

# LODI TOWNSHIP

3755 Pleasant Lake Road  
Ann Arbor, MICHIGAN 48103

## NOTICE TO ALL PETITIONERS AND APPLICANTS

### **FILING APPLICATIONS OR PETITIONS**

You must call and schedule an appointment with the Township Clerk in order to file a petition or application. This includes special use petitions, rezoning petitions, site plan review application, etc. Applications or petitions can not be filed or accepted without an appointment.

### **AGENDA DEADLINES (PLANNING COMMISSION ONLY)**

Agenda deadlines are 12:00 noon on Monday four (4) weeks prior to the meeting date. In order to be eligible for inclusion on the agenda, you must file prior to the deadline. Filing prior to the deadline does not necessarily ensure placement on the agenda if the agenda is lengthy.

### **COMPLETENESS OF APPLICATION**

You are hereby advised that it is your responsibility as a petitioner to review all applicable sections of the Lodi Township Zoning Ordinance and the Land Use Development Plan. It is also the responsibility of the petitioner to supply all information required by the applicable Ordinance sections.

Your comprehensive understanding of the Ordinance and the Land Use Development Plan, and your submission of all required information, will help expedite review of your application or petition.

The Planning Commission or Zoning Board of Appeals can not take action on incomplete submission.

### **APPLICATION FEES**

Processing and review fees must be paid when you file your petition, application or appeal. Fees are applied to the Township's costs for publication of legal notices, professional reviews, etc., and are non-refundable. The Lodi Township Fee Schedule lists the base fees required for each application/petition. Petitions and applications that require professional reviews in excess of the number of base hours provided for in the base fee shall be billed for additional hours as outlined in the Fee Schedule.

### **SITE VISITS**

Filing a petition or application gives implied consent for Township Officials and/or consultants to visit the subject site.

### **PETITIONER'S ACKNOWLEDGEMENT**

**Upon receipt of this signed application access to subject property is hereby granted to Lodi Township and/or their agents.**

*I hereby acknowledge that I have read the above, and that I have been given a copy of this notice and a copy of the appropriate fee schedule.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

LTPC# \_\_\_\_\_  
(Township Use Only)

**LODI TOWNSHIP**  
**APPLICATION FOR SITE PLAN APPROVAL AND/OR**  
**PRELIMINARY PLAT APPROVAL**

NAME OF APPLICANT \_\_\_\_\_

- APPLYING FOR** \_\_\_\_\_ Preliminary Site Plan
- \_\_\_\_\_ Final Site Plan
- \_\_\_\_\_ Combined Preliminary and Final Site plan  
(Combination is at discretion of Planning Commission)
- \_\_\_\_\_ Tentative Preliminary Plat
- \_\_\_\_\_ Final Preliminary Plat
- \_\_\_\_\_ Final Plat
- \_\_\_\_\_ Minor Site Plan Revision

**WILL PROJECT BE PHASED?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**IF PROJECT IS PHASED COMPLETE THE FOLLOWING:**

- Total Number of Phases \_\_\_\_\_
- Phase Number of Current Application \_\_\_\_\_
- Name and Date of Preliminary Site Plan Approval  
\_\_\_\_\_
- Date of Previous Phase Approvals:
  - Phase # \_\_\_\_\_ Date \_\_\_\_\_
  - Phase # \_\_\_\_\_ Date \_\_\_\_\_
  - Phase # \_\_\_\_\_ Date \_\_\_\_\_
  - Phase # \_\_\_\_\_ Date \_\_\_\_\_

**SEEKING ADDITIONAL APPROVAL FOR A CONDITIONAL USE** \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Signature of the Clerk or Designee

\_\_\_\_\_  
Date Sent to the Planning Commission

\_\_\_\_\_  
Date of Receipt of Application

\_\_\_\_\_  
Date Transferred to Engineer & Planner

Amount of Fee: \_\_\_\_\_

**LODI TOWNSHIP**  
**APPLICATION FOR SITE PLAN REVIEW AND/OR PLAT REVIEW**

**GENERAL INFORMATION**

- **NAME OF PROPOSED DEVELOPMENT** \_\_\_\_\_
- **ADDRESS OF PROPERTY** \_\_\_\_\_
- **CURRENT ZONING DISTRICT CLASSIFICATION OF PROPERTY** \_\_\_\_\_
- **HAS THIS PROPERTY BEEN THE SUBJECT OF A REZONING REQUEST, ZONING BOARD OF APPEALS PETITION OR OTHER TOWNSHIP ACTION WITHIN THE PAST FIVE YEARS?** \_\_\_ YES \_\_\_ NO
- **TAX I.D. NUMBER(S) OF PROPERTY** \_\_\_\_\_  
**PART OF SECTION** \_\_\_\_\_

**SITE LOCATION** Property is located on (circle one) N S E W side of \_\_\_\_\_  
Road between \_\_\_\_\_ and \_\_\_\_\_ Roads

- **LEGAL DESCRIPTION OF PROPERTY) PLEASE ATTACH A SEPARATE SHEET)**

Where a meets and bounds description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor and shall correlate with the legal description.

