



# Charter Township of Garfield

## Grand Traverse County

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

### GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR A ZONING MAP AMENDMENT

#### APPLICATION SUBMISSION

A complete application for a zoning map amendment consists of the following:

- a. A properly completed and signed application form;
- b. Supporting information adequate to explain your proposal;
- c. Consent from the registered owner of the subject lands where the applicant is not the owner; and,
- d. The required fee as set out in the Charter Township of Garfield Fee Schedule.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

#### PROCESSING THE APPLICATION

Upon receipt of an application, it will be reviewed by the Planning Department for completeness. Once determined to be complete, the application will be scheduled for a public hearing before the Garfield Township Planning Commission and public notice of the application will be provided by direct mail and/or newspaper publication. Following the public hearing, the Planning Commission will recommend approval or refusal of the application to the Township Board. Grand Traverse County Planning Commission and Garfield Township Board consideration follows, including a second public hearing at the Township Board.

At the appropriate times, the applicant, owner or agent, as the case may be, will receive the following:

- a. Written acknowledgement of receipt of the submitted application and fees;
- b. Notice of completed application;
- c. Written notice of the public meeting before the Garfield Township Planning Commission (the applicant, owner, agent and the public will have the opportunity to make a verbal presentation at the meeting);
- d. Written notice of the public meeting before the Garfield Township Board (the applicant, owner, agent and the public will have the opportunity to make a verbal presentation at the meeting);
- e. A copy of the staff reports; and
- f. Written decision of the Garfield Township Board.

#### ASSISTANCE

Before submitting an application, it is recommended that you contact the Planning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. It may be necessary to seek the assistance of independent professional help (e.g. planning consultant, engineer, etc.) for complex applications.

#### FEES AND SUBMISSION

Fees for zoning ordinance amendments are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule. Current application fees (subject to change – please confirm with current fee schedule) are established as follows:

Petition for Zoning Ordinance Text Amendment:	\$1,200.00
Petition for Zoning Ordinance Map Amendment:	\$800.00
Petition for Conditional Rezoning Amendment	\$1,200.00

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant.

**REQUIRED SUBMISSION MATERIAL:** completed application, ten (10) 11" X 17" copies of the proposed map amendment location, and review fee.

For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620. Please submit the completed application and fees to the Planning Department, Charter Township of Garfield, 3848 Veteran's Drive, Traverse City, Michigan, 49684.



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### APPLICATION FOR ZONING MAP AMENDMENT

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 Agent: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

#### B. LOCATION/LEGAL DESCRIPTION OF SUBJECT LANDS

Tax Parcel ID Number: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject lands? Yes  No

If yes, describe the easement or covenant and its effect: \_\_\_\_\_

#### C. PURPOSE OF APPLICATION

Please explain why the zoning ordinance amendment is being requested (if additional space is required, please attach a separate sheet): \_\_\_\_\_

Present zoning: \_\_\_\_\_

Proposed zoning: \_\_\_\_\_

Present Garfield Township Comprehensive Plan designation: \_\_\_\_\_

Explain how the application for zoning ordinance amendment conforms to the comprehensive plan: \_\_\_\_\_

Are conditions being voluntarily offered as part of this zoning amendment application? Yes  No

If yes, please attach a detailed description of the conditions being offered as part of this application.

## D. PROPERTY INFORMATION

Present use of the subject lands: \_\_\_\_\_

Proposed use of the subject lands: \_\_\_\_\_

Present use of adjacent properties: \_\_\_\_\_

If known, the length of time the existing uses have continued on the subject lands: \_\_\_\_\_

Are there any existing buildings or structures on the subject lands? Yes  No

Are any existing buildings on the subject lands designated as being historically significant? Yes  No

If yes, identify and provide details of the historically significant building(s).

If known, the date existing buildings or structures were constructed on the subject lands: \_\_\_\_\_

## E. PREVIOUS USE OF THE PROPERTY

Has there been an industrial or commercial use on the subject lands or adjacent lands?

Yes  No  Unknown  If yes, specify the use(s): \_\_\_\_\_

Has a gas station been located on the subject lands or adjacent lands at any time?

Yes  No  Unknown

Has there been petroleum or other fuel stored on the subject lands or adjacent lands at any time?

Yes  No  Unknown

Is there reason to believe the subject lands may have been contaminated by former uses on or adjacent to the site?

Yes  No  Unknown

If you answered yes to any of the above questions, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the inventory attached?

Yes  No

## F. OTHER INFORMATION

If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

## G. SUPPORTING MATERIAL TO BE SUBMITTED BY APPLICANT

In order for your application to be considered complete, twelve (12) copies of a site plan(s) must be submitted drawn to scale, as part of the application, which shows:

1. The scale of the drawing and a north arrow
2. Boundaries and dimensions of the subject lands
3. The legal description of the subject lands
4. Any major topographical features
5. The approximate location of all natural and artificial features including but not limited to, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, pipelines, gas wells, wetlands, wooded areas that are located on the subject land and on land that is adjacent to it and may affect the application
6. The name and location of any adjacent highway, street, alley or railway
7. The location and nature of any easements affecting the subject land
8. The location, size and type of all existing buildings and structures on the subject land, indicating their setbacks from property lines
9. Location, dimensions and numbers of off-street parking spaces, parking structures and aisles, and the location of accesses
10. Any signs and lighting facilities and their location
11. Current uses of land that is adjacent to the subject land
12. Location of any existing outside storage, refuse storage and disposal facilities
13. Any additional information deemed by the Township to be necessary for proper review of the request.

**H. PERMISSION TO ENTER SUBJECT LANDS**

Permission is hereby granted to Garfield Township staff, Planning Commissioners and Board Members to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

\_\_\_\_\_  
Signature      Owner       Applicant       Agent       \_\_\_\_\_  
Date

**I. DECLARATION**

I, \_\_\_\_\_ solemnly declare that all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
Signature      Owner       Applicant       Agent       \_\_\_\_\_  
Date

**J. OWNER'S AUTHORIZATION**

If the applicant is not the registered owner of the lands that is the subject of this application, the owner 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's Signature      \_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature      \_\_\_\_\_  
Date