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Introduction

Overview & Purpose

The Dexter Township Development Review Guidebook has been prepared for informational purposes to assist property owners, the development community, and the general public. It is intended to be a user-friendly tool to assist in navigating through Dexter Township's development application and review process.

The Guidebook provides a comprehensive, step-by-step guide through the procedures of each type of application outlined in the Dexter Township Zoning Ordinance.

In this Guidebook you will find application forms and requirements, submittal checklists, easy-to-follow review process flowcharts, and answers to commonly asked questions.

This document is NOT an ordinance. This Zoning Ordinance Procedure Plan Manual does not supersede or preempt any part of the Dexter Township Zoning Ordinance. The ordinances of the Township should be thoroughly researched before reaching any conclusions on questions related to development in Dexter Township. This document should be used as a resource to begin your search for information.

Important Contacts

DEXTER TOWNSHIP

Township Offices

6880 Dexter-Pinckney Road
Dexter, MI 48130
Phone: (734) 426-3767
Office Hours: Monday-Thursday 8:30am-4:30pm

Planning & Zoning Department

Phone: (734) 426-3767 ext. 130
Email: dpz@dextertownship.org

Zoning Officer

Phone: (734) 426-3767 ext. 131
Email: zoningofficer@dextertownship.org

Assessing Department

Phone: (734) 426-3767 ext. 101
Email: assessor@dextertownship.org
Office Hours: Wednesday 8:30am-4:30pm

Dexter Area Fire Department

Phone: (734) 426-4500
Email: dafd@dexterareafire.org

Chelsea Area- CACA

Phone: (734) 475-7955

Multi Lake Water & Sewer Authority

Phone: (734) 426-9797
Website: [Multi Lake Water & Sewer Authority](http://MultiLakeWater.com)

Portage Base Lakes Area Water & Sewer Authority

Phone: (810) 231-5600
Website: [Portage Base Lakes Sewer](http://PortageBaseLakesSewer.com)

WASHTENAW COUNTY

Road Commission

555 N. Zeeb Road
Ann Arbor, MI 48103
Phone: (734) 761-1500
Email: wrcr@wccroads.org

STATE OF MICHIGAN

EGLE Lansing Headquarters

525 West Allegan Street
Lansing, MI 48909
Phone: (800) 662-9278

Plot Plan Review

Overview

The purpose of plot plans as outlined in Article 26 of the Township ordinance is to establish a comprehensive framework for the review and approval of development proposals. This ensures that proposed improvements do not adversely impact the surrounding environment or public well-being.

When is a Plot Plan Required?

Plot plan review provides the Township with an opportunity to review land development proposals in relation to applicable Township ordinances, public utilities, natural features, and other relevant factors which may impact public health, safety, and welfare. Plot Plan Review is required for the structures, sites, and uses outlined below:

- **Major Zoning Permit:** All structures, sites, and uses requiring a major zoning permit that do not require a site plan, such as single-family homes.
- **Fence Permit:** All fences and retaining walls that require a fence permit will require a plot plan.
- **Sign Permit:** All signs that require a sign permit, unless included in a site plan.
- **Temporary Zoning Permit:** All temporary permits that include a structure.

- **Other Improvements:** Improvements that expand an existing building envelope or cover more ground.



Application Requirements & Checklist

What is required to begin the Plot Plan review process?

- A completed application form with applicable fees.
- Easily legible plans with an accurate representation of the property in compliance with the Zoning Ordinance.

What information must be included in a Plot Plan?

All Plot Plans submitted for review must include the information required by Section 26.03 of the Dexter Township Zoning Ordinance. Plot Plans must conform to current Township regulations and those of any other agency having jurisdiction. The following checklist is generally intended to assist applicants in preparing a complete Plot Plan. Additional information may be obtained from the Zoning Ordinance and questions should be directed to the Zoning Officer.

LOT AND ZONING DATA

- North Arrow
- Scale, including graphic representation
- Location, description, and dimensions of all existing and proposed right-of-way and easements
- Existing lot lines, buildings, parking areas, and other structures and improvements on and within 100 feet of the site
- Proposed lot lines, building, parking areas, and other structures and improvements on and within 100 feet of the site, including dimensions and setbacks
- Impervious surface coverage, including square footage and percentage of the lot area
- Number of bedrooms, if applicable
- Required setbacks

NATURAL FEATURES

- Location of existing drainage courses and county drains.
- Location of floodplains, including the base flood elevation and FIRM panel number.
- Location of existing and proposed surface waterbodies.
- Location and area of existing and proposed wetlands.
- Location of area of wetlands to be disturbed.

ACCESS AND PARKING

- Location and dimensions of off-street parking spaces
- Clear-vision zones required by Ordinance

BUILDING STRUCTURE AND MISCELLANEOUS INFORMATION

- Location, height, and exterior dimensions of all existing and proposed buildings and structures
- Location and distance to existing and proposed buildings within 15 feet of the proposed buildings and structures
- Building floor plans
- Finished floor elevation for all existing and proposed buildings
- Building façade elevations
- Location/Details of exterior lighting

When does my Major Zoning Permit Expire?

365 days from the approved date listed on the permit.

Common Questions

What happens after approval?

Upon final plot plan approval, the Zoning Officer will notify you and the Chelsea Area Construction Agency (CACA). You will need to obtain necessary permits from CACA prior to construction and will notify when the site is ready for ALL inspections, including footing and final inspections.

STORMWATER

- If impervious surface cover is over 20%, a Stormwater Management Plan is required (see page 19).

UTILITIES

- Location of existing and proposed sanitary sewers and/or septic systems, including lines and grinder pumps
- Location of existing/proposed water mains and/or wells, including exclusion area
- Location of existing and proposed utility easements

GRADING AND DRAINAGE

- Proposed grading, drainage patterns, and other stormwater management measures
- Stormwater drainage calculations

Does Plot Plan approval allow me to begin construction?

No, final plot plan approval does not authorize construction. Plot plan approval indicates compliance with the Zoning Ordinance.

Following the approval of the Plot Plan, permits to allow construction must be sought through CACA, the appropriate Township departments and other relevant agencies if applicable.

Site Plan Review

Overview

The purpose of Site Plan Reviews as outlined in Article 27 of the Dexter Township Zoning Ordinance aims to establish a comprehensive framework for the evaluation and approval of developments and land uses. The objective is to facilitate responsible and harmonious development that contributes positively to the community’s well-being and long-term vision.

When is a Site Plan Required?

Site Plan Review is required for the structures, sites, and uses outlined below:

- All permitted uses in Commercial (C), Public Institutional (PI), and Public Recreation (PR) Districts
- All commercial, institutional, and public uses, regardless of the zoning district in which the use is located
- All special land uses
- All multiple-unit dwellings
- Mobile home parks
- Commercial planned unit developments
- Open space communities
- Site condominiums or platted subdivisions
- Any parking lot or parking lot addition
- Any alteration/addition/expansion of use



Administrative Site Plan

What is required to begin the Site Plan Review Process

- A completed application form with applicable fees.
- A Preapplication meeting with Township Officials and other interested parties if necessary.

Administrative Site Plan is allowed in the following instances:

1. Minor Changes, determined by the Director of Planning & Zoning, relative to an approved site plan that are required during construction due to other governmental agencies
2. A change in use to a similar or less intensive permitted use
3. Minor changes in the location of any structure from its location in an approved site plan
4. Changes to building height that do not add an additional floor
5. Reduction in the size of a building
6. Minor reconfiguration of an approved site plan or existing site to allow for barrier free access
7. The relocation or addition of accessory structures, including, but not limited to: fences, signs, sidewalks, trails, bus stops
8. Additions to or substitutions of approved or existing landscaping
9. Internal reconfiguration of a parking lot, provided the required number of spaces are still provided
10. Establishment of a new or reconfiguration of an existing group day care home
11. Relocation of wells required by the Environmental Health Department

What information must be included in an Administrative Site Plan?

All administrative site plans submitted for review must include the information required by Article 27 of the Dexter Township Zoning Ordinance. Administrative site plans must conform to current Township regulations and those of any other agency having jurisdiction. The following checklist is generally intended to assist applicants in preparing a complete Site Plan. Additional information may be obtained from the zoning ordinance and questions should be directed to the Zoning Officer or the Director of Planning and Zoning.

The Director of Planning and Zoning, Township Engineer, and Planning Commission Chair, or designee, may, in writing, waive the requirement to include specific

information from an administrative site plan and may rescind the waiver at a later date if it is determined the information is necessary to review the site plan.

APPLICATION	ADMINISTRATIVE
Name and address of the applicant(s) and property owner(s)	
Address(es), parcel ID (s), and legal description of the site	
Project Name	
Dimensions of the site and the lot area (net) and total acreage (gross)	
Zoning district of the site and all adjacent properties	
Description of the proposed project or use(s)	
Name and address of the individual and/or firm that prepared the site plan	
Proof of property ownership and control or authority	

SITE AND ZONING DATA	ADMINISTRATIVE
Project Name	
Survey and legal description of the existing and proposed site	
Vicinity sketch	
Location and dimensions of existing rights-of-way	
Existing lot lines, buildings, parking areas, and other structures and improvements on and within 100 feet of the site	
Proposed lot lines, buildings, parking areas, and other structures and improvements on and within 100 feet of the site	
Location of buildings on adjacent lots used to establish waterbody setbacks	
Location, legal description, and type of all existing and proposed easements and deed restrictions	
Zoning district of the site and all abutting properties	
Total existing and proposed lot area (net) and proposed site acreage (gross)	
Building coverage, including square footage and percentage of the lot area	
Impervious surface coverage, including square footage and percentage of the lot area	
Number of residential units for residential developments and number of bedrooms for multiple-family developments	
Required setbacks	
North arrow	
Scale, including graphic representation	
Location, character, developments and size of each phase for multiple-phase site plans	

NATURAL FEATURES	ADMINISTRATIVE
Location of existing plan materials, identifying those to remain and those to be removed	
Location, sizes, species, and condition of existing trees with a caliper of six (6) inches or more that are located outside of a woodland area	
Location of woodland areas	
Location of steep slope areas	
Topography of an within 150 feet of the site at two (2) feet contours or better, referenced to a USGS benchmark	
Location of existing drainage course and county drains	
Location of floodplains, including the base flood elevation and FIRM panel number	
Location of existing and proposed surface waterbodies	
Location and area of existing and proposed wetlands	
Location and area of wetlands to be disturbed	
Soil information, including the type and any restrictions on development	
Groundwater information	

