



# Grand Blanc Township Development Review Guidebook

*October 2016*

**Planning & Zoning Department**  
5371 South Saginaw Street  
Grand Blanc, MI 48484  
(810) 424-2766  
[www.twp.grand-blanc.mi.us](http://www.twp.grand-blanc.mi.us)



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# Introduction



## Overview & Purpose



**T**his Development Review Guidebook has been prepared for informational purposes to assist property owners, the development community, and the general public. It is intended to be a user-friendly tool to assist in navigating through Grand Blanc Township's development application and review process.

In the *Guidebook* you will find application forms and requirements, submittal checklists, easy-to-follow review process flowcharts, and answers to commonly asked questions.

This document is not an ordinance. It is important to note that the ordinances of the Township should be thoroughly researched before reaching any conclusions on questions related to development in Grand Blanc Township. This document can be the source to begin your search for information.

## Important Contacts

### Grand Blanc Township

#### Township Offices

5371 South Saginaw

Grand Blanc, MI 48484

(810) 424-2600

[www.twp.grand-blanc.mi.us](http://www.twp.grand-blanc.mi.us)

#### Planning & Zoning Department

(810) 424-2766

#### Building Department

(810) 424-2782

#### Public Works Department

(810) 424-2640

#### Assessing Department

(810) 424-2696

### Genesee County

#### Road Commission

211 West Oakley

Flint MI 48532

(810) 767-4920

#### Drain Commissioner

4610 Beecher Rd.

Flint, MI 48532

(810) 732-7870

### State of Michigan

#### Department of Environmental Quality – Lansing District Office

525 West Allegan

Lansing, MI 48913

(517) 284-6651

# Site Plan Review



## Overview

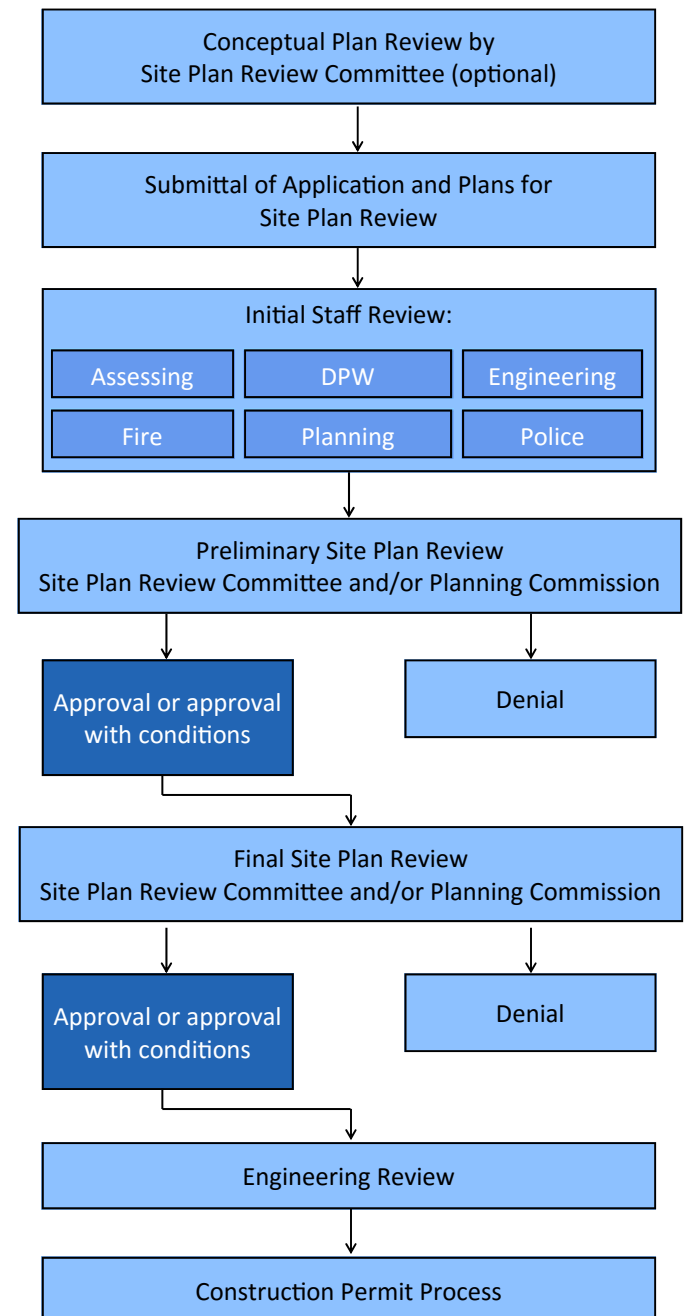
### When is site plan review required?

Site plan review provides the Township with an opportunity to review land development proposals in relation to applicable Township ordinances, surrounding uses, accessibility, pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, and other relevant factors which may impact public health, safety, and welfare.

Site Plan Review shall be required for the following:

- Development of vacant property (except the construction, reconstruction, erection or expansion of a single-family or two-family dwelling on a single lot or parcel).
- Any change of use in land or building to a different occupancy or type, or to a more intensive use, as determined by the Planning and Zoning Department, that may involve substantial change in such features as parking, traffic flow, structural amenities, hours of operation, public services, effluent discharge, drainage provisions or that may entail substantial alteration of an important physical aspect of the site.
- Prior to the issuance of any Special Land Use Permit.
- Any building containing three or more dwelling units.
- Remodeling or altering existing structures which increases the building footprint or increases the interior or leasable floor area by ten percent (10%) in any twenty-four (24) month period.
- A change is made from a non-conforming use to a conforming use.
- Establishment of any site condominium developments.
- Where the costs of remodeling and/or additions exceed fifty percent (50%) of the appraised value of the existing building(s), and said existing building(s) never previously received site plan approval.
- Establishment of any new use requiring a new structure or requiring an off-street parking lot, or other significant improvement, as required by the Planning and Zoning Department.
- Where site plan review is otherwise required by this or other ordinances of the Township.

### What is the site plan review process?





# Site Plan Review



## Application Requirements

### What is required to begin the site plan review process?

The following must be submitted for preliminary review:

- ☐ A completed application form with applicable fees.
- ☐ One (1) original notarized Affidavit of Ownership and supporting ownership documentation.
- ☐ Twelve (12) copies of the sealed site plan, floor plans, elevations, landscape plan and tree inventory (refer to Site Plan Checklist). In addition, a digital PDF file of all plans, much be submitted.
- ☐ Two (2) copies of a Traffic Impact Study, if applicable.



