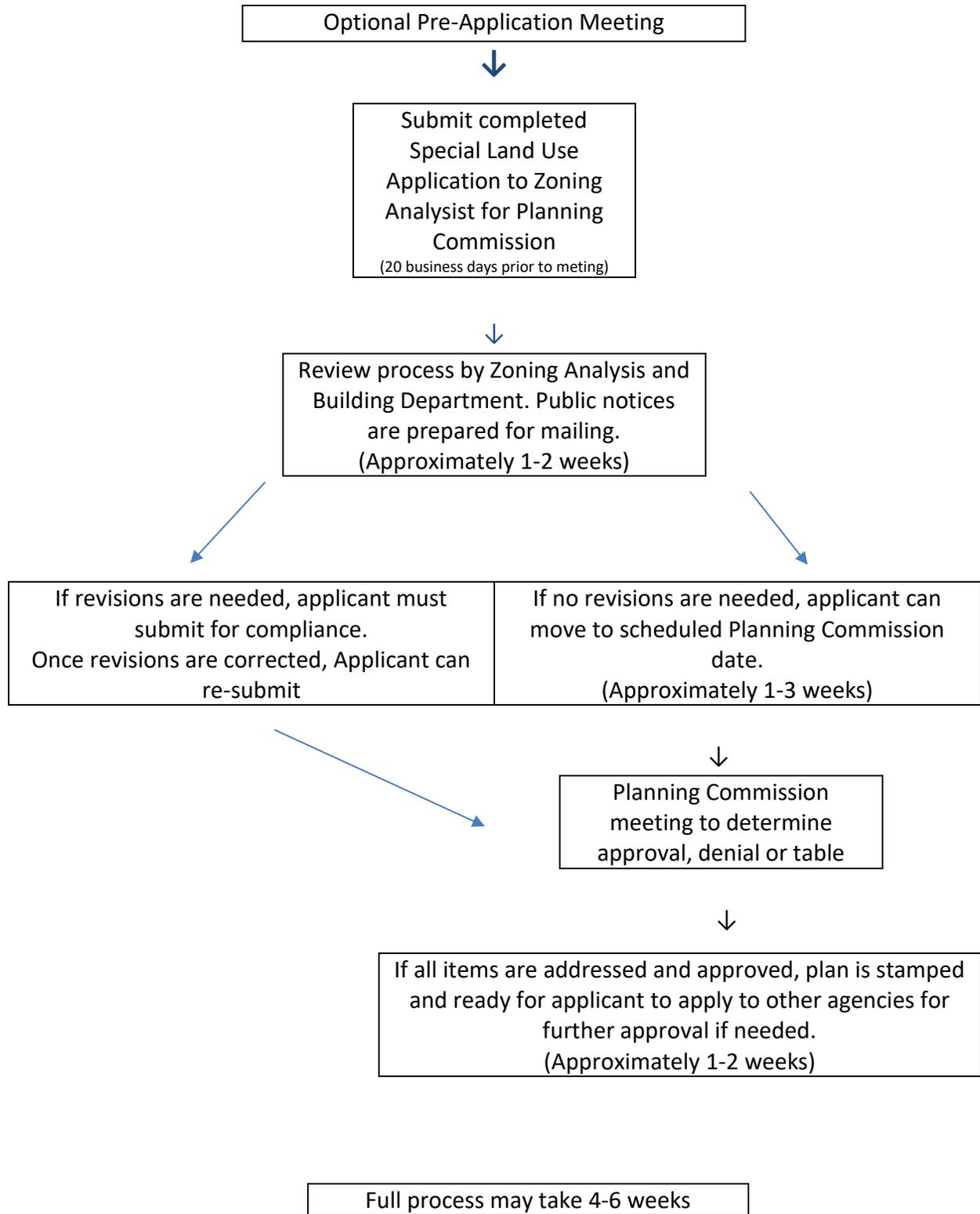
The public will be given an opportunity to voice their concerns and opinions.

Planning Commission will make a determination to approve (with or without conditions), deny or table for further review.

### **Site Plan Review**

The approval of a Special Land Use does NOT assume Site Plan approval. Site Plan will be reviewed after the Special Land Use has been approved.

# Flow Chart for Special Land Use



## **Rezoning**

Zoning districts are zoned for intended uses. If the parcel does not allow the intended use, you must apply for rezoning or choose a different parcel with the correct zoning district.

Approvals for rezoning are granted in conformance with the Mt. Morris Townships Master Plan. The Future Land Use Map describes land uses, goals and objectives. If your request is not within the intent of the Master Plan, then it is possible that the request may be denied and/or a Master Plan change may be reviewed for the anticipated growth trend that may warrant the change.

If a Master Plan change is considered, the Planning Commission will review the current uses, zoning and designations of the parcel(s) to determine if the current conditions warrant a change to the Mt. Morris Township Master Plan.

### **Requirements for submittal**

Completed application must be submitted to the Zoning Analyst, along with any deed, contract or letter of authority which serves as evidence that the applicant has a right to petition for rezoning on the subject parcel. A Site Plan may be required. Nonrefundable fees apply.

### **Action of Planning Commission**

Mt. Morris Township Planning Commission meetings are held on the first Monday and third Thursday of the month unless noted.

