TALLMADGE CHARTER TOWNSHIP

Ottawa County

O-1451 Leonard Street, Grand Rapids, Michigan, 49534

SITE CONDOMINIUM

Instructions

For an application to be considered complete, all requested information must be provided. If an item is not applicable to your application, please state "not applicable" and provide an explanation why it is not applicable.

- **Initial Review Body:** Planning Commission
- **Meeting Frequency:** Fourth Tuesday of every month
- **Site Plan Required: Site** plans require professional seal of designer
- **Township Office Review:** Following application submission, a 31-day township staff review period will begin. After these 31 days, comments will be returned to the applicant for necessary revisions. Once the applicant submits the revised materials to the Township Planner and the application is deemed complete, it will be placed on the Planning Commission meeting agenda.
- **Initial Submission Requirements:** One (1) electronic copy emailed to the Township Planner (greg@freshcoastplanning.com) and two (2) copies folded to a size no larger than 11"x14". **No rolled plans shall be accepted.**
- **Plan Submission Requirements**: One (1) electronic and nine (9) copies of all plan materials for distribution to the Review Body are required to be folded to a size no larger than 11" x 14" and shall be clipped or otherwise secured in nine (9) equal groups. **No rolled plans shall be accepted.**

DO NOT DISCARD THIS PAGE
YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION

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SITE CONDOMINIUM APPLICATION

APPLICATION FEE:
$1,000 for 15 sites or less; $1,500 for 16 to 25 sites; $2,500 for 26 or more sites
+$5,000 minimum escrow (Please make separate check from application fee)

PROCEDURE:

Name of Applicant: _____

Address of Applicant: _____

Email: _____ Telephone: _____

Property Location: _____

Name of Owners: _____

Address of Owners: _____

Email: _____ Telephone:_____

*Permanent Parcel Number:_____

Parcel Size: _____ Current Zoning of Property: _____

Proposed Use of Property and/or Structure: _____

Point of Contact Name(POC)*: _____
*Point of Contact shall be the only person contacted by the township regarding the application

POC Telephone: _____ POC Email: _____

I agree to authorize members of the Planning Commission and representatives from the Zoning or Building Department to enter my property in order to review the particulars of my request.

_____ _____
Date Applicant's Signature

FOR OFFICE USE

REQUEST FEE: Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____
ESCROW: Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____

ACKNOWLEDGEMENT OF CONDITIONS & PERMIT REQUIREMENT

By signing below, the applicant explicitly acknowledges and agrees that all conditions of approval stipulated by the Planning Commission or Board of Trustees must be fully satisfied prior to the submission of **any building permit applications** for the project.

The applicant understands that building permit applications will not be accepted, reviewed, or processed until all required Planning Commission or Board of Trustees conditions have been met.

The applicant additionally understands that no building material, grade level or above ground site change shall occur without first receiving approval in writing from the Township Zoning Administrator, Planning Commission, or other authorized official.

Applicant Signature: _____

Date: _____

REQUIRED MATERIALS:

SECTION 3.05. CONDOMINIUM REGULATIONS. The following regulations shall apply to all condominium projects within Tallmadge Township:

(a) **Initial Information:** Pursuant to Section 71 of Public Act 59 of 1978, as amended (MCL 559.171), a person, firm or corporation intending to develop a condominium project shall provide to the Township the following information with respect to the project:

1. The name, address and telephone number of the following:

   All persons, firms or corporations with an ownership interest in the land on which the condominium project will be located together with a description of the nature of each entity's interest (for example: fee owner, optionee, or land contract vendee).

   All engineers, attorneys, architects or registered land surveyors associated with the project.

   The developer or proprietor of the condominium project.

2. The legal description of the land on which the condominium project will be developed, together with appropriate tax identification numbers.

3. The acreage content of the land on which the condominium project will be developed.

4. The purpose of the project (for example: residential, commercial, industrial, etc.).

5. Approximate number of condominium units to be developed on the subject parcel.

6. What type of water supply and sewage disposal systems are proposed.

(b) **Site Plans, Engineering, and Inspections.** Prior to recording of the Master Deed required by Section 72 of Public Act of 59 of 1978, as amended (MCL 559.108), the condominium project shall undergo site plan review and approval by the Planning Commission in accordance with Chapter 18 of this Ordinance. Prior to approving the site plan, the condominium project developer shall furnish the Planning Commission with one (1) copy of all restrictive covenants.