### What information must be included on a site plan?

All site plans submitted for review must include the information required by Article 6 of the Grand Blanc Township Zoning Ordinance. Site plans must conform to current Township regulations and those of any other agency having jurisdiction. Incomplete site plans will not be accepted for review. The following checklist is generally intended to assist applicants in preparing a complete site plan. Additional information may be obtained from the zoning ordinance.

- ☐ The name and address of the project.
- ☐ The name and address of the property owner, applicant, and developer.
- ☐ The seal and signature of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it.
- ☐ Location map indicating major roads, cross streets and property lines, where necessary.
- ☐ Title block with north arrow, date of plan preparation, and the date(s) of any revisions.
- ☐ The site plan shall be drawn on sheets measuring not less than 24 x 36 inches and not more than 30 x 42 inches at a scale adequate to determine compliance with all standards contained in township ordinances, with a minimum scale not to exceed 1"=50' or 1"=100'. In addition, an electronic PDF file of all plans is required.
- ☐ Complete and current legal description and size of property in acres and square feet. Where a metes and bounds description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor and shall correlate with the legal description.
- ☐ Size of site (acres & square feet).
- ☐ Zoning and current land use(s) of applicants property and all abutting properties including those across any public or private streets.
- ☐ All existing lot lines and dimensions, including setback lines and existing or proposed easements.
- ☐ Existing topography (minimum contour interval of two feet) on the site parcels and within fifty (50) feet beyond site boundaries

# Site Plan Review



## Site Plan Checklist

- ☐ Existing natural features such as streams, marshes, ponds, drainage patterns, 100 year floodplain boundary and the limits of any wetland regulated by the Michigan Department of Environmental Quality (MDEQ), including attachment of a wetland determination by a qualified individual. Also, indicate whether the site is within 500 feet of a lake, river, stream, drainage course, or other waterway.
- ☐ Existing woodlands shall be shown as required by the Tree Protection Ordinance.
- ☐ Soil characteristics of the parcel, if not served by sanitary sewer.
- ☐ Buildings, structures, existing rights-of-way, utility poles, towers, drainage ditches, culverts, pavement, sidewalks, and parking areas on the parcel and within one hundred (100) feet of the property lines. Notes shall be provided indicating those that will remain and those which are to be removed or modified.
- ☐ Driveways, street names, and streets within the subject site and within two hundred fifty (250) feet of the property lines (including driveways and streets on the opposite side of any street). Notes shall be provided indicating those that will remain and those that are to be removed or modified.
- ☐ Architectural building elevations (front, sides, rear) and type of surface materials and design of all exterior surfaces (all buildings and carports).
- ☐ Dimensioned floor plans (all buildings).
- ☐ Existing and proposed rights-of-way for all abutting roads.
- ☐ Location and design of access points including width, radii, provision for any deceleration of passing lanes, distance from adjacent driveways or street intersection.
- ☐ Type of surface (paving) for access and circulation areas.
- ☐ Parking: location, number of spaces, space and aisle dimensions, type of surfacing, landscape island dimensions.
- ☐ Site circulation patterns, identification of all fire lanes, and locations of any construction roads.
- ☐ The alignment, width, pavement type, detail cross-section, and distance from the street for any proposed sidewalks or pathways.
- ☐ A traffic impact study shall be required when the proposed development would be expected to generate over fifty (50) directional trips during the peak hour or the traffic generator or the peak hour on the adjacent streets, or over seven hundred fifty (750) trips in an average day.
- ☐ A site grading plan for all developments where grading will occur.
- ☐ Parking, storage, and loading/unloading areas, including the dimensions of a typical space, aisle and angle of spaces.
- ☐ A landscape plan which indicates proposed ground cover and plant locations; and with common plant name, number, and size at installation. For any trees to be preserved, a detail shall be provided to illustrate protection around the tree's drip line. Berms, retaining walls or fence shall be shown with elevations from the surrounding average grade. The location, type, and height of proposed fences shall be described.
- ☐ Details of any exterior lighting, including location, height, photometric grid, and method of shielding and style of fixtures.
- ☐ Locations of proposed outdoor trash container enclosures, including size, typical elevation, and vertical section of enclosures, showing materials and dimensions.
- ☐ Locations of all signs including location, size, area, type, height and method of lighting.
- ☐ Location of all site utilities, including fire hydrants.

# Site Plan Review



## Common Questions



### Do I need to attend any meetings?

You will be notified of meetings with your site plan on the agenda. It is strongly recommended that you have representation at all meetings at which your site plan will be discussed.

Action may be taken on a site plan whether the applicant is in attendance or not. In addition, action may be postponed if the applicant is not available to answer questions.

### How long is site plan approval valid?

Site plan approval is valid for 1 year from the date of approval. One extension up to six (6) months may be granted by the Planning Commission.

### When are materials due?

Materials are due a minimum of four weeks prior to the meeting date. Plans may be submitted closer to the meeting date if minor changes have been made.

### What happens after final site plan approval?

Upon approval of a final site plan by the Site Plan Review Committee or the Planning Commission, the Planning and Zoning Department will notify the Building Department in writing that they may proceed with the review and approval of Building Permit and Construction Drawing applications.

If the Site Plan Review Committee or the Planning Commission deny a change or amendment to a site plan, any building permits issued pursuant to, or conditioned on that change or amendment to a site plan, shall be revoked until such time as the requirements for approval of the site plan have been met.

The Planning and Zoning Department and/or the Building Department may make periodic investigations of developments with approved site plans. Non-compliance with any required conditions shall allow the township to take necessary enforcement actions.

### Does site plan approval allow me to begin construction?

No, final site plan approval does not authorize construction. Site plan approval indicates compliance with the Zoning Ordinance.

Following site plan approval, permits to allow construction or begin the requested use, must be sought through appropriate Township departments and other agencies.

### Who do I contact if I have more questions?

Contact the Grand Blanc Township Planning and Zoning Department at:

5371 South Saginaw Street  
Grand Blanc, MI 48480

(810) 424-2766

[brown@twp.grand-blanc.mi.us](mailto:brown@twp.grand-blanc.mi.us)

[www.twp.grand-blanc.mi.us](http://www.twp.grand-blanc.mi.us)



# Special Land Uses



## Overview



### What is a special land use?

Special Land Uses are authorized under the Michigan Zoning Enabling Act, P.A. 110 of 2006, as amended, and are those uses which may be compatible with other uses in some, but not all, locations within a particular zoning district.

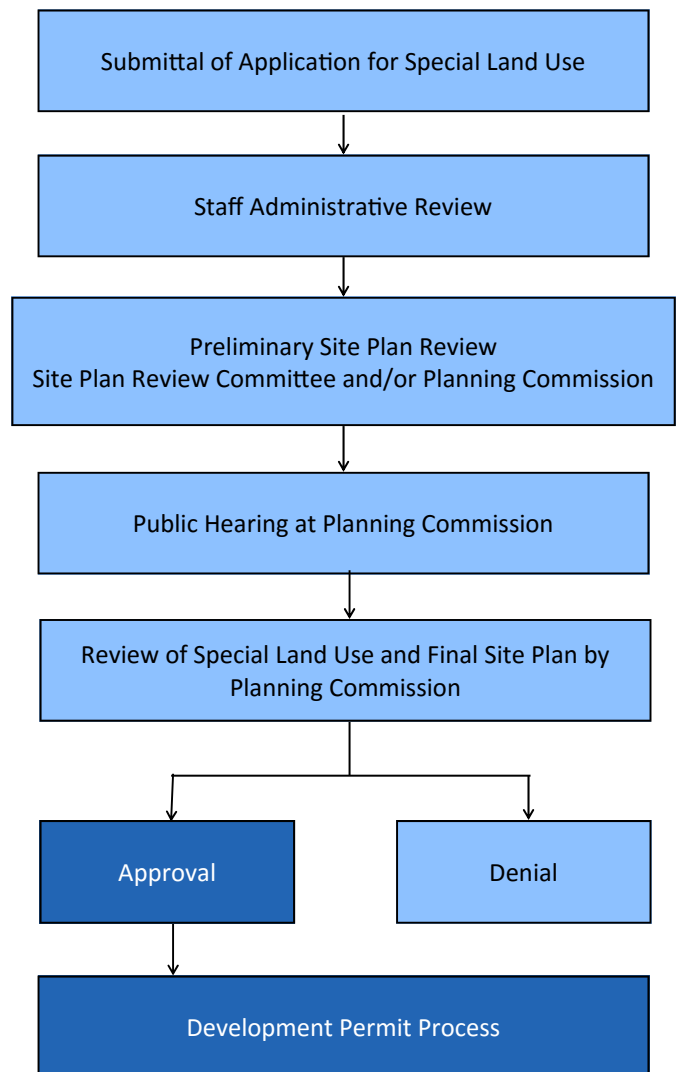
Pursuant to Section 6.3 of the Grand Blanc Township Zoning Ordinance, the Special Land Use standards are intended to accomplish the following:

- Provide a mechanism for public input on decisions involving more intense land uses.
- Establish criteria for both new development and redevelopment consistent with the Township's land use goals and objectives as stated in the Township Master Plan.
- Regulate the use of land on the basis of impact to the Township overall, and adjacent properties in particular.
- Promote a planned and orderly development pattern which can be served by public facilities and service in a cost-effective manner.
- Ensure uses can be accommodated by the environmental capability of specific sites.
- Provide site design standards to diminish negative impacts of potentially conflicting land uses.
- Provide greater flexibility to integrate land uses within the Township.

### What is the special land use review process?

The special land use review process generally follows the site plan review process with the addition of a public hearing before the Planning Commission.

**A complete site plan application package is required for all special land use proposals.**



# Special Land Uses



## Common Questions



### What is required to begin the special land use review process?

The following must be submitted for review:

- ☐ One (1) completed Special Land Use Application form with applicable fees.
- ☐ Signatures of both the legal owner of the property and applicant (if different).
- ☐ A site plan, prepared in accordance with Section 6.2 of the Grand Blanc Township Zoning Ordinance.
- ☐ Copies of an impact statement or traffic impact study, if required pursuant to Sections 6.5 or 6.6 of the Grand Blanc Township Zoning Ordinance, or determined to be necessary by the Planning Commission to adequately evaluate the appropriateness of a use at a given location.

### Who do I contact if I have more questions?

Contact the Grand Blanc Township Planning and Zoning Department at:  
5371 South Saginaw Street  
Grand Blanc, MI 48480  
(810) 424-2766  
[brown@twp.grand-blanc.mi.us](mailto:brown@twp.grand-blanc.mi.us)  
[www.twp.grand-blanc.mi.us](http://www.twp.grand-blanc.mi.us)

### What are the conditions of approval?

Approval of a Special Land Use (SLU), including conditions made part of the approval, shall run with the property and not with the owner of such property.

Where actual physical construction of a substantial nature of structures authorized by a SLU permit has not commenced within one (1) year of issuance, and a written application for extension has not been filed, the permit shall become null and void and all rights thereunder shall terminate.

Upon written application, by the original or successor developer, filed prior to the termination of the one (1) year period as provided above, the Planning Commission may authorize a single extension of the time limit for a further period of not more than one (1) year.

Any use for which a SLU permit has been granted and which ceases to continuously operate for a one (1) year period shall be considered abandoned, and the Special Land Use permit shall become null and void.

### Do I need to attend any meetings?

You will be notified of all meetings with your special land use request on the agenda. It is strongly recommended that you have representation at all meetings at which your request will be discussed.

Action may be taken on a special land use request whether the applicant is in attendance or not; however, action may be postponed if the applicant is not available to answer questions.

# Zoning Board of Appeals



## Overview

### What is the Zoning Board of Appeals?

The Zoning Board of Appeals (ZBA) is a quasi-judicial body appointed by the Township Board.

The ZBA is authorized to hear and decide matters as required by the Michigan Zoning Enabling Act and the Grand Blanc Township Zoning Ordinance, which includes:

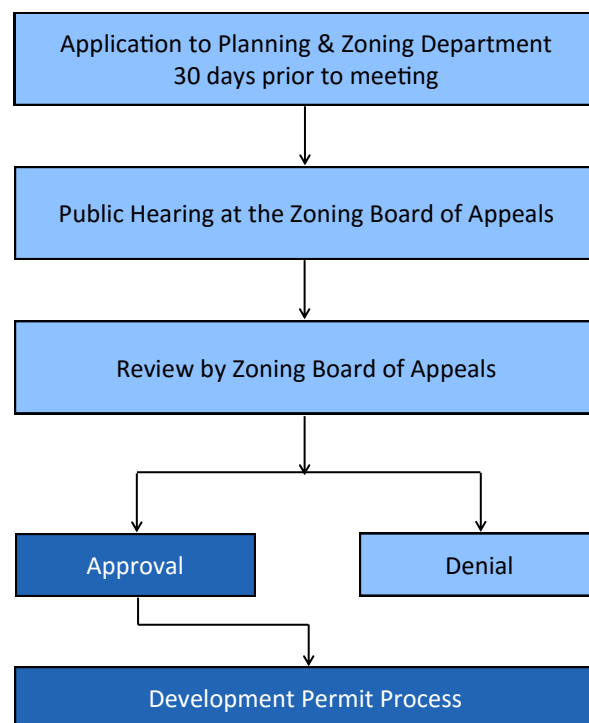
- Grant variances from the provisions of the Zoning Ordinance.
- Hear and decide appeals of any order, decision, determination, or requirement made by the Planning Commission or any other body or official charged with administration or enforcement of the Zoning Ordinance.
- Interpret the Zoning Ordinance and Zoning Map

### What are the application requirements?

- ☐ A completed application form and fees to cover administrative costs, and consultant review fees.
- ☐ A legal description and street address of the subject property, together with a map identifying the subject property in relation to surrounding properties.
- ☐ The name and address of the owner of the property, and a statement of the applicant's interest in the subject property if not the owner in fee simple title.

### What is the appeal process?

The appeals process begins with the applicant submitting all of the required application materials to the Planning and Zoning Department.



A concurring vote of the **majority** of the membership of the Zoning Board of Appeals is necessary to grant a variance; or to reverse an order, requirement, decision, or determination in deciding in favor of the applicant on any matter.

**How does the ZBA determine if a variance should be granted? See Page 2 for Standards**

# Zoning Board of Appeals



## Standards

### What are the standards for ZBA review?

The ZBA may authorize a variance from the strict application of the area or dimensional standards of the Zoning Ordinance when the **applicant demonstrates all of the following conditions**:

- ☐ A **practical difficulty** exists on the subject site (such as exceptional narrowness, shallowness, shape or area; presence of floodplain; exceptional topographic conditions) and strict compliance with the zoning ordinance standards would unreasonably prevent the owner from using the subject site for a permitted use or would render conformity unnecessarily burdensome. Demonstration of a practical difficulty shall have a bearing on the subject site or use of the subject site, and not to the applicant personally. Economic hardship or optimum profit potential are not considerations for practical difficulty.
- ☐ The demonstrated practical difficulty results from **exceptional or extraordinary circumstances or conditions** applying to the subject site at the time the Ordinance was adopted or amended which are different than typical properties in the same zoning district or vicinity.
- ☐ The applicants problem is **not self created**.
- ☐ The variance would provide **substantial justice** by granting the property rights similar to those enjoyed by the majority of other properties in the vicinity and other properties in the same zoning district.
- ☐ The variance shall be the **minimum necessary** to grant relief created by the practical difficulty.
- ☐ The variance is the minimum necessary to comply with **state or federal laws**, such as "Right to Farm Act," or Americans with Disabilities Act.

## Common Questions

### Does action by the ZBA allow me to begin construction?

ZBA action typically does not authorize construction. Following action, permits must be sought through appropriate departments and agencies.

In the case of an appeal, the ZBA has the authority to assume all powers and duties of the body or official from whom the appeal was taken. In such cases, the ZBA may issue or direct the issuance of a permit.

### Do I need to attend any meetings?

You will be notified of all meetings with your application on the agenda. It is strongly recommended that you have representation at all meetings at which your request will be discussed.

Action may be taken by the Zoning Board of Appeals whether the applicant is in attendance or not; however, action may be postponed if the applicant is not available to answer questions.

### Can I appeal a decision of the Zoning Board of Appeals?

All decisions of the Zoning Board of Appeals are final.

A party aggrieved by a decision may appeal to the circuit court in accordance with the procedures established by State Law.

### Who do I contact if I have more questions?

Contact the Grand Blanc Township Planning and Zoning Department at:

5371 South Saginaw Street  
Grand Blanc, MI 48480  
(810) 424-2766  
brown@twp.grand-blanc.mi.us  
www.twp.grand-blanc.mi.us

# Rezoning Requests



## Overview

### What is a rezoning of property?

A rezoning is a change in the zoning classification of a specific property; it is an amendment to the Township's Official Zoning Map.

Authority to rezone property rests with the Township Board.

### What are the procedures for requesting a rezoning?

Upon receipt of a complete application for rezoning, the Planning Commission will hold a public hearing, review the request, and make a recommendation to the Township Board. The Township Board has final authority to approve or deny a request for rezoning.

Applicants should note that changes to rezoning proposals prior to Township Board approval may result in additional public hearing(s).

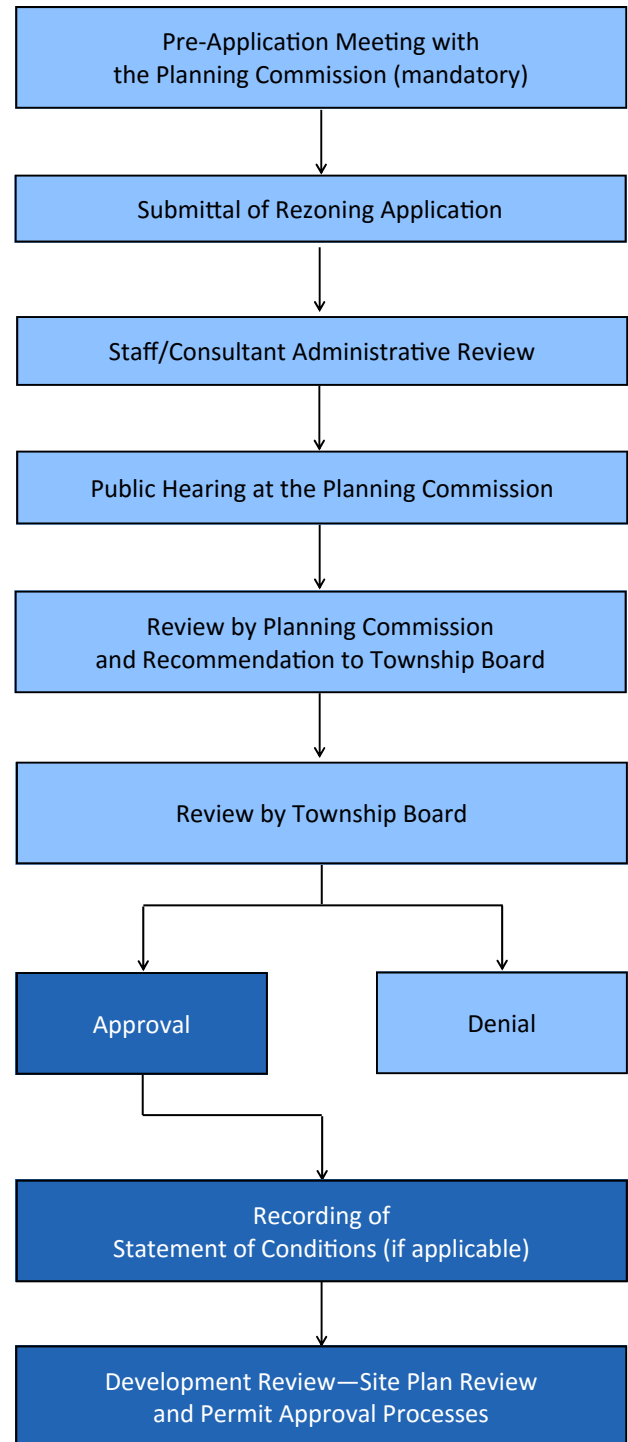
### Who can initiate a rezoning request?

