



Charter Township of Garfield

Grand Traverse County

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

CONDOMINIUM PLAN AMENDMENT (CPA) APPLICATION

ASSISTANCE

This application must be completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays. 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. For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

ACTION REQUESTED

- Condominium Plan Amendment

PROJECT / DEVELOPMENT NAME

INFORMATION FOR PRINCIPAL OFFICER OF OWNERS ASSOCIATION

Name:

Address:

Phone Number:

Email:

INFORMATION FOR OWNER(S) OF UNIT(S) WHOSE BOUNDARIES MAY BE AFFECTED

Name:

Address:

Unit Number(s):

Phone Number:

Email:

Name:

Address:

Unit Number(s)

Phone Number:

Email:

CONTACT PERSON

Please select one person to be contact person for all correspondence and questions:

Applicant:

Agent:

Owner:

PROPERTY INFORMATION

Condominium Name:

Property Address:

Property Identification Number:

Legal Description:

LIST OF ALL AMENDMENTS TO THE CONDOMINIUM

Amendment No:	Liber:	Page(s):
Amendment No:	Liber:	Page(s):
Amendment No:	Liber:	Page(s):
Amendment No:	Liber:	Page(s):

Do the existing condominium bylaws expressly permit the requested amendment?

- Yes. If yes, attach appropriate documentation.
- No. If no, application may not be approved prior to amendment of bylaws as necessary.

Has the owner(s) of a condominium unit(s) whose boundaries may be affected made written application to the association to amend the condominium plan?

- Yes. If yes, attach appropriate documentation.
- No. If no, application may not be approved prior to such application to condominium association.

Does application involve reallocation of condominium unit rights and obligations?

- Yes. If yes, attach appropriate documentation.
- No.

PROPOSED CHANGES TO CONDOMINIUM PLAN

In a separate document, describe all proposed changes to condominium plan.

REQUIRED SUBMITTAL ITEMS

A complete application for a Condominium Plan Amendment consists of the following:

Application Form:

- One original signed application
- One digital copy of the application (PDF only)

Application Fee:

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule as listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please make check out to Charter Township of Garfield.

Fee

Written Supporting Information:

All proposed/required amendments to the Master Deed and Bylaws

All proposed/required changes to the Condominium Plan

Two paper copies of all written supporting information

One digital copy of all written supporting information (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

Submittal deadlines are listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. An earlier submittal is encouraged to avoid possible delays.

REVIEW PROCEDURE

Subject to the standards of § 429.L of the Zoning Ordinance, an approved condominium plan may be amended as indicated below and following the submittal of a completed application to the Planning Department, a description of the intended changes, and all necessary condominium documents, plans, and agency reviews, when necessary.

1. Minor Amendments. The Director of Planning may authorize the following amendments to an approved condominium plan:
 - a. The relocation of internal boundaries, as described in § 48 of the Condominium Act, may be approved by the Director of Planning provided such change conforms to all requirements of this ordinance for the zoning district in which the project is located. The requirement for Township approval of any relocation of boundaries shall be made part of the condominium bylaws and recorded as part of the master deed.
 - b. Secondary residential access may be approved by the Director of Planning provided the access meets the standards of § 521 Street Standards and is limited to not more than two (2) properties.
 - c. Minor changes to an approved site condominium subdivision plan that alter the size, shape, intensity or configuration of a condominium unit, or that permit the realignment of a condominium unit or building location, or that adds roads or secondary access in excess of two (2) but no more than four (4) units may be authorized by the Planning Commission without further public hearing, provided that such minor changes comply with the following criteria:
 - i. No new condominium unit may be created by the change;
 - ii. No previous amendments have been granted that, together with the proposed amendment, would exceed the standards of this section;
 - iii. There will be no detrimental impact on any adjacent property caused by significant change in the appearance or use of the property, or any other contributing factor;

- iv. Nothing in the currently valid condominium development approval order precludes or otherwise limits such change; and
 - v. The proposal conforms to this ordinance and is in keeping with the spirit and intent of any adopted master plan.
2. Major Amendments. Any proposed amendment to a condominium other than as indicated in this section are considered a major amendment and shall be approved in the same manner and under the same procedures as are applicable to the issuance of the original condominium approval.

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.

PERMISSION TO ENTER SUBJECT PROPERTY

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

Owner Signature:

Applicant Signature:

Agent Signature:

Date:

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 _____ 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:

AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature:

Date:

Applicant Signature:

Date: