



Charter Township of Washington
Planning & Zoning Application for a Residential Site Condo Development

Type of Submission:

Development Name or Project Description:

Preliminary Condo Review: _____

Engineering Approval is required before an application for Final Condo Review can be accepted

Final Condo Review: _____

Property Information:

Address/Site Location: _____ Parcel #: _____ Zoning: _____ Acreage: _____
of Units Proposed: _____ Serviced by: Municipal Water Sanitary Sewer Septic Well

Site Condominium Application Fees:

Preliminary Condo Review fee: \$1,595.00 plus \$6.00 per unit/acre (whichever is greater)
Final Condo Review fee: \$1,595.00 plus \$5.00 per unit/acre (whichever is greater)

Applicant Information:

Name: _____ Address: _____
Business/Cell Phone: _____ Email Address: _____

**If you are not the legal owner of the property, you will need to include an acknowledgment letter signed and notarized with the legal owner(s) listed granting you permission to apply for this application for development.*

Legal Owner:

Name: _____ Address: _____
Business/Cell Phone: _____ Email Address: _____

Site Plan Preparer:

Name: _____ Address: _____
Business/Cell Phone: _____ Email Address: _____

Signature of Applicant

Signature of Legal Owner

Date

Applicant (please print your name)

Legal Owner (please print your name)

Applying does not guarantee that you will be placed on an upcoming Planning Commission agenda. Please follow the submission requirements outlined in the Washington Township Zoning Ordinance, you can find those online at www.washingtontownship.org



Charter Township of Washington

Planning & Zoning Guide for a Residential Site Condominium Development

Site Condominium Review Procedures as outlined in the Zoning Ordinance:

Pursuant to authority conferred by Section 141 of the Condominium Act, all site condominium subdivision plans shall require final approval by the Planning Commission before units may be sold or site improvements initiated. In determining whether to approve a site condominium subdivision plan, the Planning Commission shall consult with the Township Attorney, Community Development Director and Engineer regarding the adequacy of the submission as it relates to the Washington Township Zoning Ordinance, Land Division Ordinance and requirements of the Condominium Act.

The review process shall consist of the following three steps:

- 1) Preliminary plan review.** In the preliminary review phase, the Planning Commission shall review the overall plan for the site, including basic road and unit configurations and the consistency of the plans, with all applicable provisions of the Washington Township Zoning Ordinance. Plans submitted for preliminary review shall include information specified in the Submission Requirements as listed below.
- 2) Engineering Review:** Once the Preliminary Condominium Plan is approved by the Planning Commission, the applicant can then proceed to the DPW Department for Engineering Review. Upon receiving Engineering Approval, the applicant may apply for their Final Condominium Review with the Planning and Zoning Department.
- 3) Final Condominium Plan Review:** Engineering approval must be granted prior to submitting for Planning Commission review of the Final Condominium plan. Final plans shall include information as required by the Submission Requirements listed below. Such plans and information shall be reviewed by the Township Attorney, Engineer, Community Development Director, Fire Department, Township Department Heads and Staff. Further, such plans shall be submitted for review and comment to all applicable local, County and State agencies. Final approval shall not be granted until such time as all applicable review agencies have had an opportunity to comment on said plans.

Charter Township of Washington, Preliminary Condo Submission Requirements:

In the preliminary review phase, the Planning Commission shall review the overall plan for the site, including basic road and unit configurations and the consistency of the plans with all applicable provisions of the Washington Township Zoning Ordinance. Plans submitted for preliminary review shall include information specified as follows:

- A certified boundary survey of the condominium site. The survey shall be tied to two established government corners.
- A plan delineating all natural and man-made features on the site, including, but not limited to, drains, ponds, lakes, streams, floodplains, wetlands and woodland areas.
- The location, size, shape, area and width of all condominium units and common areas and the location of all proposed streets. A typical unit detail including the buildable area proposed for each unit that includes the setbacks, estimated rear yard storm easements and the minimum required 10ft rear yard deck/patio setback encroachment. Any unit found in engineering review that does not satisfy the minimum deck encroachment requirement shall require an amendment to the unit and subdivision design. In such cases, the Pre-Planning Committee shall review and approve any amendment and then authorize further review by the Engineers. No unit with less than the required 10' deck area shall be accepted as a unit.

