

**OAKFIELD TOWNSHIP  
PLANNING COMMISSION & ZONING BOARD OF APPEALS**

**Checklist for Hearings and Site Plan Review Applications**

APPLICANT: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_

Zoning Board of Appeals Meeting Date: \_\_\_\_\_

Type of Meeting	Application Deadline	Fee	# of Prints
<input type="checkbox"/> Rezone	30 days in advance of meeting	\$600	12
<input type="checkbox"/> Site Condominium	30 days in advance of meeting	\$500	12
<input type="checkbox"/> Private Road	30 days in advance of meeting	\$500	12
<input type="checkbox"/> Planned Unit Development	30 days in advance of meeting	\$600	12
<input type="checkbox"/> Commercial Site Plan Review	30 days in advance of meeting	\$100	10
<input type="checkbox"/> Use By Special Approval	30 days in advance of meeting	\$500	10
<input type="checkbox"/> Special Use-Lake Lots/Accessory Bldg's	30 days in advance of meeting	\$250	10
<input type="checkbox"/> Variance	30 days in advance of meeting	\$360	9

Applications for Planning Commission or Zoning Board of Appeals review shall be delivered to the Clerk for distribution and must:

- Be completed and signed by the applicant.
- Be accompanied by all required narratives, drawings, prints and supporting documentation.\*
- Be reviewed, completed as necessary, and signed by the Zoning Administrator.
- Be accompanied by the required fee.
- Include a signed Fee Agreement.
- Include this checklist.
- Indicate what material, if any, is to be sent to the Township attorney and/or engineer.

\_\_\_\_\_  
\*Refer to Zoning Ordinance for specific information required in site plan review.

**ALL PRINTS OR DRAWINGS MUST INCLUDE THE APPLICANT'S NAME AND ADDRESS  
AND THE PARCEL # OF THE SUBJECT PROPERTY**

**DEFICIENT APPLICATIONS WILL NOT BE PROCESSED. NO EXCEPTIONS.**

Clerk's Office:

REZONE: Publish and mail at least 15 days in advance. Copy to Building Official

USBA: Publish and mail at least 15 days in advance. Copy to Building Official

VARIANCE: Mail at least 15 days in advance. Copy to Building Official.

- Date application received: \_\_\_\_\_
- Required number of completed applications received, including prints.
- Material delivered to attorney/engineer.
- Fee and Fee Agreement received: \_\_\_\_\_
- Other: \_\_\_\_\_

# OAKFIELD TOWNSHIP

## APPLICATION FOR SITE PLAN REVIEW

PROPERTY OWNER: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

\_\_\_\_\_, MI \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_, MI \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

PARCEL NUMBER: 41-08- \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT: See Zoning Administrator,**

\$100.00 fee if no private road involved.

\$500.00 fee if private road is involved.

**(Please make check payable to Oakfield Township)**

Ten (10) copies of site plan required. See Zoning Ordinance Chapter 13 for details of contents required in a site plan. **Site plans must be complete.**

**ALL MATERIALS MUST BE DELIVERED TO THE TOWNSHIP CLERK  
AT LEAST 14 DAYS PRIOR TO MEETING.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Zoning Administrator  
12/20/2010

\_\_\_\_\_  
Date

**OAKFIELD TOWNSHIP  
NOTICE TO ALL ZONING APPLICANTS**

**FEE AGREEMENT**

Thank you for submitting your application and application fee to Oakfield Township.

Under the zoning fee resolution adopted by the Township Board, the Board has established a policy that the costs and expenses incurred by the Township in the consideration and review of zoning applications is to be reimbursed to the Township by the zoning applicants. In this way, these Township expenses are borne by the party making the zoning application, rather than by Township taxpayers in general. This reimbursement of the Township's actual costs and expenses is in addition to the application fee.

Such additional costs and expenses incurred by the Township may include such things as engineering fees, attorney fees, cost of special meetings, publication expenses, the fees of other consultants and other costs that the Township may incur. The Township keeps detailed records of all expenses incurred by each application.

Depending upon the amount of expenses that are estimated to be incurred in connection with your application, you may be required to pay a portion of such estimate in advance into an escrow account, or you may be billed subsequently, as expenses are incurred. In any event, it is your responsibility to reimburse the Township for the actual costs and expenses resulting from the review of your particular application.

No building permits or other Township permits can be issued until all fees are paid, including reimbursement of the Township's expenses arising out of your application.

To indicate your understanding of the Township's zoning escrow fee policy, and your agreement to abide by that policy, please sign in the space indicated below.

I understand that I am responsible for the reimbursement to the Township of its actual expenses incurred in connection with my application, under the Township escrow fee policy, and I agree to pay such amounts on a timely basis, under the terms of that policy.

APPLICANT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

DAY PHONE: \_\_\_\_\_

NIGHT PHONE: \_\_\_\_\_

ZONING ADMINISTRATOR: \_\_\_\_\_

Type of Application \_\_\_\_\_