



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

APPLICATION FOR APPROVAL OF CHILD CARE, SMALL GROUP HOME (12 or less)

This application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

A. APPLICANT INFORMATION

Name of Applicant: _____

Address: _____

Phone: _____ E-mail: _____

Name of Owner: _____

Address: _____

Phone: _____ E-mail: _____

Please specify to whom all communications should be sent: Applicant Owner

B. LOCATION/LEGAL DESCRIPTION OF SUBJECT LANDS

Tax Parcel ID Number: _____

Parcel Address: _____

Present zoning: _____

REGULATIONS AND CONDITIONS

- (1) A Planning Commission hearing is required.
- (2) Facility shall maintain all valid state and local licenses.
- (3) Facility shall be operated within the primary residence of the caregiver.
- (4) All outdoor areas used for the care and supervision of patrons shall have appropriate fencing for the safety of the children in the group day-care home of no less than 4 feet in height or in accordance with State regulations.
- (5) Such facilities shall at all times be maintained in a manner consistent with the character of the surrounding neighborhood.
- (6) Hours of operation shall not exceed sixteen (16) hours during a 24-hour period. The Planning Commission shall not prohibit evening operations completely, but may establish limitations on hours of operation and/or activities between the hours of 10PM and 6AM.
- (7) The Planning Commission shall determine that the facility will be safe to enter and exit via motor vehicle. This determination may rely upon the Planning Director's recommendation, following a site inspection, and, if necessary, the Planning Director's discussions with the Grand Traverse County Road Commission and/or other professional traffic impact consultant.

- (8) The Planning Commission shall determine that the site is properly designed and capable of safely accommodating the proposed facility.
- (9) The Planning Commission may deny the request if any of the following facilities exist within 1,500 feet of the subject property:
 - a) A licensed or pre-existing operating group day-care home.
 - b) An adult care small group home (1-12 adults).
 - c) An adult foster care large group home (13-20 adults).
 - d) A facility offering substance abuse treatment and rehabilitation service to 7 or more people.
 - e) A community correction center, resident home, halfway house, or similar facility under jurisdiction of the Department of Corrections.

PROCEDURE

- (1) Applications shall be submitted to the Planning Department for completeness review. All applications shall include sufficient site plans or site diagrams, and written information to adequately describe the application as it relates to the conditions of approval. Upon determination that the application is complete, the Planning Department shall forward the application to the Planning Commission for review.
- (2) The Planning Department shall notify the owners of all real property within 300-feet of the subject property that an application for a Child Care, Small Group Home has been received. This notice shall inform the recipient that an opportunity for public comment on the application is available, but shall not be considered a public hearing for the purposes of the Michigan Zoning Enabling Act. The notice shall include a description of the proposed application, the mailing address where written comment may be sent, and the date, time, and address where the Planning Commission hearing will occur.
- (3) The Planning Commission, in its review, shall consider the standards of § 719.A as well as any public comment made in writing or made verbally at the Planning Commission's hearing. After this consideration, the Planning Commission may approve, approve with conditions, or deny the request.

REQUIRED SUBMISSION MATERIAL: completed application, ten (10) 11" X 17" copies of the site plan, and review fee.

OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We _____ am/are the registered owner(s) of the lands that is the subject of this application for a zoning ordinance amendment.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner Signature _____
Date

Applicant Signature _____
Date

Required application fee: \$200.00