A rezoning may be initiated by the Township Board, the Planning Commission, or an owner of real property within the Township.

### What is a conditional rezoning?

A conditional rezoning is a rezoning request with a voluntary offer of conditions attached. As part of a rezoning request, an owner of property may voluntarily offer in writing, and the Township may approve, certain use and development of land as a condition to the approval of a rezoning.

An offer of conditions submitted as part of a conditional rezoning request shall bear a reasonable and rational relationship to the property for which rezoning is requested.





# Rezoning Requests



## Requirements for Rezoning

### What are the application requirements?

- ☐ A completed application form and applicable fees.
- ☐ A legal description and street address of the subject property, together with a map identifying the subject property in relation to surrounding properties.
- ☐ The name and address of the owner of the subject property, and a statement of the applicant's interest in the subject property if not the owner in fee simple title.
- ☐ The existing and proposed zoning district designation of the subject property.
- ☐ A written description of how the requested rezoning meets the requirements of Section 7.3.5 of the Grand Blanc Township Zoning Ordinance, "Criteria for Amendment of the Official Zoning Map".
- ☐ Conditional rezoning requests shall include the applicant's proposed offer of conditions. This offer may be made either at the time the application for rezoning is filed, or may be made at a later time during the rezoning process.
- ☐ Twelve (12) copies of the Rezoning Traffic Study, if applicable.
- ☐ A rezoning traffic impact study, as described by Section 6.6 of the Grand Blanc Township Zoning Ordinance, Traffic Impact Study, and if required based on the provisions of Section 7.3.5.F.

### What are the sign posting requirements?

Whenever an application for rezoning is made the applicant shall prepare and erect a sign(s) announcing the proposed rezoning.

- ☐ The sign(s) shall be placed on the property proposed for rezoning, in full view along all abutting street or road frontages, and must be located along, not in, the right-of-way nearest to the midpoint of the property width, without obstructing the vision of motorists or pedestrians.
- ☐ The sign(s) shall be placed on the property proposed for rezoning at least fifteen (15) days, but not more than thirty (30) days prior to the public hearing on the rezoning request. The applicant must maintain the sign(s) and remove it within thirty (30) days of final action by the Township Board, or seven (7) days after withdrawing the rezoning application.
- ☐ The sign(s) shall measure four (4) feet vertical by eight (8) feet horizontal. The bottom of the sign(s) shall be installed forty-two (42) inches above grade.
- ☐ The face of the sign(s) shall be an exterior plywood, aluminum or similar material with black letters on a white background and shall include the following information: "ZONING CHANGE PROPOSED"; Zoning Case #; Acreage of subject property: Existing Zoning Classification; Proposed Zoning Classification; "For More Information, Contact Grand Blanc Township Planning & Zoning (810) 424-2766".

## Common Questions

### Do I need to attend any meetings?

You will be notified of all meetings with your rezoning request on the agenda. It is strongly recommended that you have representation at all meetings at which your application will be discussed.

The Planning Commission and Township Board may take action on a request whether the applicant is in attendance or not; however, action may be postponed if the applicant is not available to answer questions.

### Who do I contact if I have more questions?

Contact the Grand Blanc Township Planning and Zoning Department at:

5371 South Saginaw Street  
Grand Blanc, MI 48480  
(810) 424-2766  
[brown@twp.grand-blanc.mi.us](mailto:brown@twp.grand-blanc.mi.us)  
[www.twp.grand-blanc.mi.us](http://www.twp.grand-blanc.mi.us)

# Planned Unit Developments



## Overview

### What is a Planned Unit Development?

A Planned Unit Development (PUD) is a development option that permits flexibility in development regulations. The PUD requirements of Article 3, Grand Blanc Township Zoning Ordinance, are intended to accomplish the objectives of the Ordinance through a review process based on site planning criteria that integrates the proposed development with the characteristics of the site. PUDs are intended to achieve the following objectives:

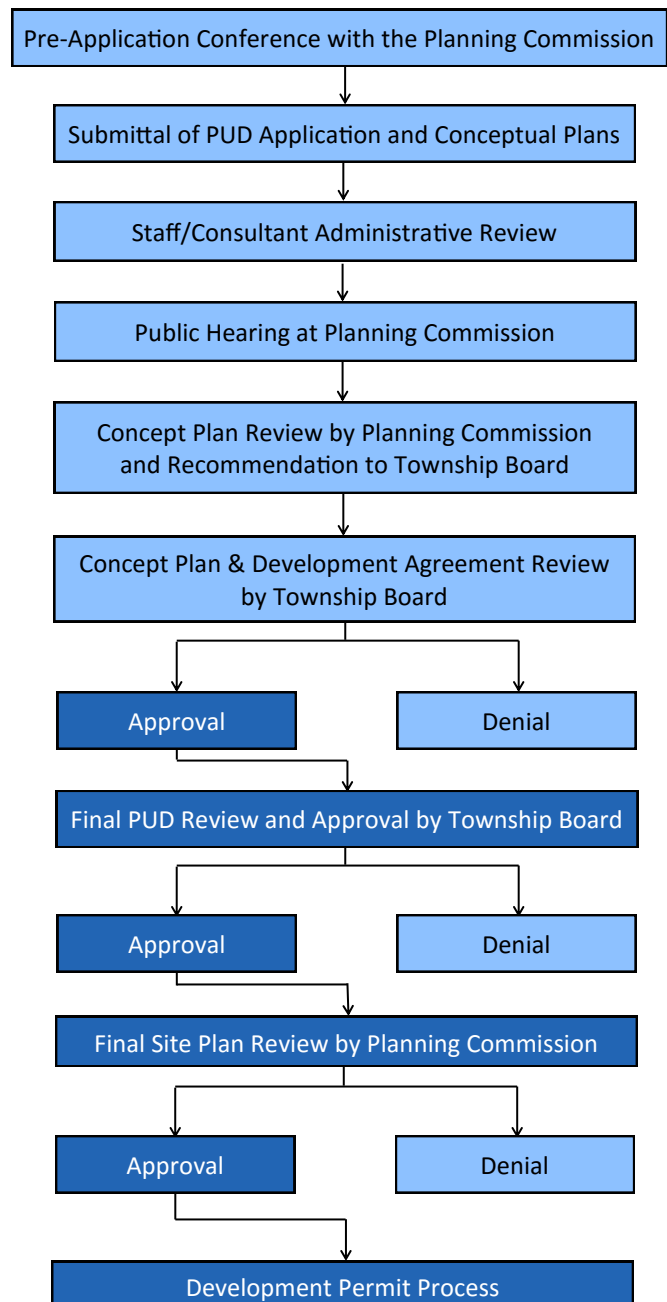
- Encourage innovation in land use and variety in design, layout, and types of structures.
- Achieve economic and efficient uses of land, natural resources, energy and the provision of public services and utilities.
- Encourage the provision of useful open space, where appropriate.
- Provide better housing, employment and commercial opportunities particularly suited to the needs of the Township.



