



Charter Township of Washington  
Planning & Zoning Application for a Special Land Use Request  
Preliminary and Formal Submission Process

**Development Name or Project Description:** \_\_\_\_\_

**Property Information:**

Address/Site Location: \_\_\_\_\_

Parcel(s) #: \_\_\_\_\_ Zoning: \_\_\_\_\_ Acreage: \_\_\_\_\_

**Please indicate the article and section number from our Zoning Ordinance for each request in which your application for a Special Land Use is for:**

Article 3.0 Zoning Districts Section: \_\_\_\_\_

Article 4.0 Use Standards Section: \_\_\_\_\_

**Type of Submission (please indicate which one and complete):**

Residential Request for a SPLU \_\_\_\_\_ total number of units proposed

Non-Residential Request for a SPLU \_\_\_\_\_ SF of proposed building(s) Number of Buildings: \_\_\_\_\_

**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 giving you permission to submit 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)



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**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.

**Preliminary Submission Requirements for a Special Land Use Request:**

- \_\_\_\_\_ **10 copies** (sealed drawings) of the site plan also including the preliminary utility plan, tree survey, landscaping plan, floor plan and elevation plan.
- \_\_\_\_\_ **10 copies** of the Development Impact Statement and Traffic Study
- \_\_\_\_\_ Email the complete submission to: [planning@washingtontwpmi.org](mailto:planning@washingtontwpmi.org)

**STEP TWO (FORMAL SUBMISSION):**

Once the Township Staff, Consultants and County Agencies 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 Special Land Use Request:**

- \_\_\_\_\_ **16 copies** (sealed drawings) of the site plan including the preliminary utility plan, tree survey, landscaping plan, floor plan and elevation plan.
- \_\_\_\_\_ **16 copies** of the Development Impact Statement and Traffic Study
- \_\_\_\_\_ Email the complete submission to: [planning@washingtontwpmi.org](mailto:planning@washingtontwpmi.org)

(Refer to the Zoning Ordinance online for a full list of the submission requirements at [www.washingtontownship.org](http://www.washingtontownship.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 6:30 p.m. unless posted otherwise.

**Planning Commission Meeting Scheduled Meeting Dates:**

April 11<sup>th</sup>, 2024, May 9<sup>th</sup>, 2024, June 13<sup>th</sup>, 2024, July 11<sup>th</sup>, 2024, August 8<sup>th</sup>, 2024, September 12<sup>th</sup>, 2024, October 10<sup>th</sup>, 2024,  
 November 14<sup>th</sup>, 2024, December 12<sup>th</sup>, 2024

**Application Fees for a Special Land Use/Site Plan Request:**

Land Use Description	PZ Admin	FD Admin	Postage	Legal	Planner	Engineer	Publications	Total
<b>Special Land Use</b>								
Residential	\$675.00	\$50.00	\$75.00	\$200.00	\$500.00	\$550.00	\$350.00	\$2,400.00
Non-Residential	\$675.00	\$50.00	\$75.00	\$200.00	\$500.00 + \$50.00 per acre	\$550.00	\$350.00	\$2,400.00 (+acre fees)
<b><u>Resubmission for Revised Plan Reviews</u></b>								
2nd Review	n/a	n/a	n/a	n/a	Same fee as originally submitted	n/a		Planners Original Review Fee
3rd Review	\$200.00	\$50.00	\$45.00	\$100.00	Same fee as originally submitted	1/2 of original review fee		\$395.00 (+ Add'l fees)