

CHARTER TOWNSHIP OF YPSILANTI

7200 S. HURON RIVER DRIVE, YPSILANTI, MI 48197

ZONING ORDINANCE PROCEDURES MANUAL

Created April 2017



PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

INTRODUCTION

SECTION A – PUBLIC HEARING	Page 6
SECTION B – REZONING PROCESS	Page 8
SECTION C – PLANNED DEVELOPMENT PROCESS	Page 13
SECTION D – SITE PLAN REVIEW PROCESS	Page 23
SECTION E – SPECIAL LAND USE PROCESS	Page 31
SECTION F – ZONING BOARD OF APPEALS VARIANCE REVIEW PROCESS	Page 37
SECTION G – OUTSIDE AGENCIES	Page 43



INTRODUCTION

The Charter Township of Ypsilanti Zoning Ordinance Procedure Manual provides a comprehensive, systematic guide through the procedures of each type of Planning/Zoning Application outlined in the Zoning Ordinance.

A description of each type of Planning/Zoning Application, as well as, submittal requirements (checklist), and procedural flow charts are included as a guide for applicants wishing to submit a Planning/Zoning Application for review.

Applicants should review this manual thoroughly (along with relevant documents) to assist in plan preparation, reduce the amount of time spent on plan revisions, and to understand the submittal requirements and appeal processes.

This Zoning Ordinance Procedure Manual does not supersede or preempt any part of the Zoning Ordinance. The table below demonstrates the role of the review entities regarding the approval of the Planning/Zoning Applications outlined in this manual.

	Planning Commission Recommendation	Planning Commission Approval	Township Board Approval	Zoning Board of Appeals Approval
Rezoning (Map Amendment)	*		*	
Planned Development	*		*	
Special Land Use		*		
Site Plan		*	* (if necessary)	
Variance				*





PAGE INTENTIONALLY LEFT BLANK

CHARTER TOWNSHIP OF YPSILANTI

7200 S. HURON RIVER DRIVE, YPSILANTI, MI 48197

SECTION A – PUBLIC HEARING

SECTION A – PUBLIC HEARING

What is a public hearing?

A public hearing is formal meeting for receiving testimony from the public at large on a local issue, or proposed government action. It is an opportunity for interested individuals to present their views to the Commission/Board and to participate in an exchange of views with Commission/Board members. Testimony from both sides of an issue is recorded for public record.

What applications require a public hearing?

The following applications require a public hearing:

- Rezoning process
- Planned Development process
- Special Land Use process
- Zoning Board of Appeals Variance Review Process

How does a public hearing work?

Upon receipt of a complete application, a public hearing will be scheduled. Township staff will make proper notification of the meeting, as required by P.A. 110 of 2006, which includes:

1. A notice shall be published in a newspaper of general circulation within the Township not less than 15 days before the date the application will be considered for approval and;
2. The notice shall also be sent by mail or personal delivery to the owners of property within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or the occupant are located within the jurisdiction.

Interested parties may attend the scheduled meeting to present their views regarding the subject matter.

CHARTER TOWNSHIP OF YPSILANTI

7200 S. HURON RIVER DRIVE, YPSILANTI, MI 48197

SECTION B – REZONING PROCESS

SECTION B – REZONING PROCESS

Zoning divides land into categories according to their use and set regulations for these categories. When a property owner wants to use land in a way or build to a different set of regulations that is not permitted by the current zoning of the property, the owner must request to rezone the property to a classification, which permits the desired use or regulation. A rezoning is a legislative process that will amend the zoning of a parcel(s) to another zoning classification. The Township Board, upon a recommendation from the Planning Commission, has the authority to approve or deny rezoning requests. To rezone a parcel of property, the following tests must be evaluated:

- What does the Master Plan and Future Land Use Map indicate?
- Would this create spot zoning?
- What affect would this have on the neighboring parcels?
- Would this rezoning be more in compliance with the character of the area?
- Can public services, facilities, and streets accommodate the uses permitted in this district?

1. Application submittal

First, an application form, with applicable fees, must be presented to the Community & Economic Development Department with the name, address and phone number of the petitioner (applicant). It must state the present zoning and the proposed zoning. All the questions must be answered on the application.

If you are not the owner, you must state your interest in the property and have written authorization from the owner to apply for the rezoning. You must have the legal description and state the location of the property involved for the rezoning. You must have a sketch plan of the parcel showing the adjoining properties and streets. Any other information that the petitioner has that would be helpful should also be submitted at this time.

2. Notice of public hearing by Planning Commission

Upon receipt of a complete application, Township staff will forward to the Planning Commission. Planning Commission will establish a date for the public hearing on the application.

3. Planner/Staff review

The Township Planner and other Township staff as requested will provide a review and recommendation regarding the rezoning request. This review and recommendation will be presented prior at the public hearing being conducted at the Planning Commission meeting. The applicant will have an opportunity to present.

4. Public hearing and Planning Commission recommendation

Upon hearing the Planner's review, applicant's response, and conducting a public hearing the Planning Commission can either postpone action on the rezoning request or make a recommendation to the Township Board to approve, approve with conditions, or deny the rezoning.

For public notice signage for rezonings the following guidelines must be followed:

- Sign will be 3' x 3'
- Sign to be painted white
- Sign must say: "This property petitioned for rezoning from XX to XX" with four-inch tall block letters. The sign shall also state "If you have any questions call the Charter Township of Ypsilanti Community Development Department at 734-485-3943" and indicate the rezoning identification number assigned by the Township with two-inch tall block letters.

The property owner or his/her agent is responsible for posting the potential rezoning site which includes providing the signs and includes the posting of said sign on the proposed rezoning site. The procedural process shall be determined and implemented by the Community & Economic Development Director. The director shall adopt any necessary guidelines regarding posting of sign on the property petitioned for rezoning. The Township Board shall be notified of procedural process changes made by the Community Development Director.

5. Township Board action

Upon receiving a recommendation from the Planning Commission, the Township Board will hold a first reading of the rezoning request. Following the first reading, a Notice of Amendment must be published by the Clerk in a newspaper of general circulation within the Township. At a following meeting, the Township Board will conduct a second reading and consider the Planning Commission's recommendation. Prior to taking action, the Township Board may remand the proposed rezoning back to the Planning Commission for further consideration. The Township Board will take action to approve, deny, or postpone the rezoning request (after the second Ordinance reading).

6. Township Board approval

Once the Township Board approves the amendment to the Zoning Ordinance, a Notice of Amendment must be published within fifteen (15) days in a newspaper of general circulation within the Township and the approval shall take effect after seven (7) days.

Within seven (7) days after effect of a Zoning Ordinance amendment/modification, a registered elector may give notice of intent to file a petition and has thirty (30) days to gather signatures.

SECTION B – REZONING PROCESS

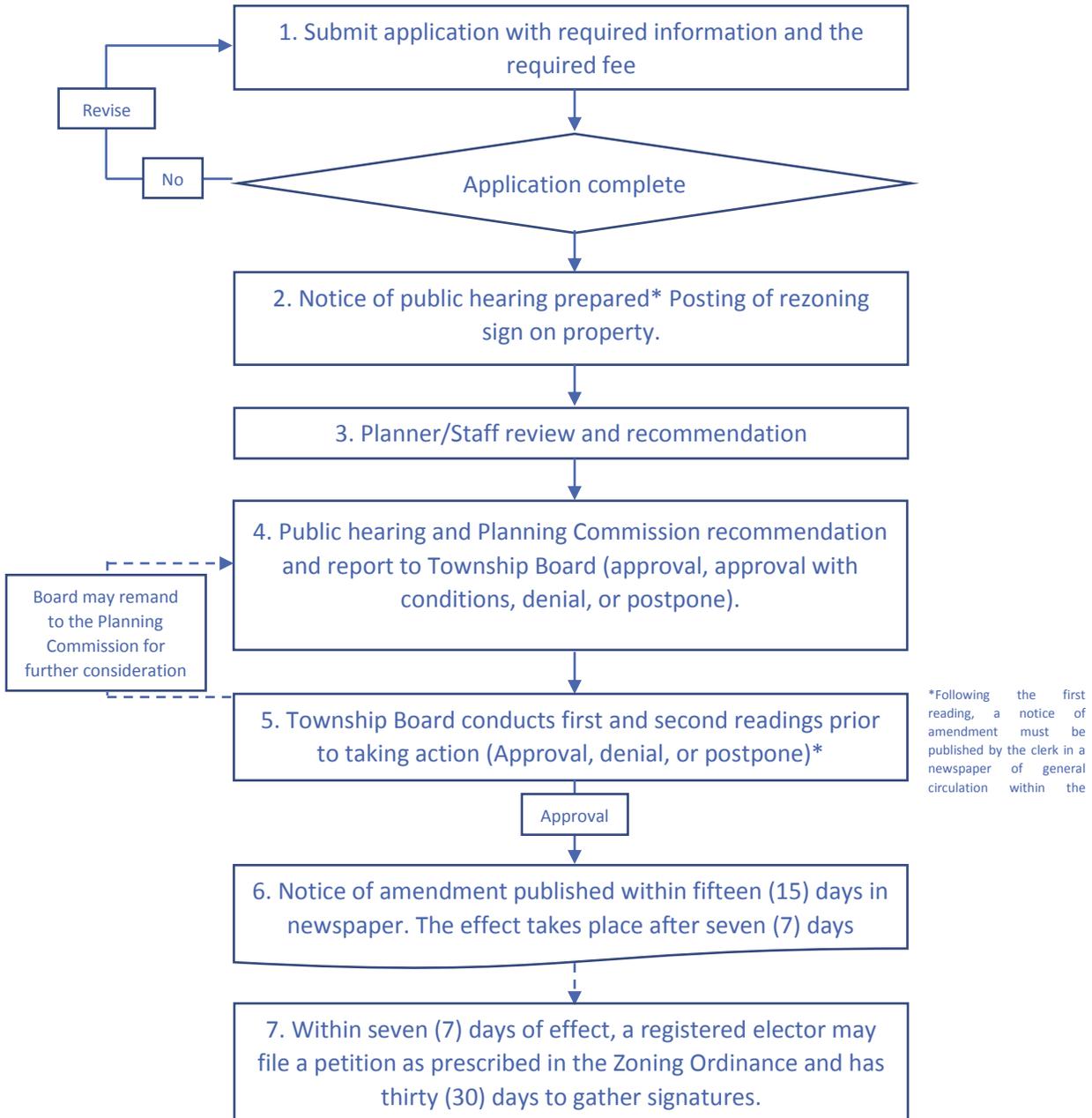
CHECKLIST

Information required for an amendment to the Official Zoning Map:

- Name and address of the owner of the property
- Statement of the applicant's interest in the subject property, if not the owner, the name and address of the record owners, and the record owners' and other interested parties' signed consent to the petition.
- A legal description of the property, including street address and tax code numbers of the subject property
- A written description of how the requested rezoning satisfies the requirements identified in Section 2703
- A site analysis plan, the scale of which shall be no less than one inch = 200 feet and includes the following information:
 - A title indicating the nature of the rezoning request, the applicant's name and the site address or general location
 - A legend indicating the owner of record, the engineer, surveyor or drafter, as applicable, the date of submission, scale and north arrow
 - A boundary survey of the subject property
 - The location of existing site boundary lines, buildings, structures or other improvements, parking areas, driveways, points of ingress and egress for the site and adjacent parcels
 - The location, width and names of existing streets and public or private easements adjacent to the site
 - The location of existing and proposed man-made features, including but not limited to drainage or utility structures or improvements
 - The location of existing natural features, including but not limited to the location of existing drainage courses, regulated floodplains or wetlands and other relevant information the Planning Commission has determined to be necessary and essential to making an informed recommendation to the Township Board
 - Existing and proposed zoning classification(s) of the site and adjacent parcels.

SECTION B – REZONING PROCESS

FLOWCHART



CHARTER TOWNSHIP OF YPSILANTI

7200 S. HURON RIVER DRIVE, YPSILANTI, MI 48197

SECTION C – PLANNED DEVELOPMENT PROCESS

SECTION C – PLANNED DEVELOPMENT PROCESS

Planned developments are a mechanism to allow flexibility in development regulations in order to encouraging the use of land in accordance with its character and adaptability; conserving natural resources and energy, preserving historic resources; encouraging innovation in land use planning; providing enhanced housing, employment, shopping, traffic circulation and recreational opportunities for the people of the Township; and bringing about a greater compatibility of design and land use. Planned Developments are a form of rezoning.

<p>1. Pre-conceptual conference.</p>	<p>Applicants shall attend a pre-application meeting with the Township. The applicant shall submit an application, review fee and pre-conceptual plan at least twenty (20) business days prior to the pre-conceptual conference and forward copies of the submittal to all reviewing agencies listed by the Township (see Section G). The purpose of this meeting is to allow the applicant to introduce the site plan concept and receive comments or direction on the site plan or the need for additional information valuate the impacts of the use. No formal action shall be taken.</p>
--------------------------------------	---

<p>PD Stage I</p>	<p>2. PD Stage I Preliminary Site Plan submittal</p>	<p>The applicant shall submit a formal application and required information to the Zoning Administrator. Review fees shall be enclosed as part of a complete Planned Development Stage I Preliminary Site Plan application.</p>
	<p>3. Planner/ Staff review</p>	<p>Following the receipt of a complete application and Planned Development Stage I Preliminary Site Plan, the Township Planner and other Township staff as requested will provide a review and comments.</p>
	<p>4. PD Stage I rezoning and public</p>	<p>The Planning Commission shall conduct a public hearing. The purpose of the public hearing is for the Planning Commission and the applicant to receive public comment on the PD. The Planning Commission shall not take action at the same meeting when the public hearing is conducted unless there is a specific finding that all review standards are met and no conditions are</p>



PD Stage I

hearing

necessary for the recommendation to the Township Board. Following the public hearing the applicant shall submit revised plans and a document which point-by-point addresses each issue, as directed by the Planning Commission.

5. PD Stage I Planning Commission Recommendation

The Planning Commission shall review the PD site plan in consideration of public hearing comments, Township staff review, applicable agencies reviews, and other applicable standards of this ordinance. The Planning Commission shall make a recommendation to the Township Board to approve, approve with conditions or deny the request.

6. PD Stage I Township Board Consideration

Upon receiving a recommendation from the Planning Commission, the Township Board may remand the proposed rezoning back to the Planning Commission for further consideration or may approve, approve with conditions, deny, or postpone the Stage I PD approval.

7. Stage I Preliminary PD agreement

Upon approval, the applicant shall submit an agreement stating the conditions upon which the PD is based, for review by the Township attorney. The agreement, after review by the Planning Commission and approval by the Township Board, shall be entered into between the Township and the applicant and be recorded in the office of the Washtenaw County Register of Deeds at the expense of the applicant.

PD Stage I effect

The effects of PD Stage I approval are a rezoning of the property to PD and approval of the PD Stage I Preliminary Site Plan. Approval of the PD Stage I Preliminary Site Plan by the Township Board shall be effective for a period of two years. The two-year period for PD Stage I preliminary approval may be extended for one year, if applied for by the petitioner prior to expiration and granted by the Township Board, based upon a recommendation by the Planning Commission. Following expiration of the PD Stage I approval, the Township may initiate proceedings to rezoning the property back to the pre-PD zoning district.





PD Stage II	8. PD Stage II Final Site Plan submittal	<p>The applicant shall submit a formal application and required information to the Zoning Administrator. Review fees shall be enclosed as part of a complete Planned Development Stage II Final site plan application. As part of the application for PD stage II Final Site Plan approval, the applicant shall submit an agreement stating the conditions upon which approval is based, for review by the Township Attorney.</p>
	9. Planner/ Staff review	<p>Following the receipt of a complete application and Planned Development Stage II Final Site Plan, the Township Planner and other Township staff as requested will provide a review and comments.</p>
	10. PD Stage II Planning Commission Recommendation	<p>Upon hearing the Planner's review and other review bodies/agencies, the Planning Commission will make a recommendation of the Planned Development Stage II Final Site Plan. Site plans shall be in substantial conformance with the approved PD Stage I Preliminary Site Plan. The Final Plan shall reflect and adhere to those use patterns as approved in the preliminary plan.</p>
	11. PD Stage II Township Board approval and Final PD Agreement	<p>Upon receiving a recommendation from the Planning Commission, the Township Board may remand the proposed site plan back to the Planning Commission for further consideration or may approve, approve with conditions, deny, or postpone the Stage II PD approval.</p> <p>The agreement, after review by the Planning Commission and approval by the Township Board, shall be entered into between the Township and the applicant and be recorded in the office of the Washtenaw County Register of Deeds at the expense of the applicant.</p>



13. PD Stage II effects

Approval of the PD Stage II Final Site Plan shall be effective for a period of one year. If construction has not commenced within this period, the approval shall expire and the right to develop under the approved PD Stage II Final Site Plan shall terminate and a new application for PD Stage II Final Site Plan must then be filed. The one-year period for PD Stage II Final Site Plan approval may be extended for one year, if applied for by the petitioner prior to the expiration and granted by the Township Board, based upon a recommendation by the Planning Commission. Once a building permit has been obtained, the PD Stage II Final Site plan shall remain valid for as long as the building permit is current and construction is being diligently carried on towards completion.

All dedications of public rights-of-way or planned public open spaces shall be made prior to any construction taking place on the site and shall be recorded by the developer.

SECTION C – PLANNED DEVELOPMENT PROCESS CHECKLIST

Information required for PD Stage I preliminary site plan requirements:

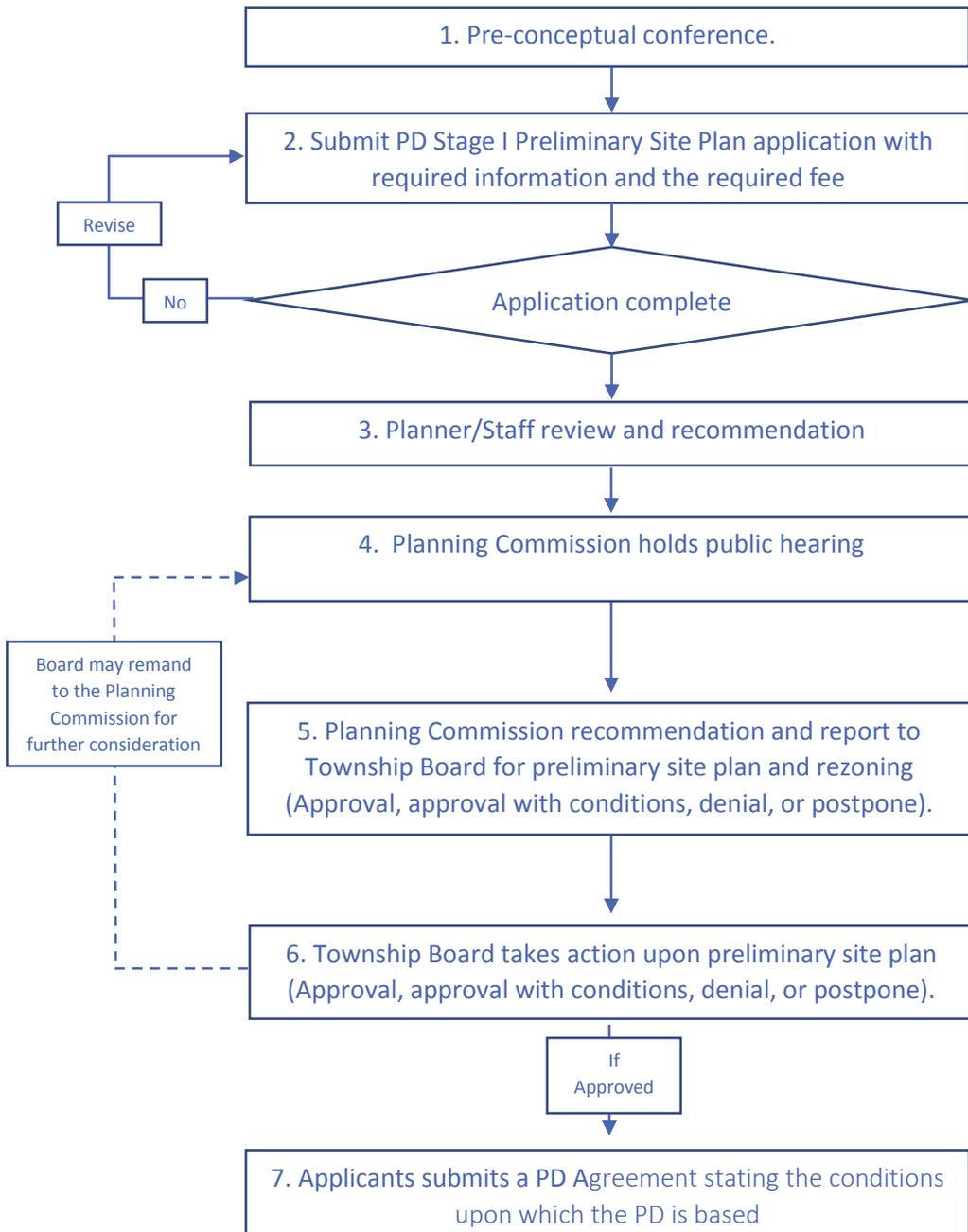
- A property area survey of the exact area being requested (scale: one inch = 100 feet).
- A proof of ownership of land being requested for rezoning or evidence of a contractual ability to acquire such land, such as an option or purchase agreement.
- A completed application form, supplied by the Township community and economic development department, and an application/review fee. A separate escrow deposit may be required for administrative charges to review the PD submittal.
- Cover sheet providing:
 - The applicant's name
 - Name of the development
 - The preparer's name and professional seal of architect, engineer, surveyor or landscape architect indicating license in the State of Michigan
 - Date of preparation and any revisions
 - North arrow
 - Property lines and dimensions
 - Complete and current legal description and size of property in acres;
 - Small location sketch of the subject site and area within one-half, and scale
 - Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the PD site
 - Lot lines and all structures on the property and within 100 feet of the PD property lines; Location of any access points on both sides of the street within 100 feet of the PD site along streets where access to the PD is proposed.
- An aerial photograph of the site.
- A site analysis plan sheet indicating locations of significant natural, historical, and architectural features, including:
 - Existing buildings
 - Drainage patterns
 - Surface water bodies
 - Floodplain areas
 - Wetlands with supporting documentation
 - Existing topography at five-foot contour intervals
 - Tree survey indicating the location and diameter (in inches, measured four feet above grade) of "landmark" trees. Landmark trees will be designated as "areas

- not to be disturbed" and secured through installation of a snow fence or other fencing. The limits of tree clearing shall be clearly indicated.
- A plan sheet indicating:
 - Existing and proposed topography at five-foot contour intervals and a general description of grades within 100 feet of the site, including the limits of grading and tree removal
 - Dimensions of existing and proposed right-of-way lines, names of abutting public streets, proposed access driveways and parking areas, and existing and proposed pedestrian and/or bicycle paths
 - Existing buildings, utility services, and any public or private easements, noting those which will remain and which are to be removed
 - Layout and typical dimensions of proposed lots, footprints of proposed buildings; uses with the acreage allotted to each use. For developments with residential components: the number, type and density of proposed housing units
 - Arrangement and area calculations for open space, including upland and wetland open space areas
 - General location and type of landscaping proposed (evergreen, deciduous, berm, etc.) noting existing trees and landscaping to be retained;
 - A plan sheet illustrating open space areas and tabulating the amount of open space provided broken down by areas for active recreation, passive recreation, upland natural preservation areas, wetlands, utility easements and landscape buffers.
 - If a multi-phase PD is proposed, identification of the areas included in each phase. For residential uses, identify the number, type, and density of proposed housing units within each phase.
 - A traffic impact study meeting the requirements of Section 2115(6) of the Zoning Ordinance.
 - Any additional graphics or written materials requested by the Township to assist the Township in determining the appropriateness of the PD.
 - A draft written PD development agreement specifying all the terms and understanding of the PD development.

Information required for PD Stage II preliminary site plan requirements:

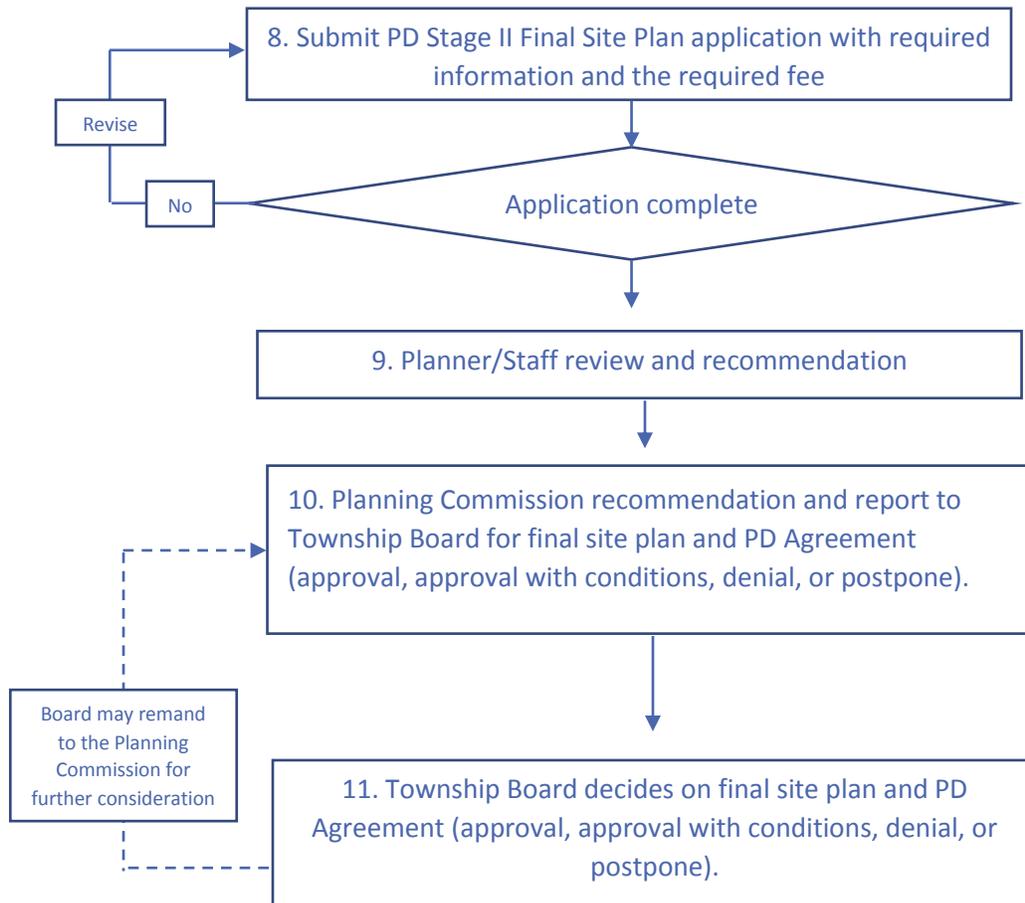
- The final PD stage II site plan shall include a complete site plan meeting the requirements of Section 1515, or a final preliminary plat meeting the requirements of the Township subdivision regulations ordinance, as applicable.

SECTION C – PLANNED DEVELOPMENT PROCESS FLOWCHART



Continue flowchart on next page

Continued from previous page





PAGE INTENTIONALLY LEFT BLANK

CHARTER TOWNSHIP OF YPSILANTI

7200 S. HURON RIVER DRIVE, YPSILANTI, MI 48197

SECTION D – SITE PLAN REVIEW PROCESS

SECTION D – SITE PLAN REVIEW PROCESS

Site plan review is a process to review new developments or changes to existing developments. The goals of the site plan are to achieve efficient use of the land, protect natural resources, minimize adverse impacts on nearby properties, and encourage cooperation and consultation between the applicant and Township to facilitate accordance with the Township’s land use objectives.

Per Section 2115 of the Township Zoning Ordinance, preliminary site plan review and approval are necessary for; a change of use, expansions or additions, development of subdivisions, condominiums, site condominiums, multiple family dwellings, commercial, office or industrial buildings. Please review Section 2115 for specific items that must be included with your plan submittal.

1. Pre-application meeting

The applicant is encouraged to schedule a meeting with the Township Office of Community Standards to discuss the project, submittal requirements and review procedures. The purpose of this meeting is to discuss applicable standards and technical issues, and to determine the appropriate type of review process based on Table 2115.1 of the Township Zoning Ordinance.

Within 7 days of the meeting, Township staff will provide the applicant and all attendees with a sign in sheet including contact information for all attendees and a written report of the comments and/or suggestions provided during the pre-application meeting.

2. Preliminary site plan submission

Applicant shall submit a preliminary site plan with the specific items found in Section 2115. Review fees shall be enclosed as part of a complete site plan application.

3. Preliminary Site Plan

The Office of Community Standards will process and distribute the provided site plan application to the following review agencies for comment (Township Planner, Township Engineering, Township Fire Department, Township Assessing

distribution of application

Department, Ypsilanti Community Utility Authority (YCUA), Ann Arbor Area Transportation Authority (AAATA), and the Washtenaw County Sheriff's Department). This process may take up to 3 weeks to complete. The applicant is responsible to deliver plans, appropriate application and fee to the following agencies: Washtenaw County Road Commission (WCRC), Washtenaw County Water Resource Commissioner (WCWRC), and, if applicable, the Michigan Department of Transportation (MDOT).

4. Planner/Staff review

Once all reviewing agencies have completed the necessary reviews, the Township Planning staff will determine whether the application is in proper form to be presented to the Township Planning Commission or if the plans must be revised and then resubmitted for further review. Plans that are found not to be in proper form per the adopted ordinances will not be presented to the Planning Commission for consideration. Please note that any additional reviews will require that the initial fee be resubmitted for the additional preliminary site plan review(s).

5. Preliminary site plan Planning Commission approval/recommendation

After a presentation by staff, and presentation by the applicant, the Planning Commission may either postpone action or recommend approval to the Township Board (when applicable), approve, approve with conditions, or deny the submitted application.

6. Township Board approval (if necessary)

The Township Board shall grant preliminary site plan approval for the following developments: Subdivisions, condominiums or site condominiums, planned developments, multi-family residential developments, and wireless communication towers. A written correspondence outlining the recommendation or decision of the Township Board will be sent to the applicant within 7 days of said decision.

Effect of preliminary

Any preliminary site plan approved expires after one year from the date of approval. The applicant may request a one year extension by the Planning Commission, provided a written request is received before the expiration date and the site plan complies with current

site plan approval

standards.

7. Final site plan submission

Applicant shall submit a final site plan with the specific items found in Section 2115 and the following checklist.

8. Final site plan distribution of application

The Office of Community Standards will process and distribute the provided site plan application to the following review agencies for comment (Township Planner, Township Engineering, Township Fire Department, Township Assessing Department, Ypsilanti Community Utility Authority (YUCA), Ann Arbor Area Transportation Authority (AAATA), and the Washtenaw County Sheriff's Department). This process may take up to 3 weeks to complete. The applicant is responsible to deliver plans, appropriate application and fee to the following agencies (Washtenaw County Road Commission (WCRC), Washtenaw County Water Resource Commissioner (WCWRC), and the Michigan Department of Transportation (MDOT).

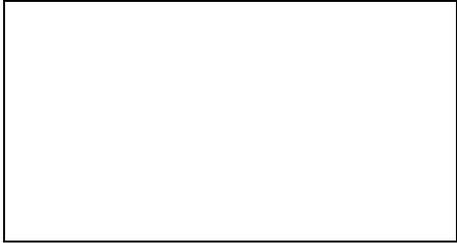
9. Planner/Staff review and Approval

Final site plan approval may be given administratively when all conditions set forth herein for final site plans are complied with except the planning commission may, at the time of preliminary site plan approval, require final site plan approval by the commission as well.

Once all reviewing agencies have completed the necessary reviews and approved said project, the Township Planning staff will review final site plan.

10. Township Board approval (if necessary)

The Township Board shall grant final site plan approval for the following developments: Subdivisions, condominiums or site condominiums, planned developments, multi-family residential developments, and wireless communication towers. A written correspondence outlining the recommendation or decision of the Township Board will be



sent to the applicant within 7 days of said decision.

Effect of
final site
plan
approval

The approval of any site plan, other than subdivisions, expires one year after the date of approval, unless actual construction and development have been commenced in accordance with said site plan. If construction and development begins within the one year period, then the approval shall continue for five years from the construction date. If substantial construction and development does not occur for a year, approval will expire.