Consult the Grand Blanc Township Zoning Ordinance for the complete text of all procedures, regulations, and conditions that are applicable to **Planned Unit Developments**.

### What is the PUD review process?

All PUD applications shall follow a three-step process including a pre-application conference, conceptual PUD site plan approval, and final PUD site plan approval.



# Planned Unit Developments



## Common Questions

### What information must be submitted for Conceptual PUD Review?

- ☐ A completed application form with applicable fees.
- ☐ One (1) original notarized Affidavit of Ownership and supporting ownership documentation.
- ☐ Fifteen (15) copies of both an Impact Assessment meeting requirements of Article 6.5 of the Grand Blanc Zoning Ordinance, and a Traffic Impact Study meeting requirements of Article 6.6.
- ☐ A cover sheet which includes: the applicants name, development name, preparer's name and professional seal, date of preparation, north arrow, property lines and dimensions, legal description, location sketch of the subject site and area within one mile, scale, existing zoning, current land use of property, and all abutting properties, lot lines and all structures on the property and within one-hundred (100) feet of the PUD property lines, and the location of any access points on both sides of the street within three hundred (300) feet of the PUD.
- ☐ A plan sheet labeled Existing Site Conditions, including: the location of existing buildings and structures, rights-of-way, easements, significant natural and historical features, drainage patterns, surface water bodies, floodplain areas, wetlands over two (2) acres, stands of trees, and existing topography at two (2) foot intervals.
- ☐ A conceptual PUD site plan sheet including: the conceptual layout of the proposed land use, acreage allotted to each use, residential density overall and by the underlying zoning district, building footprints, setbacks, spacing, lot sizes, structures, roadways, parking, drives, driveways, pedestrian paths, identification signs, existing structures to be removed, landscaping, trees to be removed and retained, storm water drainage, detention ponds, water supply and wastewater disposal systems, public and private easements, and utilities.
- ☐ Listing of anticipated deviations from the applicable underlying zoning ordinance regulations.
- ☐ A written narrative describing the recognizable and substantial public benefit to be provided by the project and the community.

### What are the sign posting requirements?

Whenever an application for rezoning/PUD is made the applicant shall prepare and erect a sign(s) announcing the proposed rezoning.

- ☐ The sign(s) shall be placed on the property proposed for rezoning/PUD, in full view along all abutting street or road frontages, and must be located along, not in, the right-of-way nearest to the midpoint of the property width, without obstructing the vision of motorists or pedestrians.
- ☐ The sign(s) shall be placed on the property proposed for rezoning at least fifteen (15) days, but not more than thirty (30) days prior to the public hearing on the rezoning request. The applicant must maintain the sign(s) and remove it within thirty (30) days of final action by the Township Board, or seven (7) days after withdrawing the rezoning application.
- ☐ The sign(s) shall measure four (4) feet vertical by eight (8) feet horizontal. The bottom of the sign(s) shall be installed forty-two (42) inches above grade.
- ☐ The face of the sign(s) shall be an exterior plywood, aluminum or similar material with black letters on a white background and shall include the following information: "ZONING CHANGE PROPOSED"; Zoning Case #; Acreage of subject property: Existing Zoning Classification; Proposed Zoning Classification; "For More Information, Contact Grand Blanc Township Planning & Zoning (810) 424-2766".

### Who do I contact if I have more questions?

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www.twp.grand-blanc.mi.us



## Charter Township of Grand Blanc

### Planning & Zoning Department

5371 S. Saginaw St.  
Grand Blanc, MI 48480  
Phone (810) 424-2766

## APPLICATION COVER SHEET

This application cover sheet applies to all development review. Additional applications are required for Site Plan Review, Planned Unit Developments, Special Land Uses, Rezoning Requests, and Zoning Board of Appeals.

Application # \_\_\_\_\_

### I. APPLICANT *(A completed Applicant Information Form must accompany this application.)*

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### II. PROPERTY INFORMATION

Property Address \_\_\_\_\_

General Location \_\_\_\_\_

Legal Description ☐ ATTACHED ☐ ON SITE PLAN

Property ID Number \_\_\_\_\_

Property size (acres & sq. ft.) \_\_\_\_\_ Frontage (feet) \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Zoning of Surrounding Property \_\_\_\_\_

Proposed Use \_\_\_\_\_

Size of Proposed Structure (s) (square feet) \_\_\_\_\_

### III. SITE PLAN INFORMATION

Site Plan Prepared By: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address \_\_\_\_\_

City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### V. SIGNATURES *(This application form must be signed by both the applicant and legal owner of the property.)*

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF LEGAL OWNER

\_\_\_\_\_  
(Print/type name of applicant)

\_\_\_\_\_  
(Print/type name of legal owner)

\_\_\_\_\_  
(Contact phone number of legal owner)