ACCESS, CIRCULATION, AND PARKING	ADMINISTRATIVE
Location of existing and proposed streets, driveways, parking lots, sidewalks, and non-motorized vehicle pathways	
Dimensions, curve radii, centerlines, and widths of existing and proposed streets, parking lots, sidewalks, non-motorized pathways, and rights-of-way	
Driveways and intersections within 300 feet of the site	
Clear-vision zones required by this Ordinance and the Road Commission	
Cross-sections and details of proposed roads, driveways, parking lots, sidewalks, and non-motorized pathways	
Dimensions of acceleration, deceleration, and passing lanes	
Calculation for number of required parking spaces, including floor area and number of employees for the largest shift, or number of dwelling units/bedrooms	
Dimensions of parking spaces, islands, maneuvering lanes, and loading zones	
Location and dimensions of existing and proposed queuing spaces	
Designation of fire lanes, including signage	
Location and details of traffic regulatory signs and pavement markings	
Shared parking agreement for site plans using shared parking	

LANDSCAPING PLAN	ADMINISTRATIVE
Calculations used to determine the necessary plantings	
Planting list including the location, quantity, size, spacing, root type, mature canopy extent, and descriptions, including common and scientific names for each proposed plant type	
Preservation: the location, size, and conditions, including common and scientific names, for existing trees and plant materials to be preserved and the proposed methods of protecting the plant material to remain during construction, including type and location	
Removal: The location, size, conditions, including common and scientific names, for deciduous trees with a diameter of eight (8) or more inches or coniferous trees with a height of eight (8) or more feet to be removed	
Identification of grass and other ground cover plantings and the method of planting	
Planting and staking details, in either text or drawing, ensuring proper installation and establishment of proposed plant materials	
Site Conditions: Significant construction details used to resolve site conditions, such as tree wells to preserve existing trees or culverts to maintain natural drainage patterns	
Existing and proposed topography on the site and within 150 feet of the site at intervals of two (2) feet or less	
The extent and square footage of the disturbed area	
Typical cross sections and elevations of berms, including slope and plantings, tree wells, and walls or fences, including footings	
Location and details of waterbodies	
Irrigation method for watering and drainage of landscape areas	
A landscaping maintenance program, which, at a minimum, includes a statement that all diseased, damaged, or dead plant materials shall be replaced in accordance with the standards of this Article and the approved final site plan	
Proposed dates of plant installation	

UTILITIES	ADMINISTRATIVE
Location of existing and proposed sanitary sewers and/or septic systems	
Size of existing and proposed sanitary sewers and septic systems	
Location of existing and proposed water mains, well sites, water service, and fire hydrants	
Size of existing and proposed water mains, well sites, water service, and fire hydrants	
Location of existing and proposed above and below-ground gas, electric, telephone, and cable lines	
Location of existing and proposed utility easements	
Location of existing and proposed transformers and utility boxes	

ADDITIONAL INFORMATION/STUDIES	ADMINISTRATIVE
Completion schedule	
Table of required permits and the issuing authority	
Date/revision date of the site plan	
Depiction of changes made since the previous site plan	
Description and location of methods to contain any hazardous materials	
Traffic study for all projects anticipated to generate 100 or more trips in a day	
Impact statement	
Sound study	

Preliminary/Final Site Plan

What is required to begin the Site Plan Review Process?

- An application form including at least one (1) hard copy and a digital copy of the site plan, following the review of completeness at least fifteen (15) additional hard copies are required to be submitted.
- A Preapplication meeting with Township Officials and additional interested parties if necessary.

Other relevant information to this section of the manual can be found in Article 27 of the Dexter Township Zoning Ordinance.

General Site Plan Requirements

- An applicant may request a combined preliminary and final site plan review, unless otherwise noted. Combined site plan review will not be considered for a project with more than one (1) phase or when a variance is necessary.
- Projects with multiple phases will have one (1) preliminary site plan for the entire project and one (1) final site plan for each phase.
- All site plans requiring a variance will be reviewed by the Planning Commission and require both a preliminary and final site plan. The preliminary site plan will be approved before the Zoning Board of Appeals holds a public hearing for any variances. Any variances will be approved before the Planning Commission considers the final site plan.
- Site plans for special land uses will have the special land use approval before or at the same meeting as the preliminary, administrative, or amended site plan review.
- Site plans for open space communities will have the open space community use approval before or at the same meeting as the preliminary, combined, or administrative site plan review.
- The Planning Commission may approve changes to an approved preliminary site plan during the final site plan review.
- A development agreement between the applicant and the Township is necessary for final and combined site plans outlined in Section 31.06.
- Any site plan with a master deed and/or bylaws will have those documents approved by the Township.

What information must be included in a Preliminary/Final Site Plan?

All Site Plans submitted for review must include the information required by Article 27 of the Dexter Township Zoning Ordinance. Site plans must conform to current Township regulations and those of any other agency having jurisdiction. The following checklist is generally intended to assist applicants in preparing a complete site plan. Additional information may be obtained from the zoning ordinance and questions should be directed to the Zoning Officer or the Director of Planning and Zoning.

The Director of Planning and Zoning, Township Engineer, and Planning Commission Chair, or designee, may, in writing, waive the requirement to include specific information from a site plan and may rescind the waiver at a later date if it is determined the information is necessary to review the site plan.

APPLICATION	PRELIMINARY	FINAL
Name and address of the applicant(s) and property owner(s)		
Address(es), parcel ID (s), and legal description of the site		
Project Name		
Dimensions of the site and the lot area (net) and total acreage (gross)		
Zoning district of the site and all adjacent properties		
Description of the proposed project or use(s)		
Name and address of the individual and/or firm that prepared the site plan		
Proof of property ownership and control or authority		

SITE AND ZONING DATA	PRELIMINARY	FINAL
Project Name		
Survey and legal description of the existing and proposed site		
Vicinity sketch		
Location and dimensions of existing rights-of-way		
Existing lot lines, buildings, parking areas, and other structures and improvements on and within 100 feet of the site		
Proposed lot lines, buildings, parking areas, and other structures and improvements on and within 100 feet of the site		
Location of buildings on adjacent lots used to establish waterbody setbacks		
Location, legal description, and type of all existing and proposed easements and deed restrictions		
Zoning district of the site and all abutting properties		
Total existing and proposed lot area (net) and proposed site acreage (gross)		
Building coverage, including square footage and percentage of the lot area		
Impervious surface coverage, including square footage and percentage of the lot area		
Number of residential units for residential developments and number of bedrooms for multiple-family developments		
Required setbacks		
North arrow		
Scale, including graphic representation		
Location, character, developments and size of each phase for multiple-phase site plans		

NATURAL FEATURES	PRELIMINARY	FINAL
Location of existing plan materials, identifying those to remain and those to be removed		
Location, sizes, species, and condition of existing trees with a caliper of six (6) inches or more that are located outside of a woodland area	N/A	
Location of woodland areas		
Location of steep slope areas		
Topography of an within 150 feet of the site at two (2) feet contours or better, referenced to a USGS benchmark		
Location of existing drainage course and county drains		
Location of floodplains, including the base flood elevation and FIRM panel number		
Location of existing and proposed surface waterbodies		
Location and area of existing and proposed wetlands		
Location and area of wetlands to be disturbed		
Soil information, including the type and any restrictions on development		
Groundwater information		

ACCESS, CIRCULATION, AND PARKING	PRELIMINARY	FINAL
Location of existing and proposed streets, driveways, parking lots, sidewalks, and non-motorized vehicle pathways		
Dimensions, curve radii, centerlines, and widths of existing and proposed streets, parking lots, sidewalks, non-motorized pathways, and rights-of-way	N/A	
Driveways and intersections within 300 feet of the site		
Clear-vision zones required by this Ordinance and the Road Commission		
Cross-sections and details of proposed roads, driveways, parking lots, sidewalks, and non-motorized pathways	N/A	
Dimensions of acceleration, deceleration, and passing lanes	N/A	
Calculation for number of required parking spaces, including floor area and number of employees for the largest shift, or number of dwelling units/bedrooms		
Dimensions of parking spaces, islands, maneuvering lanes, and loading zones	N/A	
Location and dimensions of existing and proposed queuing spaces	N/A	
Designation of fire lanes, including signage	N/A	
Location and details of traffic regulatory signs and pavement markings	N/A	
Shared parking agreement for site plans using shared parking	N/A	

LANDSCAPING PLAN	PRELIMINARY	FINAL
Calculations used to determine the necessary plantings		
Planting list including the location, quantity, size, spacing, root type, mature canopy extent, and descriptions, including common and scientific names for each proposed plant type		
Preservation: the location, size, and conditions, including common and scientific names, for existing trees and plant materials to be preserved and the proposed methods of protecting the plant material to remain during construction, including type and location		
Removal: The location, size, conditions, including common and scientific names, for deciduous trees with a diameter of eight (8) or more inches or coniferous trees with a height of eight (8) or more feet to be removed		
Identification of grass and other ground cover plantings and the method of planting		
Planting and staking details, in either text or drawing, ensuring proper installation and establishment of proposed plant materials		
Site Conditions: Significant construction details used to resolve site conditions, such as tree wells to preserve existing trees or culverts to maintain natural drainage patterns		
Existing and proposed topography on the site and within 150 feet of the site at intervals of two (2) feet or less		
The extent and square footage of the disturbed area		
Typical cross sections and elevations of berms, including slope and plantings, tree wells, and walls or fences, including footings		
Location and details of waterbodies		
Irrigation method for watering and drainage of landscape areas		
A landscaping maintenance program, which, at a minimum, includes a statement that all diseased, damaged, or dead plant materials shall be replaced in accordance with the standards of this Article and the approved final site plan		
Proposed dates of plant installation	N/A	

ADDITIONAL INFORMATION FOR OPEN SPACE COMMUNITIES	PRELIMINARY	FINAL
Conventional Plan		N/A
Table of deviations from the standards of this Ordinance		
Additional lot calculations		

BUILDING STRUCTURE AND MISCELLANEOUS INFORMATION	PRELIMINARY	FINAL
Location, height, and exterior dimensions of all existing and proposed buildings and structures		
Building floor plans, including total floor area	N/A	
Finished floor level for all existing and proposed buildings	N/A	
Location, size, height, and lighting details of all existing and proposed signs		
Building façade elevations for all sides	N/A	
Location of exterior lighting		
Lighting Plan, as outlined in Section 21.10 Lighting Plan	N/A	
Location of trash receptacles, transformer pads, HVAC equipment, generators, and screening methods		
Location of any outdoor sales or display area		
Location of any screening or buffering		

UTILITIES	PRELIMINARY	FINAL
Location of existing and proposed sanitary sewers and/or septic systems		
Size of existing and proposed sanitary sewers and septic systems	N/A	
Location of existing and proposed water mains, well sites, water service, and fire hydrants		
Size of existing and proposed water mains, well sites, water service, and fire hydrants	N/A	
Location of existing and proposed above and below-ground gas, electric, telephone, and cable lines		
Location of existing and proposed utility easements		
Location of existing and proposed transformers and utility boxes	N/A	

ADDITIONAL INFORMATION/STUDIES	PRELIMINARY	FINAL
Completion schedule		
Table of required permits and the issuing authority		
Date/revision date of the site plan		
Depiction of changes made since the previous site plan	N/A	
Description and location of methods to contain any hazardous materials		
Traffic study for all projects anticipated to generate 100 or more trips in a day		
Impact statement		N/A
Sound study	N/A	

Common Questions

What happens after final site plan approval?