- **SITE AREA (ACREAGE) AND DIMENSIONS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **ARE THERE ANY EXISTING STRUCTURES ON THE PROPERTY?**  
\_\_\_ YES \_\_\_ NO

**PLEASE EXPLAIN:**

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

**LODI TOWNSHIP**  
**APPLICATION FOR SITE PLAN REVIEW AND/OR PLAT REVIEW**

**PROPOSED LAND USE**

\_\_\_\_\_ **RESIDENTIAL** \_\_\_\_\_ **OFFICE** \_\_\_\_\_ **COMMERCIAL**  
\_\_\_\_\_ **OTHER** (PLEASE SPECIFY) \_\_\_\_\_

- **NUMBER OF UNITS** \_\_\_\_\_
- **TOTAL FLOOR AREA OF EACH UNIT** \_\_\_\_\_
- **GIVE A COMPLETE DESCRIPTION OF THE PROPOSED DEVELOPMENT**  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COSTS**

- **BUILDINGS AND OTHER STRUCTURES** \_\_\_\_\_
- **SITE IMPROVEMENTS** \_\_\_\_\_
- **LANDSCAPING** \_\_\_\_\_
- **TOTAL** \_\_\_\_\_

**ESTIMATED DATES OF CONSTRUCTION**

- **INITIAL CONSTRUCTION** \_\_\_\_\_
- **PROJECT COMPLETION** \_\_\_\_\_
- **INITIAL CONSTRUCTION OF PHASES** (IF APPLICABLE) \_\_\_\_\_
- **COMPLETION OF SUBSEQUENT PHASES** (IF APPLICABLE) \_\_\_\_\_
- **ESTIMATED DATE OF FIRST OCCUPANCY** \_\_\_\_\_

**IDENTIFY EACH DRAWING SUBMITTED BY NAME OF PLAN OR DRAWING, DATE AND DRAWING NUMBER (ATTACH ADDITIONAL SHEET IF NECESSARY)**

_____	_____
_____	_____
_____	_____
_____	_____

**LODI TOWNSHIP**  
**APPLICATION FOR SITE PLAN APPROVAL AND/OR**  
**PRELIMINARY PLAT APPROVAL**

**APPLICANT INFORMATION**

- **APPLICANT'S NAME:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

- **PROPERTY OWNER'S NAME:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

- **DEVELOPER'S NAME:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

- **ENGINEER'S NAME:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

- **ARCHITECT/PLANNER'S NAME:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

The applicant indicated above must sign this application. All correspondence regarding the application and plan will be directed to the applicant. If the application is not the property owner, the owner's signed consent must be provided with this application.

**APPLICANT'S DEPOSITION**

I hereby depose and certify that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of my knowledge.

**APPLICANT'S PRINTED NAME** \_\_\_\_\_

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Signature of Owner (if other than applicant):** \_\_\_\_\_

Sworn to before me this: \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature: \_\_\_\_\_

My commission expires: \_\_\_\_\_  
(Acting in the County of Washtenaw, Michigan)

**The following information is required to be shown on a preliminary site plan according to Section 54.03 of the Zoning Ordinance (if applicable).**

1. The site plan shall be of a scale not greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Planning Commission can readily interpret the plan.
2. Location and description of the site; dimensions and area, and vicinity map.
3. General topography and soil information.
4. Property owner(s) name and address; applicant(s) name and address and interest in the property; owner(s) signed consent for preliminary site plan approval application if the applicant is not the owner.
5. Scale, north arrow, date of plan.
6. Proposed buildings/structures - location, outline, general dimensions, distances between, floor area, number of floors, height, number and type of dwelling units (where applicable).
7. Location, size, and use of open areas and recreation areas.
8. Proposed streets/drives: general alignment, right-of-way (where applicable), surface type and width.
9. Proposed parking - location and dimensions of lots; typical dimensions of spaces and aisles; angle of spaces, surface type, number of spaces.
10. Existing zoning classification of property; delineation of required yards; dwelling unit schedule, density of development, and lot area per dwelling unit for residential projects; lot coverage (percent) and floor area ratio; location and size of required transition and landscape strips, if applicable.
11. Area of intended land balancing and/or cutting; outline of existing buildings/structures and drives; existing natural and manmade features to be retained or removed.
12. Adjacent land uses and zoning; location of adjacent buildings, drives and streets.
13. Location and area of development phases; building program for each phase; projected schedule of development by phase.
14. Location and width of all easements on the site.
15. General description of proposed water, sanitary sewer, and storm drainage system.
16. All adjacent property owned or controlled by the applicant or owner of the subject property.
17. Location, size, and type of existing trees and bushes; location and description of existing wetlands, water courses, and water bodies, whether intermittent or permanent; and the location and description of any other natural features on the site.
18. Where applicable, a Natural Features Statement of Impact, Protection, and Mitigation is required under Section 55.08.