SECTION D – SITE PLAN REVIEW PROCESS

CHECKLIST

Information required for pre-application meeting:

- Check for made out to Ypsilanti Township in the amount of \$875.00
- 7 – 11 x 17 copies of the proposed plan
- 1 PDF copy of the proposed plan

Information required for preliminary site plan submission:

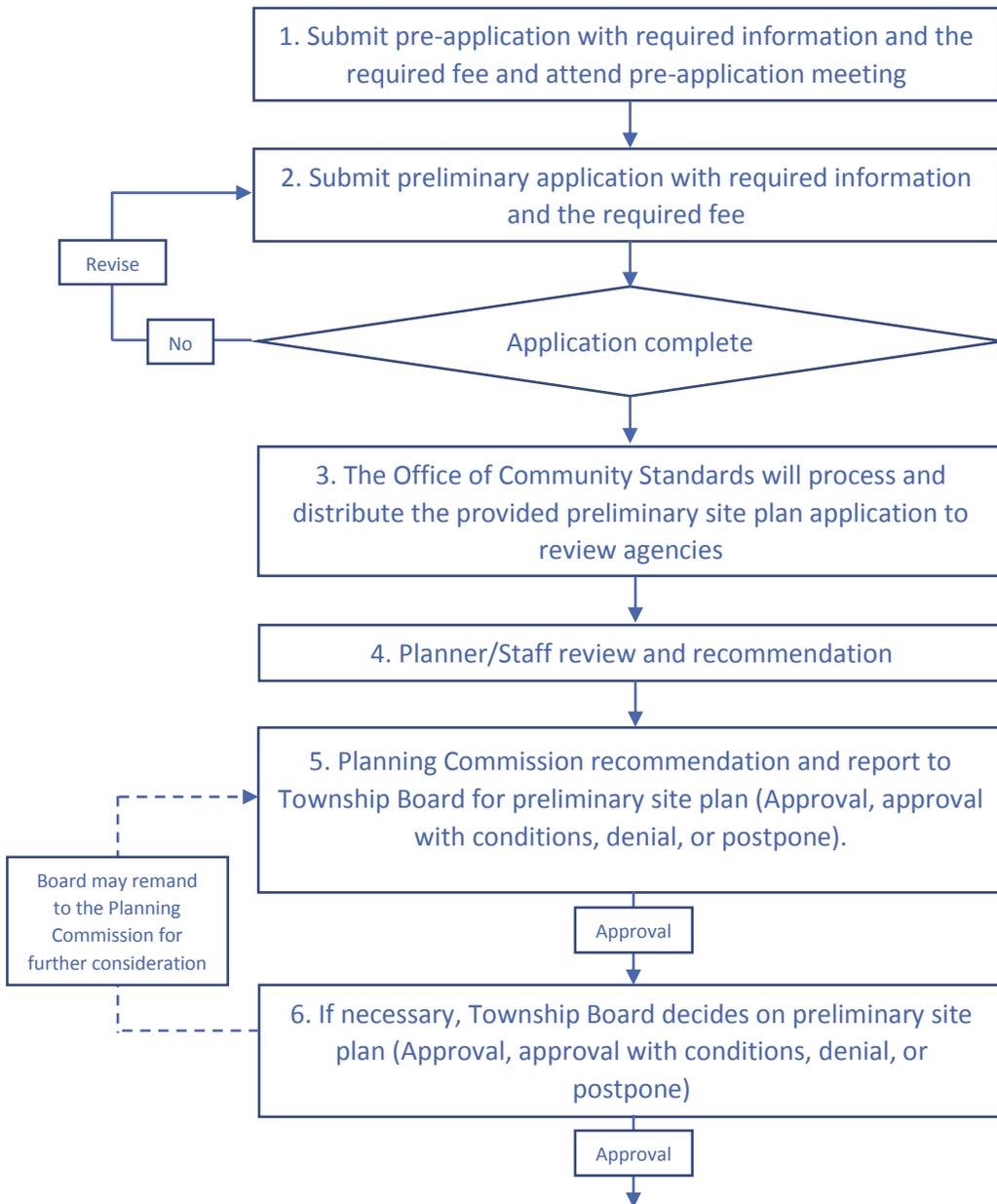
- The applicant shall submit 8 signed and sealed copies (24" x 36"), one reduced copy (11" x 17") and one digital copy (PDF format).
- Two signed and sealed copies (24" x 36") shall be provided to the Washtenaw County Road Commission and Water Resources Commissioner's Office for Review. The applicant is responsible for delivery of the plans, application and applicable review fees to these agencies. The Township will complete distribution to Ypsilanti Community Utility Authority (YUCA), but separate payment is required.
- The site plan review application signed and dated by the applicant and the property owner if not the same.
- The Woodland Protection application or No Tree Affidavit (if applicable)
- A copy of the Traffic Impact Questionnaire.
- A written description of the project.
- A check in the amount stated within the adopted fee schedule. Please contact Office of Community Standards at 734-485-3943 or by email at planningops@ytown.org for an exact amount and breakdown of the required review fees. Plans will not be accepted without the payment of the noted fee. Please also note, the same site plan review fee will be charged for each subsequent submittal per the adopted fee schedule.

Information required for Planning Commission:

- Three (3) full size sets of site plan (24" x 36")
- One digital copy of site plan (PDF format)
- Color Elevation Drawings (PDF format)