Upon final Site Plan approval by the Planning Commission, a zoning permit must be approved. Following the approval of a zoning permit, the applicant will notify the Chelsea Area Construction Agency (CACA) that they are ready to proceed with the building and other relevant permit applications.

When does my Site Plan Expire?

Approved Administrative Site Plans are valid for 18 months from the date of approval. Approval of the preliminary site plan is valid for 18 months from the date of approval unless otherwise stated in Article 27.06.H. Final site plans approval is valid for 18 months from the date of approval.

Do I need to attend any meetings?

You will be notified of meetings with your site plan on the agenda which you or a representative are expected to attend. Unless requested the site plan will be on the next available Planning Commission agenda.

Does site plan approval allow me to begin construction?

No, a zoning permit must be issued by the Township and a preconstruction meeting must be held between the applicant and Township officials as well as other interested parties before the issuance of a zoning permit for the project.

Stormwater

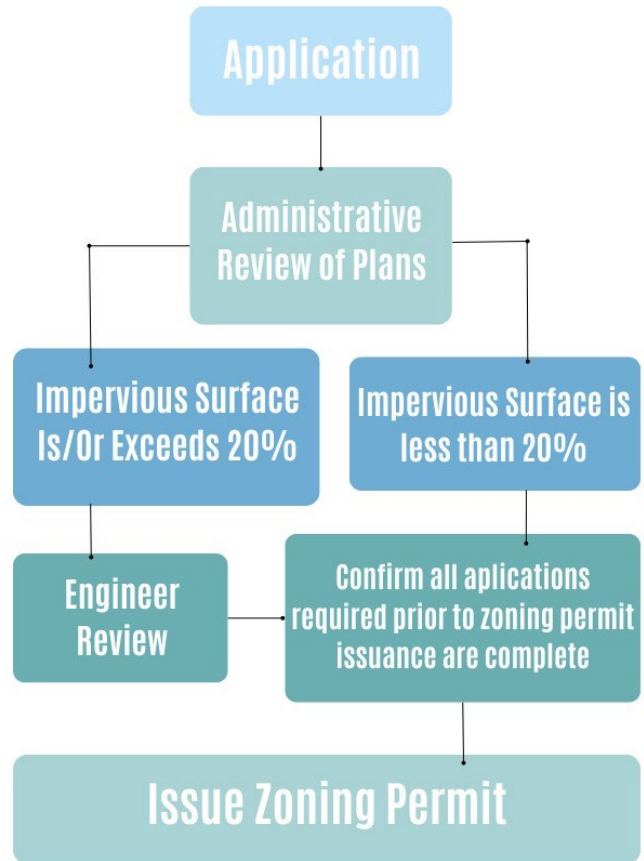
Overview

The purpose of Stormwater regulations in Section 23.09 of the Dexter Township Zoning Ordinance is to address critical environmental concerns within the Township, safeguard both short-term and long-term environmental health, safety, and overall quality. The regulations mitigate the potential environmental and property-related consequences associated with stormwater runoff.

When is a Stormwater Management Plan Required?

Stormwater Management Plan Review is required for the structures, sites, and uses outlined below:

- Plot Plans where impervious surface coverage reaches or exceeds 20%.
- When impervious surfaces are added within 35 feet of a waterbody.
- All Site Plan applications unless otherwise specified by the Planning and Zoning Director or the Planning Commission.



Stormwater Management Review

A Stormwater Management Review is required when the impervious surface recorded from a Plot Plan application meets or exceeds 20%. In order to have this review completed, the applicant must pay the review fee and submit scaled drawings that show:

- Topography of the site
- Parcel boundaries
- Any wells or septic fields present on the property
- Existing and proposed structures, including accessory structures, patios, driveways, and other impervious surface

Stormwater Management Plan

A stormwater management plan is required with the submission of a Site Plan. A stormwater management plan is a detailed plan of an overall stormwater management system. In addition to a review fee paid by the applicant, the Township's Ordinance standards state that a stormwater management plan must include and be designed to:

- Capture and treat at least the first one (1) inch of stormwater runoff from all new impervious surfaces
- When improvements are determined substantial, stormwater systems will be designed to capture and treat at least the first one (1) inch of stormwater from all existing and new impervious surfaces.
- Calculations showing the current and proposed impervious coverage, calculations for the volume of stormwater created during a one (1) inch rain event, and calculations for the stormwater storage volume calculations
- A plan showing the flow of water on the site and the location of gutters, downspouts, swales, pipes, cleanouts, and water storage areas
- A maintenance plan describing the maintenance of the stormwater system

The Township may require submission of a performance guarantee, as outlined in Section 31.05. The stormwater management plan or review must be approved before a zoning permit is issued. Stormwater will not be discharged directly into a waterbody or wetland without pretreatment to remove pollutants. In addition to the Site Plan, the general provisions outlined in Section 27.04 of the Dexter Township Zoning Ordinance, all site plans will meet or exceed the Washtenaw County Water Resources Commissioner's Rules and Guidelines.

Common Questions

How do I know if my property is on a wetland?

The State of Michigan has a Wetlands Map Viewer that shows the presence of water, wetland soils and wetland vegetation areas. While this is a helpful tool that can be found [here](#), the best way to identify the location of wetland boundaries is to hire qualified State of Michigan Wetland Identification Program (WIP) consultant to identify and delineate wetlands on your property.

What is stormwater?

Stormwater is rainfall or snow melt that flows over the land, including our lawns, streets, parking lots, farm fields, and buildings. This water runs into storm drains and ditches and eventually into lakes, streams, rivers, and drains, carrying with it the pollutants picked up along the way.

When do I need a sewer approval?

For construction of any new structure or for remodeling projects that increase the demand on a sewer system, such as additional bedrooms or increased building capacity, within a sewer district or a community sewer system, an approval from the sewer district or community sewer system operator is required.

Special Land Use

Overview

The intent special land use reviews as outlined in Article 28 is to address the unique nature of certain uses that may be necessary or desirable in specific locations within zoning districts. The objective is to facilitate a balanced and well-informed decision-making process that aligns with the Township’s vision for thoughtful and sustainable development.

What is Special Land Use?

The Township recognizes that there are certain uses that may be necessary or desirable to allow in certain locations within zoning districts but which, due to their actual or potential impact on neighboring uses or public facilities, need to be more-carefully reviewed.



Application Requirements & Checklist

What is required to begin the Special Land Use Review process preapplication meeting between the applicant and Township Officials takes place:

- A signed and complete application form.
- An application fee as outlined in the adopted Fee Schedule.
- Any additional information determined necessary by the Director of Planning and Zoning.
- At least one (1) hard copy and digital copy of the associated site plan that is in a format acceptable to the Township with the application and is to submit at least fifteen (15) hard copies following the review of completeness. When copies are required for site plan review, the number of copies required for the special land use may be reduced.

Review Process

The Review Process for a Special Land Use Plan is as follows:

- Preapplication Meeting with Township Officials and other interested parties.
- Submittal of complete Application with appropriate fee as outlined in the adopted Fee Schedule.
- Administratively reviewed for completeness by the Township.
- Application is placed on the agenda for the next available Planning Commission meeting.
- Planning Commission reviews following a public hearing in which they will approve, approve with conditions, deny, or postpone where each has citation of reasoning for decision.

Decision Criteria

- The special land use is compatible with the goals, objectives, and future land use map of the Master Plan.
- The special land use is to be consistent with the intent of the zoning district in which it is located.
- The special land use shall be adequately served by essential public facilities & services, including, but not limited to: streets, police, fire protection & drainage.
- The special land use complies with the provisions of the adopted Zoning Ordinance and other Township
- Special land use provides mitigation to minimize nuisances.
- Ordinances, and all applicable county, state, and federal laws.
- Special land use is not be detrimental or disturbing to existing or reasonably anticipated future uses in the general vicinity and shall not significantly alter the existing or intended character of the general vicinity.
- The special land use will not involve any activities, processes, or materials that are detrimental to the natural environment or public health, safety, and or welfare because of an excessive increase of traffic, noise, vibration,
- Special land use shall provide mitigation to minimize or prevent negative impacts.

Common Questions

How long until my Special Land Use expires?

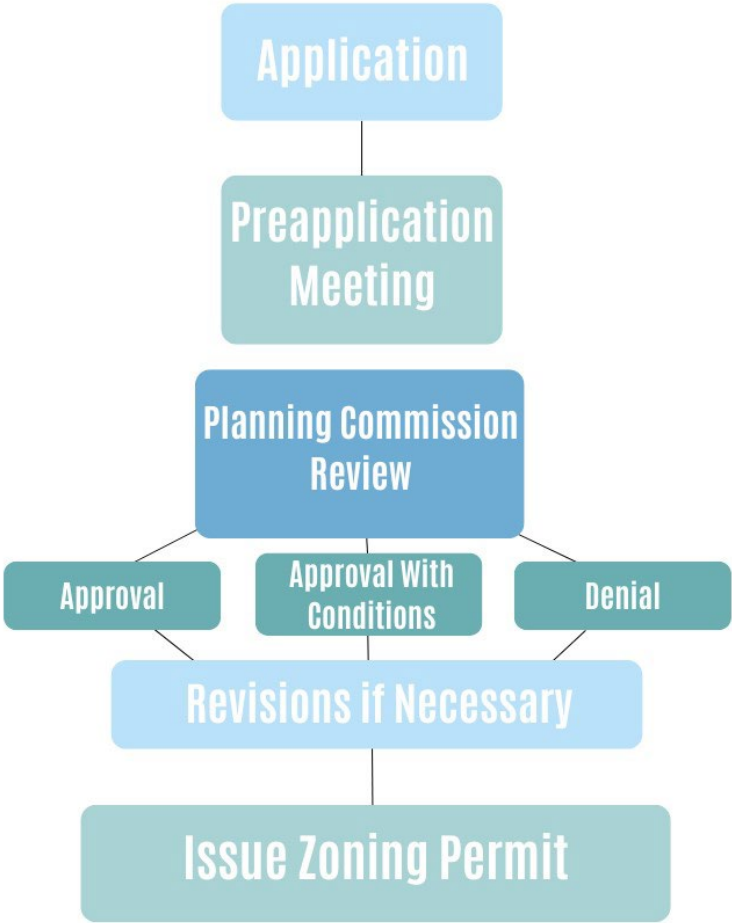
Special Land Use approval shall be established within two (2) years of the approval date, or the approval shall become null and void, and the special land use shall be extinguished. A new submission is required for renewal.