After Preliminary Condo Approval:

Once the Preliminary Condominium Plan has been approved and officially signed off on by the Development Committee, the next step is to apply for Engineering Review with the Township DPW Department. PC approvals are good for one year. If significant progress with the site has not been made within that timeframe, an extension request must be submitted in writing to appear before the Planning Commission. If you fail to apply for an extension within one year from the date of your approval, your site plan approval will expire. After Engineering Approval has been granted, the next step is to apply for the Final Condominium review with the Planning and Zoning Department. You MUST have Engineering Approval to apply for the Final Condo Review.

Charter Township of Washington, Final Condo Submission Requirements:

Final plans shall include information as required by the Submission Requirements all of the above requirements for Preliminary Condo Review along with the following:

- A copy of the Master Deed and a copy of all restrictive covenants to be applied to the project. Such deeds shall include an acceptable means of converting the project to a platted subdivision, under the provisions of Act 288 of 1967, at some future date.
- A utility plan showing all sanitary sewer, water and storm drainage improvements, plus all easements granted to the Township for installation, repair and maintenance of all utilities.
- A typical unit detail is required to be shown on the final condominium plan. This typical unit detail will show the unit setbacks, 10ft rear yard deck encroachment and the storm sewer easement impact to the rear yard useable area so it is clearly shown how much property is remaining to be used for outdoor amenities.
- A street construction, paving and maintenance plan for all streets within the proposed condominium subdivision plan.
- A storm drainage and storm water management plan, including all lines, swales, drains, basins, and other facilities.
- The Planning Commission approved landscaping plan, building elevation plan(s) (as applicable) and floor plan(s) (as applicable) will be recorded as part of the Master Deed Exhibit B Drawings.

Planning & Zoning Process for the Preliminary & Final Condo Submission:

STEP ONE (PRELIMINARY SUBMISSION):

Prior to being placed on an upcoming Planning Commission agenda, you will submit to the Planning and Zoning Department for a preliminary review by our staff, consultants and County Agencies. Once the review comments are received, a determination will be made based on the level of comments needing to be addressed, if you are ready to be placed on an agenda or if revised plans are needed. You will follow this preliminary and formal submission process for both the Preliminary Condo and Final Condo Submission.

Preliminary Submission Requirements for a Site Condominium Request:

_____ **10 copies** (sealed drawings) of the site condominium plan following the submission requirements listed previously in this guide for whichever stage of development you are in, Preliminary or Final Condo.

_____ Email the complete submission to: berschbackd@washingtontwpmi.org

STEP TWO (FORMAL SUBMISSION):

Once the Township Staff, Consultants and County Agency comments considered significant in nature are addressed you will now submit revised plans that will follow the site plan submission process outlined in our Zoning Ordinance.

Formal Submission Requirements for a Site Condominium Request:

_____ **16 copies** (sealed drawings) of the site condominium plan following the submission requirements listed previously in this guide for whichever stage of development you are in, Preliminary or Final Condo.

_____ Email the complete submission to: berschbackd@washingtontwpmi.org

Meeting Information once you are ready to submit formally to the Planning Commission:

Applications must be submitted **ONE MONTH** prior to the date of the scheduled Planning Commission Meeting. The Planning Commission meetings are held at the Washington Township Hall located at 57900 Van Dyke Washington Township MI 48094 in the Board Room Starting at 7:00 p.m. unless posted otherwise.

Planning Commission Meeting Scheduled Meeting Dates:

March 10th, 2022 April 14th, 2022 May 12th, 2022 June 9th, 2022 July 14th, 2022 August 11th, 2022
September 8th, 2022 October 13th, 2022 November 10th, 2022 December 8th, 2022