(h) **Single Family Detached Condominium:**

1. Single family detached condominiums shall be subject to all requirements and standards of the Zoning District including minimum floor area, lot size, and setback requirements.

2. There shall be maintained a minimum distance of one hundred twenty (120) feet from the center of one (1) residential dwelling unit to the center of another residential dwelling unit. This one hundred twenty (120) foot requirements shall be computed along the front building line. In addition, building envelopes shall be depicted on the site plan to assure that the minimum seventy-five (75) foot yard adjacent to all streets, forty (40) foot rear yard, ten (10) foot side yard (least side), and total of two (2) side yards of twenty-five (25) feet can be met. A minimum of twenty (20) feet shall be maintained between buildings.

(j) **Streets and Roadways.** All streets and roadways shall meet the minimum standard set for such facilities by the Ottawa County Road Commission.

CHAPTER 18 / SECTION 18.03 – APPLICATION PROCEDURE.

(a) 5. Project description, including number of structures and dwelling units, square footage of each building, number of parking spaces, estimated number of employees, and any unique features of the site or proposed development.

6. Area of the parcel in acres, excluding road right-or-ways.

SECTION 18.04 – SITE PLAN CONTENT. Each site plan submitted for review under this chapter shall be drawn at a minimum scale of 1" = 200 and shall contain the following information:

(a) Name of development and general location sketch showing major thoroughfares and site location.

(b) Name, address and phone number of site owner(s), developer and designer, including professional seal of designer.

(c) North arrow, scale, and date of original drawing and any revisions.

(d) The area of the site in square feet and acres, excluding all existing and proposed rights-of-way. Property lines, dimensions, and building setback distances and dimensions of all structures and lot lines within one hundred (100) feet of the site shall also be indicated. If the parcel is a part of a larger parcel, boundaries of the total land holding shall be shown.

(f) Existing zoning of the site and all adjacent properties.

(g) Existing and proposed topographic elevations at two (2) foot intervals on the site and to a distance of ten (10) feet outside the boundary lines of the site. Ground elevations of all existing buildings, drives and parking lots, and any unusual surface conditions shall be provided.

(h) Direction of storm water drainage and indication as to how storm water runoff will be handled.

(i) Location of existing and proposed buildings; their intended use; the length, width and height of each building; and the square footage of each building.

(j) Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all driveways within one hundred (100) feet of the site. The centerline of road rights-of-way shall be shown.

(k) Location and size of all water and sanitary sewer lines, storm drainage lines, fire hydrants, catch basins, septic tanks and drainfields and utility easements.

(l) Proposed parking areas and access drives, showing the number and size of spaces, aisles, loading areas, and handicapped access ramps. Also, the method of surfacing such areas shall be noted.

(m) Location of all sidewalks, bike paths, and other pathways.

(n) Location and size of any walls, fences, greenbelts, or other screening provisions.

(o) Landscape plan indicating type and size of all plant material, including all areas to be sod or seeded for grass. Provide cross sections of all berms.

(p) Location and type of significant existing vegetation, water courses, and water bodies including county drains and manmade surface drainage ways, floodplains, and wetlands. Vegetation which is to be retained on the site shall be illustrated.

(q) Building floor plans and architectural wall elevations. The height of all buildings or structures shall be indicated.

(r) Location of all proposed accessory structures, including outdoor lighting fixtures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, signs, and existing and proposed utility poles. Indicate screening for trash receptacles.

(s) Location of all outdoor storage areas for materials and the manner in which materials shall be screened or covered.

(t) Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Ordinance or other state or federal agencies.

(u) If phased construction is to be used, each phase must be noted and each phase must stand on its own.

(v) Notation of any variances or conditional use permits which are required, any legal non-conforming uses or structures, and any State or Federal permits which have been secured or may be necessary to secure.

(w) Other data which the Planning Commission may reasonably deem necessary for adequate review.