Planned Unit Development

Overview

When is a Planned Unit Development possible?

A Planned Unit Developed (PUD) allows the Township an opportunity to encourage innovative land use and design of sites and structures while preserving the natural rural character and protecting visual corridors along public streets. A PUD provides flexibility from the standards of the Zoning Ordinance in order to encourage higher-quality designs that provide greater benefit to the users and the community.



Planned Unit Development of a property must meet all of the qualifying conditions below:

- The property is in the C General Commercial District
- The applicant has ownership and/or control of all of the area for the proposed PUD
- All land included in a PUD is contiguous
- The PUD includes at least two (2) of the recognizable and substantial benefits below that would not be possible using the standards of the underlying zoning district or in the Township Zoning Ordinance.
 - Preservation of significant natural or historic features
 - Providing a complementary mix of uses
 - Providing additional mitigation to minimize negative development impacts
 - Redevelopment of a legally nonconforming lot

Application Requirements & Checklist

Permitted Uses

PUDs may have the uses listed below:

1. Permitted Uses: all of the permitted uses in the underlying zoning district, and associated accessory uses, may be permitted.
2. Special Land Uses: all of the special land uses in the underlying zoning district, and associated accessory uses, may be permitted. Any special land uses to be a part of the PUD must be listed on the site plan.
3. Residential Uses: Residential uses shall be permitted in a PUD

Design Standards

PUDs must meet the design standards outlined below:

- The PUD must be designed as a cohesive whole
- All utilities within a PUD are installed underground unless it is not feasible to do so.
- All lots, uses, and buildings within a PUD will have access from an internal circulation system and will not have individual driveways form public streets
- Both site design and landscaping is used to minimize the prominence of off-street parking from public streets. PUDs provide internal circulation for vehicular and nonmotorized movement, as outlined below:
 - Internal Access: the vehicular and nonmotorized circulation system will provide access to all lots, uses, and buildings within a PUD without having to exit the PUD.
 - Connections: the vehicular and nonmotorized circulation system will connect with existing adjacent developments and nonmotorized systems and will be designed to provide connections to futures adjacent developments and planned street and nonmotorized improvements.
 - Shared Access: the circulation system for all lots or units of a PUD and for existing and future adjacent developments will be provided in a document to be approved by the Township and recorded with the Register of Deeds, with a copy provided to the Township.

Review Process



- Application
 - Signed and Completed
 - PUD application fee
 - One (1) hard copy and digital copy of the site plan
 - Fifteen (15) additional hard copies following the review of completeness if needed
 - A table outlining the standards of the Ordinance that modifications are being requested for
 - Additional materials if determined necessary.
- Preapplication meeting
- Administrative Review of Completeness & scheduling application to appear on next available Planning Commission Meeting
- Applicant marks property and posts signs clearly visible at least fifteen (15) days before the public hearing
- Planning Commission Review with citation of reasons for approval, approval with conditions, or denial
- Four (4) hardcopies of the approved PUD are submitted to the Township unless approved at the same time as the site plan.



Decision Criteria

The Planning Commission will approve, pending conditions, a PUD if the following are true:

1. The PUD meets qualifying conditions
2. The PUD is compatible with the Township Master Plan
3. The PUD results in recognizable and substantial benefit to the ultimate users of the project and the community that would otherwise be unfeasible or unlikely using conventional development
4. The PUD does not place an unreasonable burden on the provision of public services
5. The PUD does not impede the continued use or development of surrounding properties for uses permitted on those properties

Common Questions

When can the Planning Commission modify the Ordinance standards?

The Planning Commission may modify specific standards of the Zoning Ordinance, excluding those outlined in Article 14 (Planned Unit Development), as part of PUD approval as outlined below:

- If another section of the Zoning Ordinance provides a process for modification or administrative adjustment of standards of Article 14, that section shall be controlling.
- The standards of Article 14, including, but not limited to, setbacks, height, building coverage, impervious coverage, lot area, or lot width, may be modified if the Planning Commission makes a written finding that all of the following are true:
 - a. The PUD results in recognizable and substantial benefit to the ultimate users for the PUD and the Township
 - b. The PUD results in a higher-quality development than that permitted by the underlying zoning district or other standards of the Ordinance
 - c. The recognizable and substantial benefit and higher-quality development could not be achieved without the modification
 - d. The design of the PUD shall ensure that the intent of the standards that are being amended is still being observed
- In order to grant a modification of the following standards, the Planning Commission must make a written finding saying such.
 - a. The height standards may be modified if all the following are true
 - i. Bulk: measures are incorporated to reduce the impact of the additional height

- ii. Fire Safety: the additional height will not affect the Fire Departments ability to complete their duty.
- b. Parking may be modified beyond Article 18 Parking and Loading, if the unique character of the PUD, based on industry-accepted standards, is likely to require less parking.
- The PUD application shall list all requested modifications to the Ordinance and the approved plan shall list all of the approved modifications.
- Standards that have been modified for a PUD will have the same force and effect as though the modified standards were a part of the Ordinance. They become the standards for the PUD and only are to be amended or revoked as outlined in Article 14.

When does my PUD expire?

PUD approval is valid for two (2) years from the date of approval. If PUD expires, the property will revery to the underlying zoning district regulations.

Can I get an extension or modify my PUD?

Upon request by the applicant, the Planning Commission may grant two (2) extensions of an approved PUD for a period of up to one (1) year each as each item below is true:

- An application for an extension was submitted before the expiration date
- A good-faith effort to complete the development was made and the delay was not the result of the applicant
- There have been no substantial changes on abutting properties or the area since the original approval that would impact of the approved PUD
- The approved PUD shall be in compliance with the Zoning Ordinance at the time of extension.

Modifications to an approved PUD are be limited to:

- A change in the residential floor area of 20% or less if the dwelling units and required parking spaces does not increase
- Amendments of an approved PUD are processed as a new application
- A preliminary site plan may be amended as part of a final site plan.

Lot Division

Overview

A Lot Division allows the Township to prevent the creation of parcels of property which do not comply with applicable ordinances while minimizing potential boundary disputes, maintaining orderly development of the community, and otherwise providing for the health, safety and welfare of the residents and property owners of the Township through the implementation of reasonable standards for prior review and approval of land divisions and transfers.

Land Divisions, Property Transfers, & Parcel Combination

Prior Approval Requirements

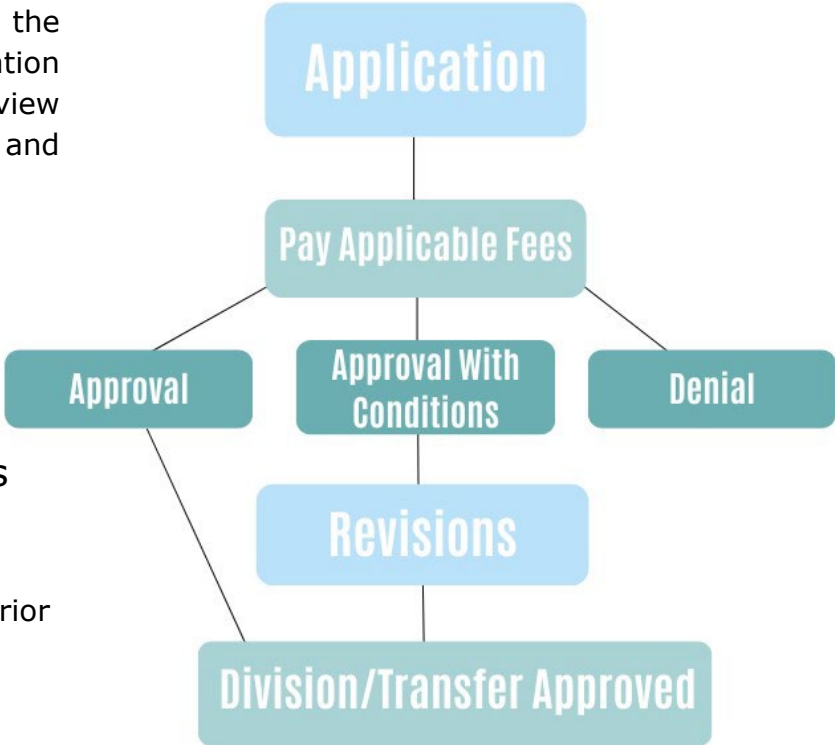
Land in the Township will not be divided or transferred without the prior review and approval of the official designated by the governing body.

The following will be exempted from this requirement:

- A parcel proposed for subdivision through a recorded plat pursuant to the Township’s Subdivision Control Ordinance and the State Land Division Act.
- A lot in a recorded plat proposed to be divided in accordance with the Township’s Subdivision Control

Ordinance and the State Land Division Act.

- An exempt split as shown in Ordinance 27.



Approval Standards

A proposed land division will be approved if the following criteria are met:

- All the parcels to be created by the proposed land division(s) fully comply with the requirements of the applicable zoning ordinance, including, but not limited to, minimum lot (parcel) frontage/width, minimum road frontage, minimum lot (parcel) area, minimum lot width to depth ratio, and maximum lot (parcel) coverage and minimum setbacks for existing buildings/ structures.
- The proposed land division(s) comply with all requirements of the State Land Division Act and the Township Ordinance.
- Proof of approval by the Washtenaw County Road Commission of a driveway permit for each lot created by the proposed land division.
- Proof of a wetland permit issued by EGLE or Washtenaw County for any proposed land division that involves, uses, includes, or impacts a regulated wetland or for any regulated wetlands activity.
- The required minimum lot area of each parcel to be created is to be outside the boundary of any wetland, whether or not regulated. The boundaries of wetlands shall be determined by reference to the Dexter Township Wetland survey ([FEMA](#)).
- The ratio of depth to width of any parcel created by the division does not exceed a four to one ratio.
- All parcels created by a land division comply with a minimum road frontage, approvals, design, length, and construction standards of the Township Road Ordinance.