## Application Form

# PLANNED UNIT DEVELOPMENT

## Charter Township of Grand Blanc

### Planning & Zoning Department

5371 S. Saginaw St.  
Grand Blanc, MI 48480  
Phone (810) 424-2766

Application Requirements: Include responses to the following standards from Section 3.1.19. Provide additional details as appropriate.		Applicant Yes/No	Staff
1	The planned unit development site shall be under the control of one owner or group of owners and shall be capable of being planned and developed as one integral unit.		
2	The site size is a minimum of five (5) acres of contiguous land. A smaller area of property contiguous to an approved PUD may be reviewed for addition to that PUD under the provisions of the zoning ordinance.		
3	If a commercial component is part of a residential development proposed on residentially zoned property, excluding accessory retail as discussed under Section 3.1.19 of the zoning ordinance, then the minimum site size shall be 40 acres.		
4	The application shall identify the significant natural or historic features on the site, if any, which will be preserved through development under the PUD overlay standards, as determined by the Township Board, following review and recommendation by the Planning Commission; or how the PUD will provide a complementary mixture of uses, a variety of housing types, or a design that preserves common open space, not possible under the requirements of the underlying zoning district.		
5	The application shall demonstrate how PUD will result in a Recognizable and Substantial Benefit to the ultimate users of the project and to the community, as demonstrated by the applicant, where such benefit would otherwise be unfeasible, or unlikely to be achieved.		
6	In relation to development permitted by the underlying zoning, the proposed type and density of use (s) shall not result in an unreasonable increase in traffic or the use of public services, facilities and utilities unless the applicant proposes to construct adequate public improvements to mitigate the impact of additional demand on public facilities . In addition, the PUD shall not place an unreasonable burden upon the subject and/or surrounding land and/or property owners and occupants.		
7	In relation to development permitted by the underlying zoning, the proposed development shall not result in an unreasonable negative impact upon surrounding properties.		
8	For a PUD with a mixture of uses, the project shall be designed to achieve a synergistic relationship between uses. The various uses shall be integrated with pedestrian and vehicular access systems and open spaces. For all PUD projects, site design elements should be developed in a consistent manner throughout the entire site.		
9	The proposed development shall not have an adverse impact upon the Township's Master Plan and shall be consistent with the Master Plan's spirit and intent, as well as the spirit and intent of the Township Zoning Ordinance.		





Application Form  
**SPECIAL LAND USE**

**Charter Township of Grand Blanc**

**Planning & Zoning Department**

5371 S. Saginaw St.  
Grand Blanc, MI 48480  
Phone (810) 424-2766

Application Requirements: Respond to the following standards from Section 3.1.19.		Applicant Yes/No	Staff
1	Identify the proposed Special Land Use for the subject property.		
2	How is the Special Land Use consistent with the goals, objectives and future land use map, described in the Master Plan?		
3	How is the Special Land Use consistent with the stated intent of the zoning district?		
4	How will the Special Land Use be designed, constructed, operated and maintained to be compatible with, and not significantly alter, the existing or intended character of the general vicinity in consideration of environmental impact, views, aesthetics, noise, vibration, glare, air quality, drainage, traffic, property values, or similar impact?		
5	Will the Special Land Use be served adequately by public facilities and services such as sufficient roadway capacity, police and fire protection, drainage structures, water and sewage facilities and refuse disposal?		
6	Respond to the special land use standards associated with the proposed use as provided in the Zoning Ordinance (if applicable)		



Application Form  
**REZONING (MAP AMENDMENT)**

**Charter Township of Grand Blanc**

**Planning & Zoning Department**

5371 S. Saginaw St.  
Grand Blanc, MI 48480  
Phone (810) 424-2766

Application Requirements: Respond to the following standards from Section 7.3.5.		Applicant Yes/No	Staff
1	How is the proposal consistent with the goals, policies and future land use map of the Grand Blanc Township Master Plan, including any subarea or corridor studies. If conditions have changed since the Master Plan was adopted, the consistency with recent development trends in the area?		
2	How compatible is the site's physical, geological, hydrological and other environmental features with the host of uses permitted in the <u>proposed</u> zoning district?		
3	Provide evidence that the applicant cannot receive a reasonable return on investment through developing the property with one (1) of the uses permitted under the <u>current zoning</u> .		
4	How compatible are all of the potential uses allowed in the <u>proposed zoning</u> district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values?		
5	Are the capacity of Township utilities and services sufficient to accommodate the uses permitted in the <u>proposed zoning</u> district without compromising the "health, safety and welfare" of the Township.		
6	Can the street system safely and efficiently accommodate the expected traffic generated by uses permitted in the <u>proposed zoning</u> district? A rezoning traffic study prepared in accordance with the requirements of Section 6.6 shall be required for any proposed change to the zoning that is either (1) inconsistent with the Township's Master Plan, or (2) involves a request other than residential down-zoning.		
7	What is the demand for the types of uses permitted in the <u>proposed zoning</u> district in the Township in relation to the amount of land elsewhere in the Township currently zoned and available to accommodate the demand?		
8	Are boundaries of the requested rezoning district reasonable in relationship to surroundings and will construction on the site be able to meet the dimensional regulations for the zoning district listed in the Schedule of Regulations?		
9	If a rezoning is appropriate, is the requested zoning district considered to be more appropriate from the township's perspective than another zoning district?		
10	If the request is for a specific use, is rezoning the land more appropriate than amending the list of permitted or special land uses in the current zoning district to allow the use?		
11	Will the requested rezoning create an isolated and unplanned spot zone?		
12	Has the request previously been submitted within the past one (1) year? If yes, have conditions changed or new information been provided?		
13	Is the applicant submitting an offer of conditions as part of a <b>conditional rezoning request</b> ? Do the conditions bear a reasonable and rational relationship to the property for which rezoning is requested?		



Application Form  
**ZONING BOARD OF APPEALS**

**Charter Township of Grand Blanc**  
**Planning & Zoning Department**  
5371 S. Saginaw St.  
Grand Blanc, MI 48480  
Phone (810) 424-2766

**TYPE OF REQUEST**

☐

VARIANCE

☐

INTERPRETATION

☐

ADMINISTRATIVE APPEAL

**For administrative appeals,** please provide statements as outlined in Section 7.4.4

**For interpretation and variance requests,** identify the applicable section of the Zoning Ordinance (attach additional sheets as needed).

Section	Requirement	Proposed

Application Requirements for variance requests: Respond to the following standards from Section 7.4	Applicant Yes/No	Staff
Practical difficulty: Is there exceptional narrowness, shallowness, shape or area of the lot; presence of floodplain or wetlands, exceptional topographic conditions, etc.?		
Unique Situation: Are there unique circumstances that impact this lot in a way that is different from others?		
Not Self-created: Has the applicant contributed to conditions that impact this request?		
Substantial Justice: Will granting this request allow the development of this property in a way that is similar to other property owners, and does not give special privileges to the applicant?		
Minimum Variance Necessary: Is the request the minimum necessary to allow the development?		
Are there any laws that contribute to the need for this request?		