**The following information is required to be shown on a final site plan according to Section 54.04 of the Zoning Ordinance (if applicable).**

1. The site plan shall be of a scale not greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Planning Commission can readily interpret the plan. The information shall be presented on more than one (1) drawing, when required by the Planning Commission for purposes of clarity.
2. Scale, north arrow, name and date of plan; date of revisions thereto.
3. Name and address of property owner(s) and applicant; interest of applicant in property; name and address of developer; owners signed consent for final site plan approval application if applicant is not the owner.
4. Name and address of designer. A final site plan shall be prepared by an architect, registered community planner, engineer, landscape architect, or land surveyor.
5. A vicinity map; legal description of the property; dimensions and lot area. Where a meets and bounds description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor and shall correlate with the legal description.
6. Existing topography (minimum contour interval of two feet); existing natural features such as trees, wooded areas, streams, marshes, ponds, and other wetlands; clear indication of all-natural features to remain and to be removed. Groups of trees shall be shown by an approximate outline of the total canopy; individual deciduous trees of six (6) inch diameter or larger and individual evergreen trees six (6) feet in height or higher, where not a part of a group of trees, shall be accurately located on the final site plan.
7. Existing buildings, structures, and other improvements, including drives, utility poles and towers, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts; clear indication of all improvements to remain and to be removed.
8. General description of deed restrictions, if any.
9. Owner, use, and zoning classification of adjacent properties; location and outline of buildings, drives, parking lots, and other improvements on adjacent properties.
10. Existing public utilities on or serving the property; location and size of water lines and hydrants; location, size and inverts for sanitary sewer and storm sewer lines; location of manholes and catch basins; location and size of wells, septic tanks and drain fields.
11. Name and right-of-way of existing streets on or adjacent to the property; surface type and width; spot elevations of street surface, including elevations at intersections with streets and drives of the proposed development.
12. Zoning classification of the subject property; location of required yards; total ground floor area and lot coverage (percent); floor area ratio. In the case of residential units, the plan shall note dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling units.



13. Grading plan, showing finished contours at a minimum interval of two (2) feet, and correlated with existing contours so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines.
14. Location and exterior dimensions of proposed buildings and structures, with the location to be referenced to property lines or to a common base point; distances between buildings; height in feet and stories; finished floor elevations and contact grade elevations.
15. Location and alignment of all proposed streets and drives; rights-of-way where applicable; surface type and width, and typical cross-section of same showing surface, base, and sub-base materials, dimensions, and slopes; location and typical details of curbs; turning lanes with details (where applicable); location, width, surface elevations and grades of all entries and exits; curve-radii.
16. Location and dimensions of proposed parking lots; numbers of spaces in each lot; dimensions of spaces and aisles; drainage pattern of lots; typical cross-section showing surface, base, and sub-base materials; angle of spaces.
17. Location and size of proposed improvements of open spaces and recreation areas, and maintenance provisions for such areas.
18. Location, width, and surface of proposed sidewalks and pedestrian ways.
19. Location and type of proposed screens and fences; height, typical elevation and vertical section of screens, showing materials and dimensions.
20. Location of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosures; showing materials and dimensions.
21. Location, type, size, area, and height of proposed signs.
22. Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities; location and size of retention/detention ponds and degrees of slope of sides of ponds; calculations for size of storm drainage facilities; location of electricity and telephone poles and wires; location and size of underground tanks where applicable; location and size of surface mounted equipment for electricity and telephone services;; location and size of outdoor incinerators; location and size of wells, septic tanks, and drain fields where applicable. Final engineering drawings for all site improvements such as, but not limited to, water, sanitary sewer and storm sewer systems; streets, drives and parking lots; retention ponds and other ponds or lakes; retaining walls; shall be submitted to and approved by the Township Engineer prior to Planning Commission approval of the final site plan. If on-site water and sewer facilities are to be used, a letter of approval of same, or a copy of the permit from the Washtenaw County Environmental Health Department shall be submitted to the Planning Commission Secretary prior to Planning Commission approval of the final site plan.
23. Landscape plan showing location and size of plant materials.
24. Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Such plan shall be approved by the County Soil Erosion and Sedimentation Control Enforcing Agent.

25. Location of proposed retaining walls; dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties, where applicable.
26. Location, type, direction, and intensity of outside lighting.
27. Right-of-way expansion where applicable; reservation or dedication of right-of-way to be clearly noted, dedication of right-of-way where applicable shall be executed, or provisions made for same prior to approval of the final site plan by the Planning Commission.
28. The Natural Features Statement of Impact Protection, or Mitigation if required.