Application Requirements

Requirement Checklist

- A completed application form with applicable fees.
- Proof of ownership of the land proposed to be divided or transferred.
- Four copies of an original survey map, with original stamp and signature, of the land proposed to be divided or transferred that shows the dimensions and legal descriptions of the existing parcel and the parcels proposed to be created, divided or transferred. It should also include the location of all existing structures and other land improvements, vehicular traffic and utilities from existing public roads, wetlands, regulated wetland activities, and flood plains.
- Proof that all standards of the State Land Division Act and this Ordinance have been met.
- The history of any previous divisions or transfers of land.
- All divisions shall result in “buildable” parcels containing sufficient “buildable” area outside of unbuildable wetlands, flood plains and other areas where buildings are prohibited.
- Designate the existing zoning district of the parcels in the application and of each adjoining parcel.

Application Review Procedure

1. Upon receipt of a completed land division application package, the designated official shall approve, approve with reasonable conditions, or disapprove within 45 days of receipt.
2. The designated official shall promptly notify the applicant in writing.
3. A decision is then effective for 180 days from the date of approval (or ZBA appeal decision).
4. All deeds and other instruments of conveyance and surveys for all approved land divisions must be submitted to the designated official for review prior to recoding where they will mark the date of approval of the land division on the deeds, instruments, and surveys attesting to their conformity to the approved divisions.

Common Questions

What are wetlands or regulated wetlands?

As defined in the Dexter Township Ordinance Number 27:

- “Wetlands” refers to lands that are characterized by the presence of water at a frequency and duration sufficient to support, and that under normal circumstances support wetland vegetation or aquatic life and are commonly referred to as bogs, swamps, marshes, and wet meadows.
- “Regulated Wetlands” are classified as regulated if they are regulated by the Michigan Department of Environmental Quality and/or Washtenaw County.

Zoning Board of Appeals

Overview

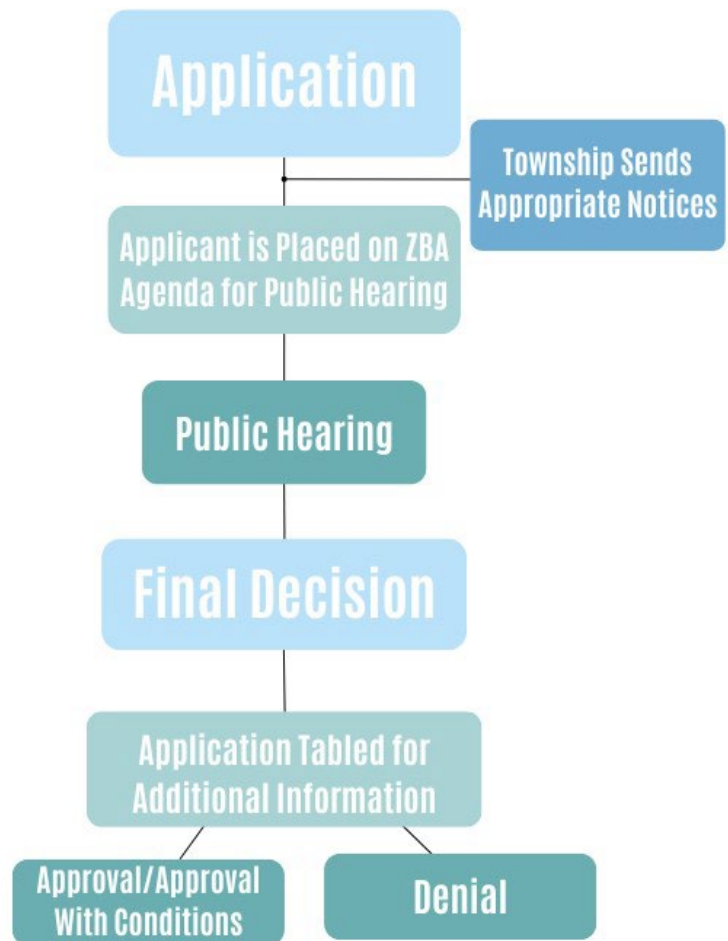
The Zoning Board of Appeals serves as the first level or step for an individual to appeal a decision, seek a variance (a.k.a. exemption) from the Zoning Ordinance standards or to request an interpretation of the ordinance.

Variance Application Requirements & Checklist

A variance application must include the following in order to be considered for review. **Bolded items are required for all variance applications.**

- A completed variance application signed by the applicant and the property owner(s).**
- Application Fee as outlined in the current Fee Schedule.**
- A complete Site Plan or Plot Plan. Eight (8) copies are required.**
- A legal description of the property.**
- A mortgage or boundary survey of the property for which the variance is being requested.**
- Plans illustrating the floor plans, elevations, and sections of buildings or details of the structures. *Required for all variance applications involving a structure.*
- Approval of the Multi-Lakes Water and Sewer Authority or the Portage Lakes Area Water and Sewer Authority. *Required for all properties located within a sewer district.*

- Answers to the decision criteria, if not fully completed in Section 7 of the application.
- Letters of support or non-objection from neighboring property owners or signatures on a petition.
- Pictures of the property and the area affected by the variance request.



Common Questions

When should I apply for a variance?

Variance applications should only be submitted when the applicant believes they have meet the standards listed in the decision criteria section of an application. The Zoning Board of

Appeals will vote based on these answers relevant to the [unnecessary hardship](#) being proposed.

Appeals Application Requirements & Checklist

An appeal application must include the following in order to be considered for review. Bolded items are required for all appeal applications.

- A completed appeal of decision application signed by the applicant and the property owner(s).**
- Application fee as outlined in current Fee Schedule.**
- A copy of the decision being appealed, if written.**
- A complete Site Plan or Plot Plan. Eight (8) copies are required. *Required for all appeals related to a physical property.*
- A legal description of the property related to the appeal. *Required for all appeals related to a physical property.*
- A mortgage or boundary survey of the property related to the appeal. *Required for all appeals related to a physical property.*
- Plans illustrating the floor plans, elevations, and sections of buildings or details of the structure. *Required for all appeals related to a structure.*
- Answers to the decision criteria, if not fully completed in Section 6 of the application.
- Pictures of the property and the area affected by the appeal.

Pre-Application Meeting

Overview

The preapplication meeting is designed for applicants to present their development concepts to Township Officials and relevant agencies, facilitating early feedback and guidance. Attendance includes key Township representatives and agency officials, ensuring a collaborative approach to the planning process. Discussions held during this meeting are non-binding and do not imply any approvals for the subsequent application review.

Common Questions

What should I bring to the meeting?

When scheduling a preapplication meeting the applicant should have a detailed idea of what is desired to be accomplished. A rough, but readable set of plans should be available. Plans do not need to be the official professional drawings.

The more information the applicant is able to bring the more beneficial the meeting will be. As this is not a formal application, the presented materials can be considerably more preliminary than that of the actual application.

Are there any exceptions to the requirement?

Occasionally, there may be exceptions for some minor development reviews or special land use applications that will have only a minimal impact of if it is a continuation of an existing use that involves no expansion.

When scheduling the appointment for a preapplication meeting the Director of Planning and Zoning may determine that a preapplication is not necessary. However, exemptions are not guaranteed and should not be expected.

Schedule of Regulations

Overview

The schedule of uses provides a systematic breakdown of zoning districts, permissible land uses, and other pertinent regulations governing the use and development of land.

Schedule of Regulations			
P	Permitted Use	S	Special Land Use
AP	Accessory Permitted Use	AS	Accessory Special Land Use

INDUSTRIAL LAND USE	AG	RR	LR	MHR	CU	RC	PI	PR	C
Biofuel production, large	S	S				S			S
Biofuel production, small	P	P				P			P
Extractive operation	S								

Schedule of Regulations

P	Permitted Use	S	Special Land Use
AP	Accessory Permitted Use	AS	Accessory Special Land Use

COMMERCIAL LAND USE	AG	RR	LR	MHR	CU	RC	PI	PR	C
Adult entertainment									S
Banquet hall									S
Bar or club									S
Bed and breakfast	S	S	S			S			
Car wash									S
Carry-out, drive-through, take-out, pick-up, or other form of restaurant or other food service establishment that serves food or drink for off-site consumption									S
Commercial agriculture, excluding slaughterhouses	P	P				P			
Commercial kennel	S								S
Commercial stable	P	S				P		P	
Commercial watercraft access ramp			S			S	S	S	S
Day care center	S	S				S			P
Driving range						P		S	P
Entrepreneurial kitchen	AS					AS	AP	AP	AP
Farm equipment sales and service of equipment	S								P
Food cart						S	P	P	P
Funeral home									P
Golf course or country club		S				S		S	
Health, fitness, or rehabilitation center									P
Junkyard									S
Landscape nursery and greenhouse, including sales of plant materials and supplies	P								P
Marina or yacht club			S			S		S	S
Medical office									P

Schedule of Regulations

P	Permitted Use	S	Special Land Use
AP	Accessory Permitted Use	AS	Accessory Special Land Use

COMMERCIAL LAND USE	AG	RR	LR	MHR	CU	RC	PI	PR	C
Microbrewery or distillery									S
Motel or hotel									P
Motor vehicle sales									S
Motor vehicle service station or maintenance and repair									S
Outdoor dining area									S
Open air sales									S
Personal service establishment that performs services on site within a completely enclosed building									P
Professional office that performs services on site within a completely enclosed building									P
Recycling collection or transfer station							P	P	S
Retail businesses that supply commodities on the premises within a completely enclosed building, such as food, drugs, alcohol, furniture, clothing, fry goods, books, flowers, jewelry, or hardware									P
Roadside stand	P	P							P
Sales of new industrial and construction equipment or the service and repair of such items									S
Self-storage facility									S
Sit down restaurant or other establishment that serves food and drink for onsite consumption, including an outdoor dining area								S	
Sit-down restaurant or other establishment that serves food or drink for on-site consumption									P
Sod farm	S	S							
Special event facility	S	S				S			
Veterinary Clinic	P	S							P
Watercraft sales, repair, or storage			S			S			P
Winery	S	S						S	P

RESIDENTIAL USE	AG	RR	LR	MHR	CU	RC	PI	PR	C
Accessory dwellings	AP	AP	AP			AP			
Assisted living facility									S
Day care or foster care facility, family home	P	P	P			P			
Day care or foster care facility, group home	S	S	S			S			
Farm labor seasonal housing	AS								
Home occupations	AP	AP	AP			AP			
Mobile home park				P					
Single-family dwellings	P	P	P			P			
Two-family dwellings	P					P			
Upper-level residential									P