## Charter Township of Grand Blanc

### Planning & Zoning Department

5371 S. Saginaw St.

Grand Blanc, MI 48480

Phone (810) 424-2766

## AFFIDAVIT OF OWNERSHIP OF LAND

I/We \_\_\_\_\_  
*Name(s)*

of \_\_\_\_\_  
*Address City State Zip Phone*

the \_\_\_\_\_ of \_\_\_\_\_  
*Title Name of Company*

being duly sworn, depose(s) and say(s) as follows:

1. The owner(s) of the property described on the attached

☐ Warranty Deed ☐ Land Contract ☐ Other Document (specify)

is/are as follows: \_\_\_\_\_  
*Name Address*

\_\_\_\_\_  
*Name Address*

\_\_\_\_\_  
*Name Address*

This property is the subject of a \_\_\_\_\_  
*Type of application*

Application submitted to the Charter Township of Grand Blanc

2. I/We authorize \_\_\_\_\_  
*Name(s)*

the \_\_\_\_\_ of \_\_\_\_\_  
*Title(s) Name of Company*

of \_\_\_\_\_  
*Address City State Zip Phone*

to be my/our designated representative(s) in the processing of the application and to make representations and commitments on my/our behalf in connection with obtaining approval of my/our request.

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Title of property owner (if applicable)

\_\_\_\_\_  
(Print/type name of property owner)

Subscribed and sworn to before me on

the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_, Notary Public

\_\_\_\_\_, County, Michigan

My commission expires: \_\_\_\_\_



## SITE PLAN REVIEW CHECKLIST

Refer to Section 6.1 for details site plan requirements

Application Form, Fee & Required Copies	Applicant	Staff
Completed Application Form		
Payment of non-refundable application fee		
Consultant Review Fee		
Required copies (Initial: 10; Revisions: 6; Final: As necessary)		
Electronic copy (PDF format)		
Applicant Information	Applicant	Staff
Name and address of property owner		
Name and address of applicant		
Interest of applicant in the property		
Name and address of the developer		
Current proof of ownership of the subject parcel		
Scale	Applicant	Staff
Sheet size: Min 24 x 36 inches; Max 30 x 42		
Scale: 1 inch = 50 feet		
Cover Sheet	Applicant	Staff
Name and address of project:		
Name, address and professional seal of the architect, engineer, surveyor or landscape architect responsible for preparation of the site plan		
A complete and current legal description and size of property in acres and square feet, based upon a survey prepared by a registered surveyor and shall correlate with the legal description		
A small location sketch of sufficient size and scale to locate the property within the Township		
Title block with north arrow, date of preparation and any revisions		
Existing Conditions Sheet	Applicant	Staff
All existing lot lines and dimensions, including setback lines and existing or proposed easements		
Existing topography (minimum contour interval of two feet) on the site parcels and within fifty (50) feet beyond the site boundaries		
Existing natural features such as streams, marshes, ponds, drainage patterns, 100 year floodplain boundary and the limits of any wetland regulated by the MDNR, including attachment of a wetland determination by a recognized consultant. Also, note if the site is within 500 feet of a lake, river, stream, drainage course or other waterway.		
Existing woodlands shall be shown by an approximate outline of the total canopy: Individual deciduous trees over twelve (12) inch caliper and individual evergreen trees six (6) feet in height or higher, where not a part of a group of trees, shall be accurately located and identified by species and size (caliper for deciduous, height for evergreens)		
Soil characteristics of the parcel, if not served by sanitary sewer, showing at minimum the detail as provided by the Soil Conservation Service Soil Survey of Genesee County		
Zoning and current land use of applicant's property and all abutting properties including properties across any public or private street		
Buildings and structures within the subject site and one hundred (100) feet of the property lines		
Driveways, street names, and streets within the subject site and within two hundred fifty (250) feet of the property lines (including driveways and streets on the opposite side of any street)		





**Charter Township of Grand Blanc**  
**Planning & Zoning Department**

5371 S. Saginaw St.  
Grand Blanc, MI 48480  
Phone (810) 424-2766

## SITE PLAN REVIEW CHECKLIST

Project Information	Applicant	Staff
Existing features to remain or be modified on the site		
Building information: Footprints, dimensions, setbacks, and typical floor plans.		
Accessory structures; waste receptacles, rooftop or ground-mounted mechanical equipment		
Building elevations		
Building and lot coverage		
Sidewalks and pathways (See Township Pathways Plan)		
Public and private roads; easements		
Access points, driveways, and circulation (pedestrian and vehicular)		
Traffic Impact Study (See Zoning Ordinance Section 6.6)		
Existing and proposed locations of utility services		
Grading and drainage		
Parking (See Zoning Ordinance Section 5.15)		
Landscaping (See Zoning Ordinance Section 5.10)		
Lighting plan (See Zoning Ordinance Section 5.20)		
Tree protection (refer to Tree Protection Ordinance)		
Impact assessments (See Zoning Ordinance Section 6.5)		
Corridor Standards (Hill Road or Holly/Baldwin/Saginaw Road)		
Special provisions (deed restrictions, covenants, master deed, association bylaws)		
<i>Optional: Building floor plans</i>		



## SITE PLAN REVIEW CHECKLIST

### For Office Use Only

Department and Agency Records/Approvals	Submittal Date	Comments Due	Comments Rec'd	Approval Date
<b>Grand Blanc Township Departments—For Site Plan Review</b>				
Grand Blanc Township Assessor				
Grand Blanc Township Attorney				
Grand Blanc Township Building Department				
Grand Blanc Township DPW (initial review)				
Grand Blanc Township Engineering Consultant				
Grand Blanc Township Fire Department				
Grand Blanc Township Planning Consultant				
Grand Blanc Township Police Department				
Grand Blanc Township Water/Sewer Consultant				
<b>Grand Blanc Township Planning Commission</b>				
Grand Blanc Township Planning Commission—Preliminary				
Grand Blanc Township Planning Commission—Final				
<b>Engineering/Construction Plan Review</b>				
<b>Grand Blanc Township DPW</b>				
<b>Genesee County</b>				
Genesee County Drain Commissioner - Surface Water Management				
Genesee County Drain Commissioner - Water and Waste Services				
Genesee County Road Commission				
<b>State of Michigan</b>				
Michigan Department of Environmental Quality				
Michigan Department of Transportation				