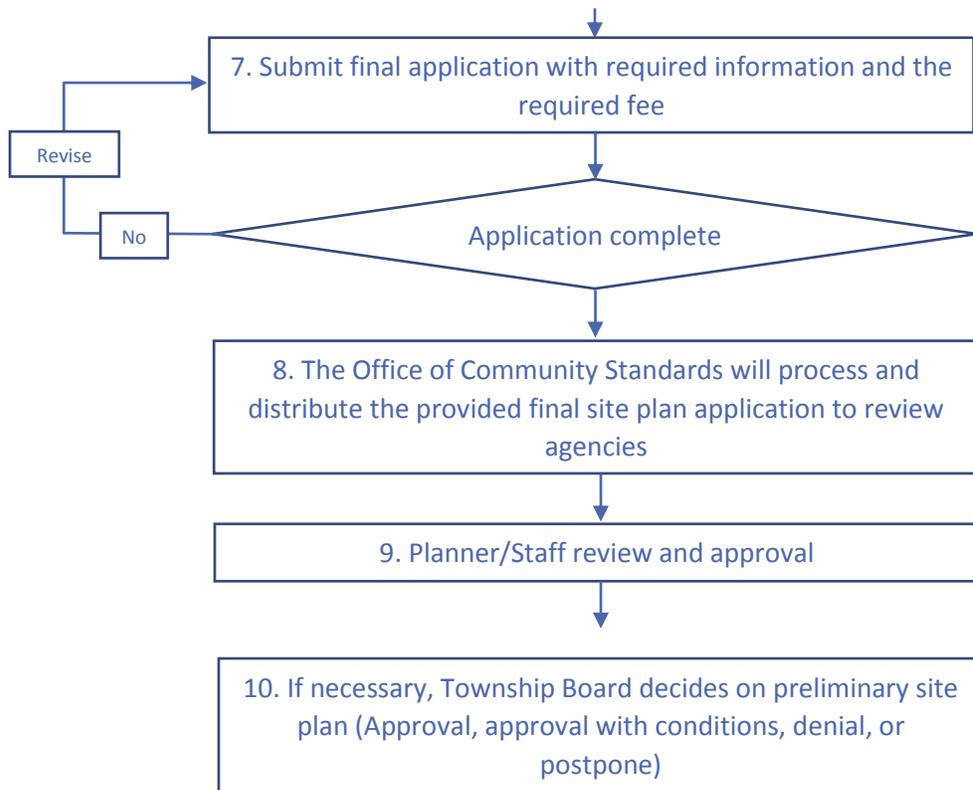
SECTION D – SITE PLAN REVIEW PROCESS

FLOWCHART



Continued on next page

Continued from previous page



CHARTER TOWNSHIP OF YPSILANTI

7200 S. HURON RIVER DRIVE, YPSILANTI, MI 48197

SECTION E – SPECIAL LAND USE PROCESS

SECTION E – SPECIAL LAND USE PROCESS

Special land uses are uses which, because of their characteristics, require specific consideration in relation to the welfare on adjacent properties and the community as a whole. Special uses require an extra level of review including a public hearing with the Planning Commission. Please note special uses typically require a site plan. If a special use is related to a site plan, both processes are run concurrently. Special use will be reviewed under the following tests:

- Is this use in accordance with the objectives, intent, and purpose of the ordinance?
- Is this use compatible with a natural environment?
- Is this use compatible with existing and future land uses in the vicinity?
- Is this use compatible with the Master Plan?
- Can public services, facilities, and streets accommodate the uses permitted in this district?
- Will this use be detrimental to the economic welfare of the community?

1. Application submission

Applicant shall submit an application for a Special Land Use permit to the Zoning Administrator. The information required for a Special Land Use Review is listed in Section 2119. Review fees shall be enclosed as part of a complete Special Land Use application.

2. Planner/Staff review

The Township Planner and other Township staff as requested will provide a review and recommendation regarding the special land use application. This review and recommendation will be presented at the Planning Commission meeting.

3. Public hearing and Planning Commission recommendation

Upon hearing the Planner's review and the applicant's response, the Planning Commission will hold a public hearing. Following the public hearing the Planning Commission may postpone action or may approve, approve with conditions, or deny special land use permit application. The Planning Commission's decision, the basis for their decisions, and all conditions imposed, shall be described in a written statement, which shall be made a part of the record of the meeting.

4. Planning Commission action

An application for a special land use permit which has been denied wholly or in part by the Planning Commission should not be resubmitted for a period of 365 days from the date of denial, except on grounds of new evidence or proof of changed conditions found by the Planning Commission to be valid.

A special conditional use approval runs with the land until the occupant changes the use designated in the “approval”. The land then reverts to only the uses permitted in that specific zoning district.

The decision of the Planning Commission with respect to a special land use permit cannot be appealable to the Zoning Board of Appeals.

SECTION E – SPECIAL LAND USE PROCESS

CHECKLIST

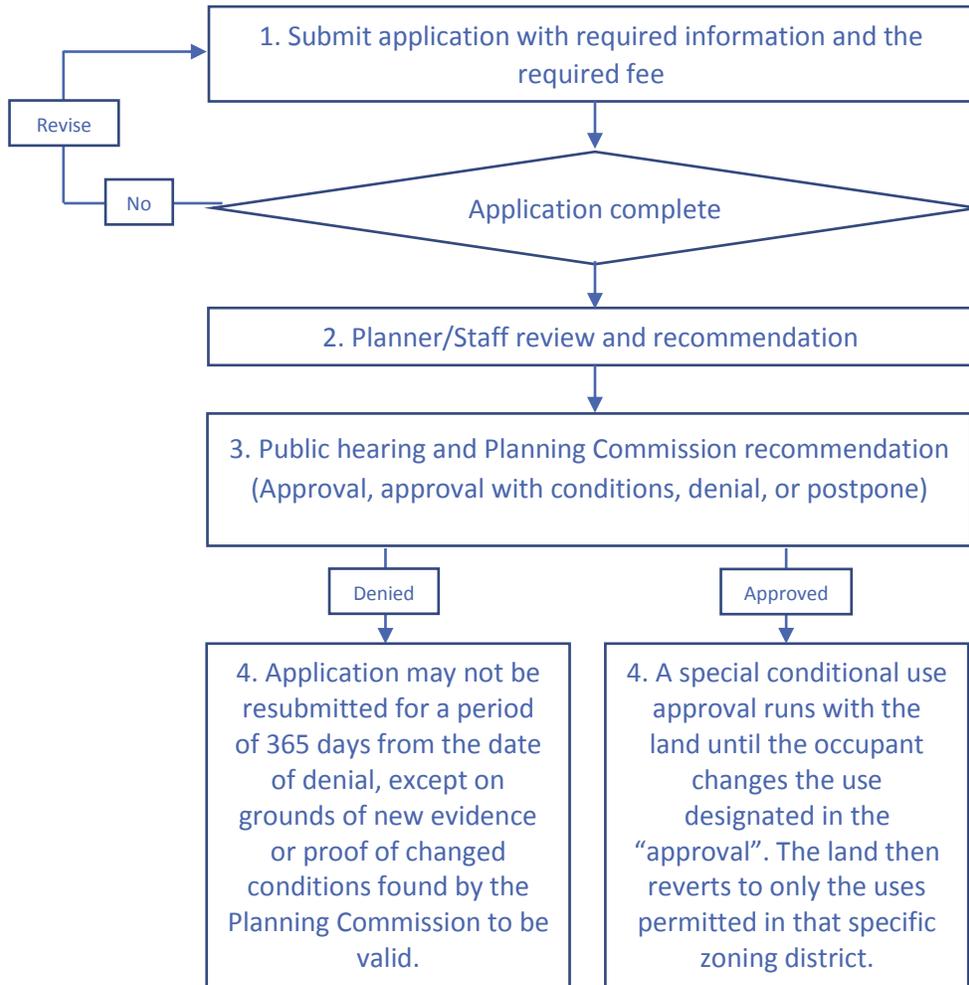
Information required for a Special Land Use application:

- The applicant's name, address, and telephone number.
- The names and addresses of all record owners and proof of ownership.
- The applicant's interest in the property and if the applicant is not the fee-simple owner, the owner's signed authorization for the application.
- Legal description, address, and tax parcel number of the property.
- A scaled and accurate survey drawing correlated with a legal description and showing all existing buildings, drives, and other improvements.
- A detailed description of the proposed use.
- A site plan, if requested by the Planning Commission, which plan shall meet all the requirements of Section 2115.