OTHER LAND USE	AG	RR	LR	MHR	CU	RC	PI	PR	C
Accessory uses customarily incidental and subordinate to the permitted principal use	AP	AP	AP	AP	AP	AP			AP
MET tower	P	P					P	P	P
Private club or meeting hall	S	S				S			P
Private landing strip or heliport	S	S							
Private stable	AP	AP	AS			AP			
Signs	AP	AP	AP	AP	AP	AP	AP	AP	AP
Solar energy system	AP	AP	AP	AP	AP	AP	AP	AP	AP
Utility substation	S	S					S		
WECS, micro			AP						
WECS, micro and small	AP	AP		AP	AP	AP	AP	AP	AP
WECS, small			AS						
Wireless communication facility, major colocation	AS	AS	AS	AS		AS		AS	S
Wireless communication facility, minor colocation	AP	AP	AP	AP		AP	AP	AP	AP
Wireless communication facility, new	S	S					S	S	S
PUBLIC AND QUASI- PUBLIC LAND USE	AG	RR	LR	MHR	CU	RC	PI	PR	C
Cemetery	P						P	P	
Common use access lot		S	S		P	S			
Community sewage system	S	S	S	S		S	S	S	S
Community well	S	S	S	S		S	S	S	S
Conservation area	P					P			
Conservation area and game refuge		P						P	
Government office							P	P	P
Library							P	P	P
Observatory							P	P	
Police or fire station							P	P	
Polling place	P	P	P	P	P	P	P	P	P
Public administration building or assembly hall							P	P	P
Religious institution, including housing for affiliated personnel	S	S	S						
School		S	S			S	P	P	
Sewage or water treatment plant							P		
RECREATIONAL USE	AG	RR	LR	MHR	CU	RC	PI	PR	C
Campground	S					S	P	P	
Hunting preserve		S							
Indoor recreation, such as indoor theaters, bowling alleys, skating rinks, shooting ranges									P
Outdoor athletic facility or similar recreation facility of an open-space and low-intensity nature	P	P	S	P	P	P		P	P
Outdoor shooting range	S	S				S		S	
Public park or playground	P		S	P	P		P	P	
Recreation site dedicated for a platted subdivision or site condominium	P	P	P	P	P	P			

Schedule of Regulations			
P	Permitted Use	S	Special Land Use
AP	Accessory Permitted Use	AS	Accessory Special Land Use

Inspection Schedule

Overview

The Township Inspection Schedule provides applicants with a directional resource to aid in the construction process detailing when and who to call regarding scheduling an inspection.

TO SCHEDULE INSPECTIONS CALL: (734) 426-3767 MONDAY-FRIDAY 8:30 AM TO 4:30 PM

HOUSE NUMBERS MUST BE VISIBLE FROM THE ROAD.

It is the responsibility of the applicant to show identification of lot lines and retain this identification until final inspections have been completed

All inspections are in addition to, and do not supplant, inspections required by the **CHELSEA AREA CONSTRUCTION AGENCY.**

Inspections are required on all construction according to the following schedule:

A. HOMES, GARAGES, ADDITIONS, SHEDS, ALL COMMERCIAL STRUCTURES, AND BARNs (see pole barns below).

- 1. FOOTING:** After forms are in place and before concrete is poured. This does not apply to sheds with no foundation.
- 2. FINAL:** After **ALL** exterior work is completed including final grade, exterior paving (if any) and removal of construction debris. Interior access not required unless mandated by Zoning Board of Appeals requirement.

B. POLE BARNs:

- 1. POLES:** After holes are bored and before poles are set in concrete.
- 2. FINAL:** After **ALL** exterior work is complete including final grade and removal of construction debris. Interior access not required unless mandated by Zoning Board of Appeals requirement.

C. DECKs, PORCHES, AND PATIOS:

- 1. FOOTINGS OR POST HOLES, IF APPLICABLE:** For post holes, after holes are bored and before posts are set in concrete. For footings, after footings is dug and before concrete is poured.
- 2. FINAL:** After deck is complete, including railing, stairs and removal of construction debris.

D. DEMOLITION:

- 1. NEED ALL UTILITY CUT-OFF NOTICES:** Mechanical (gas turned off), Electrical (power shut off), and Plumbing (sewer/septic lines/well disconnected).
- 2. FINAL:** Inspection done when work is completed. Site must be cleaned and graded. No construction materials can be buried; they must be removed to an approved landfill.

E. SWIMMING POOLS (in ground and above ground):

- 1. PRELIMINARY:** After stakes are in place for location of pool. If there are footings, a preliminary inspection is required after forms are in place and before concrete is poured.
- 2. FINAL:** After pool, required fencing, and any other accessory structures are completed, and all construction debris is removed.

F. FENCES AND WALLS

- 1. FINAL:** After all work is complete and all construction debris has been removed. The finished side (i.e., good side) of the fence or wall shall face the adjacent lot(s).

Fee Schedule

Overview

The Township Fee Schedule provides applicants with an expenses resource to aid in the construction process detailing cost and what is included with the fee. See below for more information.

DEXTER TOWNSHIP FEE SCHEDULE – EFFECTIVE MARCH 31, 2023

A) Copies		
1) Black and White (standard size sheets)	\$0.25 per page	<i>For copies not related to a Freedom of Information Act Request</i>
2) Black and White (large format)	\$5.00 per page	
3) Color (standard size sheets)	\$0.50 per page	<i>For copies not related to a Freedom of Information Act Request</i>
4) Color (large format)	\$8.00 per page	
5) Zoning Map (11"x17")	\$5.00	
6) Zoning Map (35"x42")	\$10.00	
7) Zoning Text	\$15.00	
8) Master Plan	\$15.00	
9) Video of Meeting	\$10.00	

B) Divisions/Boundary Line Adjustments/Combinations

1) Land Division	\$450.00- first split +	\$30.00- each additional split	Fee includes Engineering Review. Additional Legal Review Fees may be necessary. (\$P2)
2) Resubmittal	\$150.00 +		Fee includes Engineering Review. Additional Legal Review Fees may be necessary. (\$P2)
3) Additional Revisions	\$50.00 +	Deposit	Additional Engineering and Legal Review Fees may be necessary. (\$P2, \$P3) A deposit may be required, as determined by the Director of Planning and Zoning, to cover anticipated costs.
4) Boundary Line Adjustment	\$250.00 +		Fee includes Engineering Review. Additional Legal Review Fees may be necessary. (\$P2)
5) Resubmittal	\$150.00 +		Fee includes Engineering Review. Additional Legal Review Fees may be necessary. (\$P2)
6) Additional Revisions	\$75.00 +	Deposit	Additional Engineering and Legal Review Fees may be necessary. (\$P2, \$P3) A deposit may be required, as determined by the Director of Planning and Zoning, to cover anticipated costs.
7) Combinations	\$0.00		There is no charge for a combination.

C) Open Space Community (OSC) or Open Space Preservation (OSP)

1) Open Space Community	\$400.00 +		Additional site plan review fee required. (\$L)
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D) Permits

1) Zoning Permit- Major	\$85.00 +		Major zoning permit includes two zoning inspections. Additional stormwater management fees may be required. (\$M) Additional WWRA fee required for construction of new residences or businesses on vacant properties. (\$H)
2) Zoning Permit- Minor	\$40.00		Minor zoning permit includes one zoning inspection.
3) Fence	\$50.00		Permit includes two zoning inspections.
4) Sign Permit- Freestanding	\$60.00		Permit includes two zoning inspections.
5) Sign Permit- Wall-mounted	\$35.00		Permit includes one zoning inspection.
6) Home Occupation	\$35.00		Permit includes one zoning inspection.
7) Liquid Propane Tank	\$35.00		Permit includes one zoning inspection.
8) Temporary Dwelling Permit	\$500.00	\$1,000 deposit	Fee is for every six months or portion thereof. Deposit is refunded once the temporary dwelling is removed and the site is restored.
9) Temporary Zoning Permit	\$80.00	Deposit	A deposit may be required, as determined by the Director of Planning and Zoning, to cover anticipated costs.
10) Amended Permit	\$35.00		
11) Additional Inspections	\$35.00		For additional zoning inspections beyond those included in the permit fee.
12) Post-construction Permits	Double the cost of the original permit		

E) Planned Unit Development (PUD)		
1) Planned Unit Development	\$500 +	Additional site plan or land division review fee required. (\$L)
F) Pre-application Conference		
1) Pre-application Conference	Planning/Engineering/ Legal Review (\$P)	\$800 deposit Review fees are taken from the deposit. The balance of the deposit is returned.
G) Private Roads		
1) Each Road	\$750.00 + Deposit	Additional Legal/Engineer/Planning review fees required. (\$P) A deposit may be required by the Director of Planning and Zoning to cover anticipated costs.
H) Recycle Fee		
1) WWRA Recycle Fee	\$189	Fee is for calendar year 2023, and includes operating fee through calendar year 2023 (\$93) and debt fee through calendar year 2026 (\$96).
I) Shared Driveways		
1) Driveway Serving Two Lots	\$500.00 +	Fee includes Engineering Review. Additional Legal Review Fees may be necessary. (\$P2)
2) Driveway Serving Three of Four Lots	\$800.00 +	Fee includes Engineering Review. Additional Legal Review Fees may be necessary. (\$P2)
3) Resubmittal	\$250.00 +	Fee includes Engineering Review. Additional Legal Review Fees may be necessary. (\$P2)
4) Additional Submittals	Engineering/Legal Review (\$P) Deposit	For shared driveways that have been resubmitted more than two times. A deposit may be required, as determined by the Director of Planning and Zoning, to cover anticipated costs.
J) Special Land Use		
1) New or Amended Special Land Use	\$300.00 +	Additional site plan review fee required. (\$L)