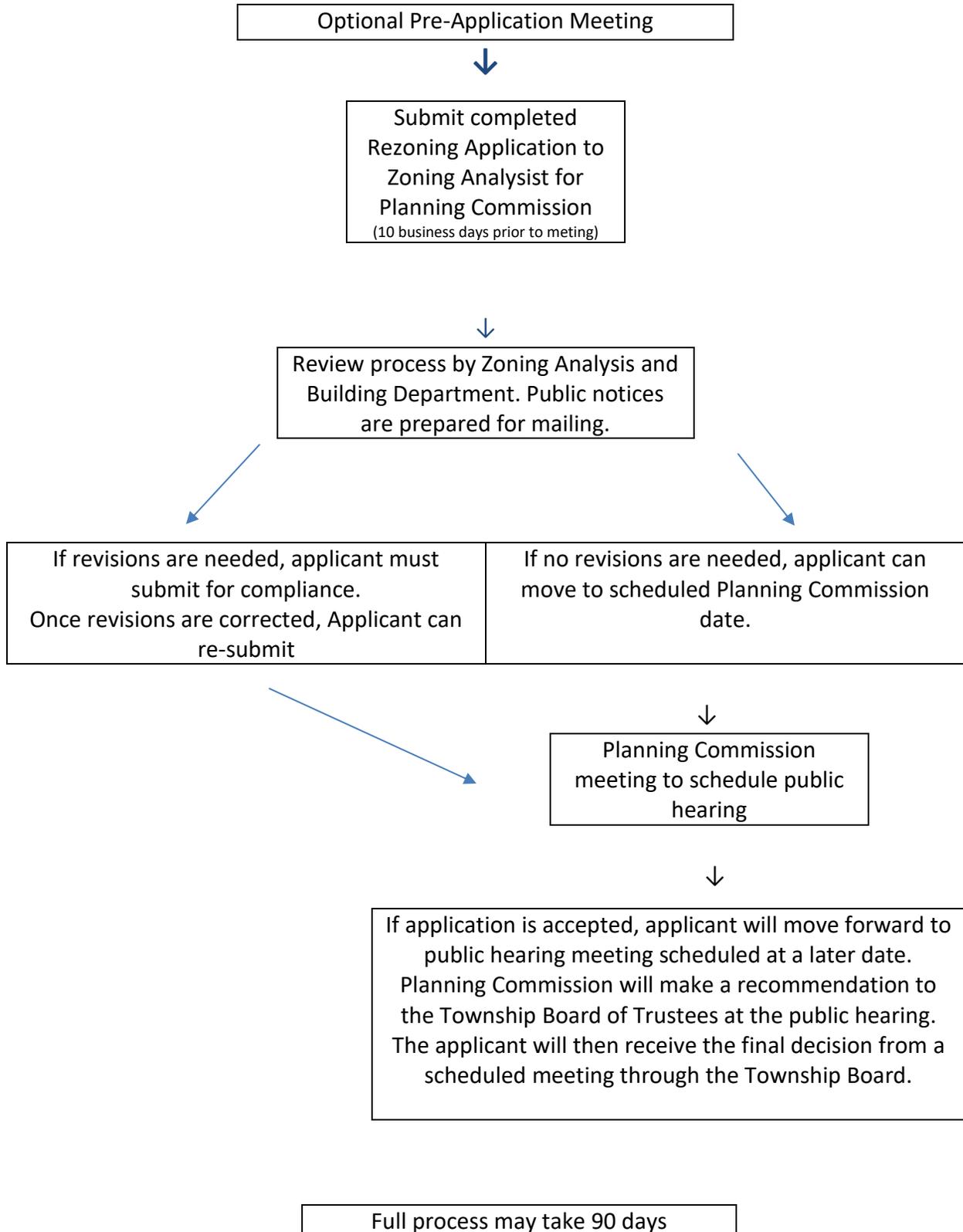
Public hearing notices are posted in the local newspaper and mailed to property owners within three-hundred feet to the proposed property requested for the rezoning change.

During the scheduled public hearing the applicant or a representative will propose the request and explain for approval. Supportive material may be requested for the use to determine if it is in compliance.

The public will be given an opportunity to voice their concerns and opinions.

Planning Commission will make a determination for their recommendation to the Township Board of Trustees to approve or deny the request. Once the Planning Commission makes the recommendation, the item is sent to the Township Board of Trustees for a later dated meeting to make the final decision for the request.

## Flow Chart for Rezoning



## **Zoning Board of Appeals**

If at any time during the review process it is discovered that the proposed plan does not meet the requirements of the zoning ordinance, a modification to the plan may be required or a variance request through the Mt. Morris Township Zoning Board of Appeals. The Planning Commission cannot extend beyond what is required, only the Zoning Board of Appeals can grant variances.

Reviewing the Zoning Ordinance will help you navigate the site layout requirements for the proposed use such as:

- Maximum lot coverage and building heights.
- Setbacks- Front, rear and Sides.
- Landscaping requirements.
- Screening or buffer requirements.
- Parking.
- Dumpster.
- Special Conditions for the proposed use.

A public hearing is required for variance requests.

### **Requirements for submittal**

Completed application must be submitted to the Zoning Analyst. A Site Plan may be required. Nonrefundable fees apply.

### **Action of Zoning Board of Appeals**

Mt. Morris Township Zoning Board of Appeals meetings are held on the third Monday and through the months of May – October an additional meeting is held on the first Wednesday, unless noted.

The applicant or a representative must be present for representation.

Zoning Commissioners will act on the request by determining if a hardship or practical difficulty exists by approving the proposal (with or without conditions), denying the proposal or tabling for further review.

### **Request for Zoning Exception**

A request may qualify for a certain exemption. Some cases included, but not limited to are parking requirements, height or area requirements and use of temporary buildings. The process is the same as outlined for variance requests.

### **Request for Zoning Appeal**

In some cases, the language in the zoning ordinance may be unclear and/or subject to interpretation. If an applicant does not agree with the decision or zoning interpretation given by the Planning Commission or Department staff, he or she may apply for an appeal from the Zoning Board of Appeals. The process is the same as outlined for variance requests.

## Flow Chart for Variance