- The Planning Commission shall find and report adequate data, information, and evidence showing that the proposed use meets all required standards and:
 - Will be harmonious, and in accordance with the objectives, intent, and purpose of this ordinance; and
 - Will be compatible with a natural environment and existing and future land uses in the vicinity; and
 - Will be compatible with the Township Master Plans; and
 - Will be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage ways and structures, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately for such services; and
 - Will not be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property, or the public welfare; and
 - Will not create additional requirements at public costs for public facilities and services that will be detrimental to the economic welfare of the community.

SECTION E – SPECIAL LAND USE PROCESS

FLOWCHART



PAGE INTENTIONALLY LEFT BLANK

CHARTER TOWNSHIP OF YPSILANTI

7200 S. HURON RIVER DRIVE, YPSILANTI, MI 48197

SECTION F – ZONING BOARD OF APPEALS VARIANCE REVIEW PROCESS

SECTION F – ZONING BOARD OF APPEALS VARIANCE REVIEW PROCESS

A variance is the process by which an applicant can request deviation from the set of regulations established in the Zoning Ordinance.

1. Application submittal

The applicant shall submit the required information to the Zoning Administrator. The information required for a variance is in Section 2404. Review fees shall be enclosed as part of a complete zoning board of appeals application. Application must be submitted at least three (3) weeks before date of Zoning Board of Appeals meeting.

2. Notice of public hearing

Upon receipt of a complete application, Township staff will make proper notification of the meeting, as required by P.A. 110 of 2006.

3. Planner/Staff review

The Township Planner and other Township staff as requested will provide a review and recommendation regarding the variance request. This review and recommendation will be presented prior to the public hearing being conducted at the Zoning Board of Appeals meeting.

4. Public hearing and Zoning Board of Appeals recommendation

Upon hearing the Planner's review and conducting a public hearing the Zoning Board of Appeals may postpone action or may approve, approve with conditions, or deny the variance request.

5. Reapplication

If an application for a variance is denied wholly or in part by the Zoning Board of Appeals, a reapplication shall not be submitted for a period of 365 days from the date of denial, except on grounds of new evidence of changed conditions found by the Board of Appeals to be valid.

6. Site plan requirements

If the appeal to the Zoning Board of Appeals requires site plan approval by the Planning Commission, the appellant shall first apply for site plan approval set forth in Section 2115.

7. Recourse

Any decision of the Zoning Board of Appeals may be appealed through the courts as provided in P.A. 110 of 2006, as amended.

SECTION F – ZONING BOARD OF APPEALS

VARIANCE REVIEW PROCESS

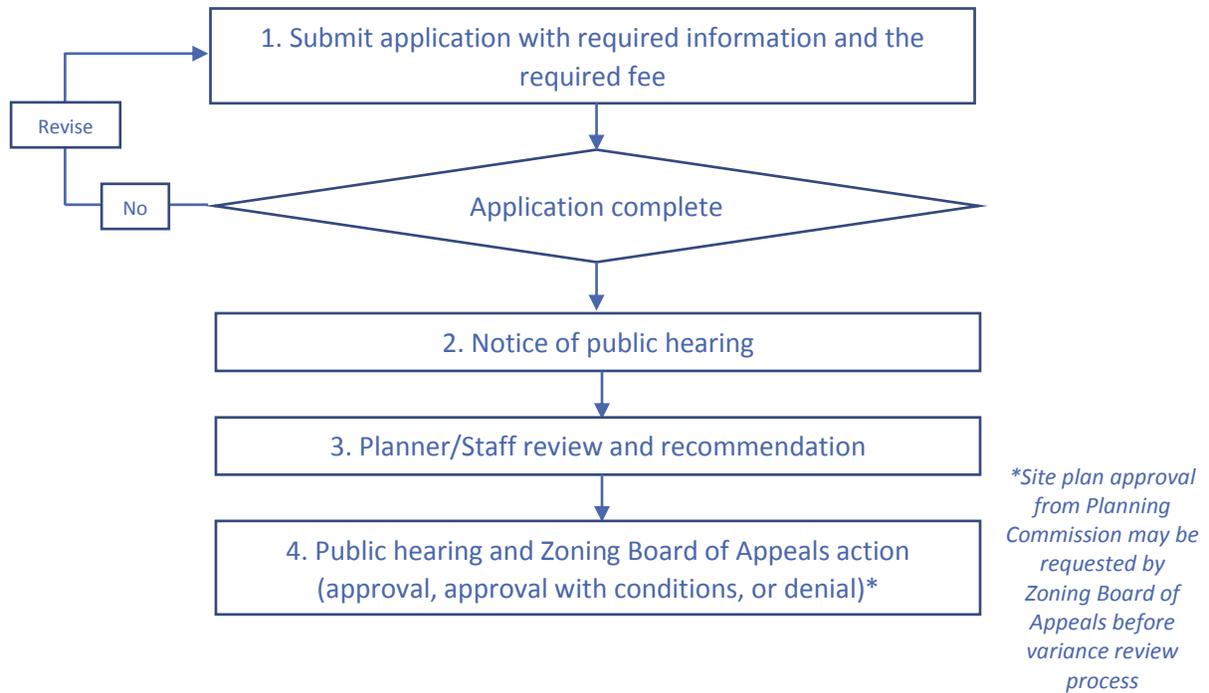
CHECKLIST

Information required for all variance applications:

- Applicants name, address, and telephone number.
- The names and addresses of all owners of record and proof of ownership.
- An accurate scale drawing of the property, showing all property lines, dimensions, and bearings or angles correlated with the legal description; and all existing and proposed structures and uses on the property; and dimensions of structures and the dimensional locations; lot area calculations necessary to show compliance with the regulations of this ordinance; and location of drives, sidewalks, and other paved areas on the property and on the adjacent streets.
- Location and dimensions of the nearest structures on adjacent properties.
- Statement of the applicant's interest in the subject property, if not the owner, the owners signed authorization for the application.

SECTION F – ZONING BOARD OF APPEALS VARIANCE REVIEW PROCESS

FLOWCHART





PAGE INTENTIONALLY LEFT BLANK

CHARTER TOWNSHIP OF YPSILANTI

7200 S. HURON RIVER DRIVE, YPSILANTI, MI 48197

SECTION G – OUTSIDE AGENCIES

SECTION G – OUTSIDE AGENCIES

For additional information pertaining to water/sewer, local roads, state roads, and Township utilities please contact the following agencies, respectively:

Washtenaw County Water Resource Commission (WCWRC)

705 N. Zeeb Road
Ann Arbor, MI 48103
734-994-2525

Washtenaw County Road Commission (WCRC)

555 N. Zeeb Road
Ann Arbor, MI 48103
734-761-1500

Michigan Department of Transportation

10321 E. Grand River Avenue, Suite 500
Brighton, MI 48116
810-227-4681

Ypsilanti Community Utility Authority (YCUA)

2525 State Road
Ypsilanti, MI 48198
734-484-4600