k) Special Meetings			
1) Planning Commission	\$800.00 +		<i>Additional fees required for application being considered by the Planning Commission.</i>
2) Zoning Board of Appeals	\$600.00 +		<i>Additional fees required for application being considered by the Zoning Board of Appeals.</i>
l) Site Plans			
1) Preliminary, Final, or Amended	\$525.00 per meeting + Planning/ Legal/ Engineer Review Fees,	Initial deposit of at least \$2,000. Work stops when balance is \$500 or less.	<i>Cost varies based on the number of meetings necessary for review and hours necessary for Planning, Legal, and Engineering reviews. (\$P) Balance of deposit is returned when all work is completed.</i>
2) Wireless Communication Facility- Preliminary, final, or amended	\$525 per meeting + Planning/Legal/ Engineer Review, with a maximum fee of \$1,000	\$2,000 deposit	<i>Cost varies based on the number of meetings necessary for review and hours necessary for Planning, Legal, and Engineering reviews. (\$P) Balance of deposit is returned after all review fees are paid in full.</i>
Site Plan fees continue →			
3) Extension of an Approved Site Plan	\$525.00 per meeting + Planning/ Legal/ Engineer Review Fees	Initial deposit of at least \$2,000. Work stops when balance is \$500 or less.	<i>Cost varies based on the number of meetings necessary for review and hours necessary for Planning, Legal, and Engineering reviews. (\$P) Balance of deposit is returned when all work is completed.</i>
4) Reinstatement of a Previously-Approved Site Plan That Has Expired	\$525.00 per meeting + Planning/ Legal/ Engineer Review Fees	Initial deposit of at least \$2,000. Work stops when balance is \$500 or less.	<i>Cost varies based on the number of meetings necessary for review and hours necessary for Planning, Legal, and Engineering Reviews. (\$P) Balance of deposit is returned when all work is completed.</i>
m) Storm Water Management (when a site plan review is not required)			
1) Storm Water Management Plan	\$350.00		<i>Fee includes Engineering Review and initial site visit.</i>
2) Resubmittal	\$175.00		<i>Fee includes Engineering Review.</i>
3) Construction Inspection	\$250.00		
4) Additional Inspections	\$125.00		<i>Fee is for additional inspections beyond those included with other fees.</i>
5) Additional Review or Inspections	Engineering Review Fees	Deposit	<i>This applies to storm water management plans that have been resubmitted more than two times. A deposit may be required, as determined by the Director of Planning and Zoning, to cover anticipated costs.</i>

N) Zoning Board of Appeals		
1) Variance	\$450.00	<i>Fee is for the first developmental standard from which a variance is being requested.</i>
2) Each Additional Variance	\$50.00 per variance	<i>Fee is for each additional standard from which a variance is being requested as part of the same petition.</i>
3) Revised Variance	\$300.00	<i>Fee is for review of a variance that has not received approval or denial or an amendment of conditions of an approved variance.</i>
4) Appeal of Decision	\$450.00	<i>Fee is for the first decision being appealed. If all of the decisions being appealed are fully reversed, the fees are refunded.</i>
5) Each Additional Appeal of Decision	\$50.00 per decision	<i>Fee is for each additional decision being appealed as part of the same petition.</i>
6) Interpretation	\$450.00	<i>Fee is for the first interpretation being requested. If all of the interpretations are completely reversed, the fees are refunded.</i>
Zoning Board of Appeals fees continue →		
7) Each Additional Interpretation	\$50.00 per interpretation	<i>Fee is for each additional interpretation being requested as part of the same petition.</i>
8) Other Petitions	\$450.00	

o) Zoning Ordinance Amendment		
1) Text or Map Amendment	\$1,000.00	
2) Alleged Error Review	\$500.00	<i>Fee is returned if the error is validated.</i>

P) Other		
1) Bounced Check	All charges incurred + collection + legal	
2) Legal Review	\$265.00 per hour	
3) Engineer Review	\$100.00 - \$175.00 per hour	
	\$300.00 pre-application conference	
4) Mailing	Postage	
5) Planning Review	\$62.50 per hour	
6) Township as Applicant	No fee is charged when Dexter Township is the Applicant.	

Unless otherwise noted, application fees are nonrefundable.

Dexter Township does not accept credit or debit cards at this time.

ZONING PERMIT

FOR MAJOR PROJECTS

TOWNSHIP OF DEXTER
6880 DEXTER-PINCKNEY RD., DEXTER, MI 48130
Phone: (734) 426-3767 FAX: (734) 426-3833
www.dextertownship.org / dpz@dextertownship.org

PERMIT NO. _____
ZBA # _____
FOOTING INSPECTION \$ _____
FINAL INSPECTION \$ _____
RECYCLE FEE \$ _____
TOTAL COLLECTED \$ _____
DATE COLLECTED _____

This permit expires 365 days from approved date below

Property Address: _____

Property ID: #04 _____

1. Property Owner: _____
Address: _____
Contractor: _____
Address: _____

Phone: _____
Fax: _____
Email: _____
Phone: _____
Fax: _____
Email: _____

2. PROPOSED CONSTRUCTION: Single-Family Home Single-Family Home Addition (Covered)
 Uncovered Deck, Patio, or Porch Agricultural Building Pole Barn, Garage, Shed, or Gazebo
 Swimming Pool Fence Demolition Other _____

Description of Work: _____

Conditions: _____

3. ZONING STANDARDS: Zoning District= _____ Lot Area= _____ ac. (Required > _____ ac.)
Lot Width/Frontage= _____ ft. (Required > _____ ft.) Structure Height= _____ ft. (Max. <= _____ ft.)
Existing Setbacks: Front: _____' Rear: _____' Side: _____' Side: _____' _____: _____' _____: _____'
Proposed Setbacks: Front: _____' Rear: _____' Side: _____' Side: _____' _____: _____' _____: _____'
Required Setbacks: Front: _____' Rear: _____' Side: _____' Side: _____' _____: _____' _____: _____'
Existing Lot Coverage: _____ square feet (_____ %)
Proposed Lot Coverage: _____ square feet (_____ %) Maximum Allowable Lot Coverage <= _____ %

4. This permit issued on information furnished by the applicant and is granted on condition the construction will in all respects conform to DEXTER TOWNSHIP Ordinances and Regulations governing the same, and may be revoked at any time upon violation of any of the provisions thereof.
5. No construction shall commence until a building permit has been obtained from the Chelsea Area Construction Agency (CACA), if required. It is unlawful to use or occupy or permit the use or occupancy of any building or premises, or both or part thereof thereafter created, erected, changed, converted, or wholly, or partly altered, until "FINAL CERTIFICATE OF ZONING COMPLIANCE" is stamped on this permit by the Zoning Administration Office.
6. It is the responsibility of the applicant to schedule with this office the inspections the Township requires. See inspection schedule furnished.
7. The undersigned states that the foregoing statements and attachments are true and correct to the best of their knowledge and belief.

Date: _____ Signed: _____

Owner / Applicant

Owner / Applicant

Approved

Date: _____ Signed: _____

Authorized Zoning Signature

Preliminary Certificate of Zoning Compliance

(Date)

(Zoning Inspector)

Final Certificate of Zoning Compliance

(Date)

(Zoning Inspector)

DEXTER TOWNSHIP ZONING PERMIT CHECKLIST & ACKNOWLEDGEMENT FORM

Address: _____

Tax #: _____

Applicant: _____

Zoning Permit #: _____

Interest in property: (check one) Owner Purchaser Agent Contractor

****Applicant shall read the following statements, check the boxes, and sign and date below****

- The attached site plan is an accurate representation of the property and depicts ALL structures and relevant features on the property.
- All existing and proposed structures are depicted and accurately located and dimensioned from each other and from the property lines.
- All exterior dimensions on all existing and proposed structures are accurately labeled.
- All existing and proposed surface structures (sidewalks, driveways, patios, etc.) are accurately located and represented.
- All utilities are accurately located.
- The attached "Lot Coverage Calculation" form is accurate and complete.
- I understand that I must notify Dexter Township when I am ready for a footing inspection.
- I understand that I must notify Dexter Township when I am ready for a final inspection.
- I understand that building permit(s) must be obtained from the Chelsea Area Construction Agency (CACA) prior to construction.
- I understand that the Chelsea Area Construction Agency must also be notified when I am ready for ALL inspections, including footing and final inspections.
- I understand that this permit will expire unless construction has been started within 365 days from the date of issue and is continuously and reasonable progressing thereafter.
- I understand that I am required to submit revised site and/or building plans prior to construction if I make any changes to size or location of approved structures.
- The above information is accurate and complete to the best of my knowledge and belief.

Signature of Applicant

Date

LOT COVERAGE AND OTHER IMPERVIOUS SURFACES CALCULATION FORM

Info.	Address _____				Zoning Permit # -ZP-	
	Primary Prop. I.D. 04- - -				ZBA Application# -ZBA-	
	Applicant _____				Other (explain) _____	
Lot Area	NET Lot Area (Contiguous parcels, same ownership interest) (refer to definition of "Lot" in Zoning Ordinance)					
		I.D. #				Square Feet
	(Primary Parcel) Lot #1	04- - -				ft. ²
	Lot #2	04- - -				ft. ²
	Lot #3	04- - -				ft. ²
	Lot #4	04- - -				ft. ²
	(A) Lot Area Total			ft.² (ac.)		
Lot Coverage	See definition of "Lot coverage" in Ordinance, but shall include from the foundation wall, or the "dripline" of the roof.					
		<i>Describe Structure (e.g., house, garage, pole barn, shed, etc.)</i>	Existing	Add	Demolish	
	#1: Principal Structure, w/ Attachments	_____				
	(B) Total Principal Structure Lot Coverage (ft.²)					ft.² ft.²
	#2: Detached Accessory Structure	_____				
	#3: Detached Accessory Structure	_____				
	#4: Detached Accessory Structure	_____				
	#5: Detached Accessory Structure	_____				
	(C) Total Accessory Structure Lot Coverage (ft.²)					ft.² ft.²
	Total Accessory Structure Lot Coverage (%)					% %
	Divide total accessory structure coverage by lot area total (i.e., (C) ÷ (A))					
(B) + (C) Total Lot Coverage of All Structures (ft.²)					ft.² ft.²	
Total Lot Coverage of All Structures (%)					% %	
Divide total lot coverage by lot area total (i.e., [(B) + (C)] ÷ (A))						
Other Impervious Surfaces	See definition of "Impervious Surface" in Ordinance					
		<i>Describe Other Impervious Surface (e.g., driveway, sidewalk, uncovered patio, etc.)</i>	Existing	Add	Demolish	
	#1: Other Impervious Surface	_____				
	#2: Other Impervious Surface	_____				
	#3: Other Impervious Surface	_____				
	#4: Other Impervious Surface	_____				
	#5: Other Impervious Surface	_____				
	#6: Other Impervious Surface	_____				
	(D) Total Area of Other Impervious Surfaces (ft.²)					ft.² ft.²
	(B) + (C) + (D) Total Area of All Impervious Surfaces (ft.²)					ft.² ft.²
Total Area of All Impervious Surfaces (%)					% %	
Divide total area of all impervious surfaces by lot area total (i.e., [(B) + (C) + (D)] ÷ (A))						
Storm Water Mgmt. Plan Required Per Sec. 23.09.					Check (✓) which applies	
REQUIRED if Total Area of All Impervious Surfaces is more than District maximum OR the site doesn't meet Sec. 23.09(A)(2)						
NOT REQUIRED if Total Area of All Impervious Surfaces is less District maximum AND the site meets Sec. 23.09(A)(2)						

Form Completed By: _____

Date _____

Parcel Combination Request
Dexter Township
Washtenaw County, Michigan

<i>Official Use Only</i>
Date Received: _____
Effective Assessing/Tax Year: _____
Copies: <input type="checkbox"/> Applicant <input type="checkbox"/> Property File <input type="checkbox"/> Sewer Authority (as applicable)

Owner/Applicant Information

1. Name(s):		
2. Mailing Address:		
3. City:	4. State:	5. ZIP:
6. Daytime Phone:	7. Alternate Phone:	

Parcel Information

8. Tax Identification Numbers	9. Property Address	10. Zoning District

Certification

I hereby certify that I am the owner of the above listed properties and that I request the properties, to the extent possible, be combined into one legal description and one property tax identification number.

