

LAPEER TOWNSHIP  
SITE PLAN REVIEW PROCEDURES  
For Accessory Buildings

Under Article 1, Section 1.07 Buildings Accessory to One and Two Family residential uses in the Lapeer Township Zoning Ordinance.

PRELIMINARY SUBMISSION

1. The applicant shall obtain special land use review application packet from the Township Clerk.

SUBMISSION TO TOWNSHIP CLERK

1. The applicant shall submit twelve (12) copies of the site plan, the application one of which shall include the *signed original* and all pertinent data properly collated into packets to the Township Clerk by 3:00 p.m. on the second Monday of the month preceding a regularly scheduled Planning Commission meeting in order to be placed on the agenda for the following month.
2. The application and administration fee shall be paid at the time of the plan submission. Any additional fees that may be incurred from the Township Planning Consultant and Township Engineering are the responsibility of the applicant as stated in Article 1, Section 1.07.

PLANNING COMMISSION REVIEW

1. The Planning Commission shall review the site plan for special land use to determine its compliance with the criteria established in Article 5 of the Lapeer Township Zoning Ordinance and all other applicable Zoning Ordinance requirements. The Planning Commission shall take action on the special land use as follows:

**Approval:** Upon determination that the special land use is in compliance with the Zoning Ordinance, the special land use shall be approved.

**Conditional Approval:** If, upon determination by the Planning Commission that a site plan for special land use is in compliance with all applicable requirements, except for minor changes, said revisions shall be so indicated on the site plan. When these changes have been adequately provided, the applicant may resubmit the revised site plan to the Planning Commission or their designee for the approval.

**Disapproval:** If the site plan does not meet the Zoning Ordinance requirements, the special land use shall be disapproved.

2. If the review of the site plan is tabled or postponed to the next meeting to

allow applicant to present a revised plan and/or further Information for the Planning Commission to complete the review process, ten (10) copies of the revised plan and/or information shall be submitted to the Township Clerk by 3:00 p.m. on the Monday two (2) weeks prior to the regular Planning Commission meeting.

3. If approved the Zoning Ordinance requires a certificate of zoning compliance shall be recorded with the County Register of Deeds at the expense of the landowner for any accessory building exceeding 2,400 square feet.

### APPROVAL PERIOD

Site plan approval shall be valid for one (1) year from the date of approval. Physical improvements to the site must begin within one (1) year and be completed within two (2) years or the plan approval will expire unless application has been made and approved for an extension by the Planning Commission.

### ZONING COMPLIANCE PERMIT

Approval of the special land use by the Planning Commission shall satisfy the requirements of the Zoning Ordinance (or a Zoning Permit.) It shall not exempt the petitioner from compliance with other Township Ordinances. The Zoning Administrator shall not issue a building permit until special land use plan approval and a recorded copy of the deed restriction have been forwarded and are on file with the Township Clerk.

Upon approval a declaration of zoning compliance for an accessory building form must be obtained from the Township Clerk and filed at the owner's expense with the Lapeer County Register of Deeds office. Upon return by the Register of Deeds the Township must receive a copy of the recorded document.

**LAPEER TOWNSHIP  
APPLICATION FOR SPECIAL LAND USE  
FOR ACCESSORY BUILDING  
EXCEEDING MAXIMUM SIZE  
Article 1, Section 1.07**

Applicants Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_

Location: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Size in Acres: \_\_\_\_\_ Legal Owner (if different): \_\_\_\_\_

NAME	ADDRESS	PHONE
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(If petitioner is *not the owner*, state basis for representative (i.e. Attorney, Representative, Option-to-buy, etc.)

**ATTACH COMPLETE LEGAL DESCRIPTION & DETAILED  
DESCRIPTION OF PROPOSED USE**

Twelve (12) copies of the application and plan shall be submitted to the Township Clerk by 3:00 p.m. on the second Monday of the month preceding a regularly scheduled Planning Commission meeting. The site plan shall include all information required by Article 5.00 of the Lapeer Township Zoning Ordinance. The applicant or representative must be present at the Planning Commission meeting. All plans must be collated into 8 ½ x 11 inch packets when presented.

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

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

\_\_\_\_\_  
SIGNATURE OF LEGAL OWNER  
(if not Applicant)

\_\_\_\_\_  
(Please print / type name)

\_\_\_\_\_  
(Please print / type name)

APPROVED  
 DENIED

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

DATE: \_\_\_\_\_

FEE PAID: \_\_\_\_\_