Signature of Owner/Applicant	Signature of Co-Owner/Applicant

(For official use only)

New Parcel Identification Number: _____

New Parcel Legal Description:

<i>Signature of Township Assessor/Date</i>	<i>Signature of Township Treasurer/Date</i>

**APPLICATION FOR SITE PLAN APPROVAL
TOWNSHIP OF DEXTER
WASHTENAW COUNTY, MICHIGAN**

FILE NO. _____
FEE _____ PAID ON _____
AMEND'T FILED ON _____

(PRELIMINARY) (FINAL) (AMENDED)

1. State or attach legal description and popular location of property: _____

2. Applicant Name: _____
 Address: _____
 Phone Number: _____
 Interest in Land: _____
 List Others with Equitable Interest: _____

3. Site Planner's Name: _____
 Address: _____
 Phone Number: _____

4. Architect's Name: _____
 Address: _____
 Phone Number: _____

5. Attach plans meeting the requirements of Sections 6, 18, 20, 21, 22, 23, and 24 as applicable.
(You are encouraged to obtain a copy of the Zoning Ordinance prior to submitting this application)

6. Acreage of Property: _____; Dwelling Units/Acre: _____

7. Cost of Land, Building(s): _____; Dwelling Units/Acre: _____

8. Will Development be staged? _____; Est. Date of Initial Construction: _____

The undersigned states that the foregoing statements and attachments are true and correct to the best of their knowledge and belief.

Date: _____ Signed: _____

The Planning Commission has reviewed the proposed (preliminary) (final) (amended) site plan in accordance with the specifications in Sections 6, 18, 20, 21, 22, 23, and 24 of the Dexter Township Zoning Ordinance and taken the following action:

_____ (Date) _____ (Chairperson) _____ (Secretary)

DEXTER TOWNSHIP ZONING PERMIT CHECKLIST & ACKNOWLEDGEMENT FORM

Address: _____

Tax #: _____

Applicant: _____

Zoning Permit #: _____

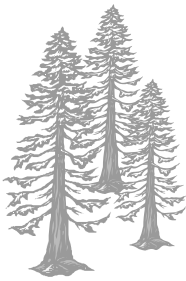
Interest in property: (circle one) Owner Purchaser Agent Contractor

****Applicant shall read the following statements, check the boxes, and sign and date below****

- The attached site plan is an accurate representation of the property and depicts ALL structures and relevant features on the property.
- All existing and proposed structures are depicted and accurately located and dimensioned from each other and from the property lines.
- All exterior dimensions on all existing and proposed structures are accurately labeled.
- All existing and proposed surface structures (sidewalks, driveways, patios, etc.) are accurately located and represented.
- All utilities are accurately located.
- The attached "Lot Coverage Calculation" form is accurate and complete.
- I understand that I must notify Dexter Township when I am ready for a footing inspection.
- I understand that I must notify Dexter Township when I am ready for a final inspection.
- I understand that building permit(s) must be obtained from the Chelsea Area Construction Agency (CACCA) prior to construction.
- I understand that the Chelsea Area Construction Agency must also be notified when I am ready for ALL inspections, including footing and final inspections.
- I understand that this permit will expire unless construction has been started within 365 days from the date of issue and is continuously and reasonable progressing thereafter.
- I understand that I am required to submit revised site and/or building plans prior to construction if I make any changes to size or location of approved structures.
- The above information is accurate and complete to the best of my knowledge and belief.

Signature of Applicant

Date



DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

TELEPHONE: 734-426-3767
FAX: 734-426-3833
WWW.DEXTERTOWNSHIP.ORG

VARIANCE APPLICATION FORM

File #:	-ZBA-
Received on:	
Fee: \$	
Receipt #:	

(1) Applicant Information: <i>(the person(s) applying for the variance(s))</i>		(2) Owner Information: <i>(the person(s) owning the property)</i>	
a. <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner <i>(check one)</i>		a. <input type="checkbox"/> Same as Applicant <i>(check if appropriate)</i>	
b. Name(s)		b. Name(s) <i>(if different from applicant)</i>	
c. Mailing Address		c. Mailing Address <i>(if different from applicant's mailing address)</i>	
d. Phone Number		d. Phone Number <i>(if different from applicant's phone number)</i>	
e. Email		e. Email <i>(if different from applicant's email)</i>	
(3) Property Information: <i>(property where the variance is being requested)</i>			
a. Physical Address <i>(city and zip code not required)</i>		d. Size and nature of existing structures on and uses of the property:	
b. Parcel/Tax ID Number(s)			
c. Zoning District <i>(circle one)</i> PL AG RC RR LR CU MHPR C-1			
(4) Application Checklist: <i>Check all of the information that is included as part of this application. Items a-e are required for all variance applications.</i>			
Item and Description	YES	NO	Attachment Number
a. Application. A completed variance application signed by the applicant and the property owner(s).	<input type="checkbox"/>	<input type="checkbox"/>	n/a
b. Application Fee. Cash or check to Dexter Township, as outlined in the current fee schedule.	<input type="checkbox"/>	<input type="checkbox"/>	n/a
c. Site Plan or Plot Plan. A complete plot or site plan, as outlined in §26.03 or §27.09 of the Zoning Ordinance. One (1) copy is required if the Township is able to make reproductions <i>(legible letter, legal or 11x17 sheets)</i> . Eight (8) copies are required if the Township is not able to make reproductions <i>(larger sheets, color prints, etc)</i> . Please contact staff if you have any questions before submitting this application.	<input type="checkbox"/>	<input type="checkbox"/>	
d. Legal Description. A legal description of the property for which the variance is being requested.	<input type="checkbox"/>	<input type="checkbox"/>	
e. Survey. A mortgage or boundary survey of the property for which the variance is being requested.	<input type="checkbox"/>	<input type="checkbox"/>	
f. Building Plans. Plans illustrating the floor plans, elevations, and sections of buildings or details of the structure. <i>Required for all variance applications involving a structure.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Sewer District Approval. Approval of the Multi-Lakes Water and Sewer Authority or the Portage Lakes Area Water and Sewer Authority. <i>Required for all properties located within a sewer district.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Decision Criteria Answers. Answers to the decision criteria, if not fully completed in Section 7 of this application.	<input type="checkbox"/>	<input type="checkbox"/>	
i. Letters of Support. Letters of support or non-objection from neighboring property owners or signatures on a petition.	<input type="checkbox"/>	<input type="checkbox"/>	
j. Pictures. Pictures of the property and the area affected by the variance request.	<input type="checkbox"/>	<input type="checkbox"/>	
k. Other. Describe:	<input type="checkbox"/>	<input type="checkbox"/>	
(5) Project Description: <i>Describe the project in general- what is being built, how big is it, etc.</i>			
<hr/> <hr/> <hr/> <hr/>			

VARIANCE APPLICATION FORM

File #: -ZBA-

(6) Variance(s) Description: Describe the variance(s) being requested. Attach additional sheets if necessary.

a. Ordinance Section	b. Requested	c. Required	d. Description of Variance Request
a)			
b)			
c)			
d)			
e)			
f)			
g)			

(7) Decision Criteria Answers: Please describe how you think your variance(s) meets all of the following standards. Attach additional sheets if necessary. You will have an opportunity to provide additional information and address these decision criteria at the public hearing.

- a. The strict application of the terms of this Ordinance would constitute a practical difficulty. §29.06(C)(1)

- b. The practical difficulty is due to some physical condition peculiar to the property involved. §29.06(C)(2)

- c. The practical difficulty is not self-created. §29.06(C)(3)

- d. The variance is a reasonable amount necessary to mitigate the practical difficulty. §29.06(C)(4)

- e. Approval of the variance will not be injurious to the public health, safety, and welfare. §29.06(C)(5)

- f. Approval of the variance will not affect the use or value of the adjacent properties or the area in a substantially adverse manner. §29.06(C)(6)

- g. Approval of the variance is consistent with the intent and purpose of this Ordinance. §29.06(C)(7)

h. I prefer not to share these decision criteria answers with the Zoning Board of Appeals members.

VARIANCE APPLICATION FORM

File #: -ZBA-

(8) Applicant(s) Affidavit: *(to be signed and dated by the applicant)*

- I hereby certify that I am the owner of the subject property or have been authorized to act on behalf of the owner(s) and that all of the statements and attachments are true and correct to the best of my knowledge and belief.
- I acknowledge that approval of a variance only grants that which was presented to the Zoning Board of Appeals.
- I acknowledge that I have received and reviewed the Dexter Township "Variance Guide" booklet.
- I acknowledge that filing of this application grants access to the Township to conduct onsite investigation of the property in order to review this application.
- I understand that I must post the public notice sign and mark the location of proposed structure and lot corners and lot lines of my lot that are within 100 feet of the proposed structure at least 15 days before the public hearing date.
- I understand that the house or property must be marked with the street address clearly visible from the roadway.
- I understand that a Zoning Permit is required prior to construction if a variance is granted.

Applicant's Signature

Date

Applicant's Signature

Date

(9) Property Owner(s) Affidavit: *(to be signed and dated by the property owner(s) if the applicant is not the property owner- it should be signed by all property owners.)*

I, _____, hereby state that I am the owner of the property described in this application and that I have authorized _____ to act as my agent for the purpose of obtaining the variance(s) described in this application.

Property Owner's Signature

Date

Property Owner's Signature

Date

(10) Administrative Section:

<input type="checkbox"/> Request Approved <i>(List conditions- if any.)</i>	<input type="checkbox"/> Request Denied <i>(List reasons.)</i>	<input type="checkbox"/> Request Amended <i>New file #</i>
_____	_____	_____
_____	_____	<i>Date Submitted:</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____