



Akron Township

Tuscola County,
Michigan

Procedures Manual

Adopted: September 20, 2012



Akron Township Hall
4280 W Bay City Forestville Rd
Unionville, MI 48767

Board Members

Don Schmuck- Supervisor

Deana Jacoby- Treasurer

Jamie Schuette- Clerk

Steve Linzner- Trustee

Katie Sattelberg-Trustee

Christina Martens- Zoning
Administrator



Table of Contents

Table of Contents

TABLE OF CONTENTS	2
IMPORTANT DATES - FEES	3
Planning Commission Meeting Dates.....	3
Board of Trustee Meeting Dates	3
Zoning Board of Appeals Meeting Dates	3
Comments	3
Special Accommodations	3
Fee Schedule	3
HOW TO SUBMIT A SITE PLAN FOR REVIEW	4
Application for Site Plan Review	5
Site Plan Review Checklist.....	6
Site Plan Review Flow Chart	8
HOW TO SUBMIT A SPECIAL USE PERMIT REQUEST	10
Application for Special Use Permit.....	12
Special Use Permit -Collocation –	14
Attached Wireless Communication Facilities Application	14
Special Land Use Review Flow Chart.....	16
HOW TO SUBMIT A REZONING REQUEST	18
Application for Rezoning.....	19
Rezoning Flow Chart	19
Land Division Application.....	21
Mining Mineral Site Application.....	24
Performance Bond.....	26
Private Road Permit Application	29
Sign Permit Application.....	32
HOW TO SUBMIT A ZBA REQUEST	36
Zoning Board of Appeals Application	37
Flow Chart for Zoning Board of Appeals	38
MISCELLANEOUS FORMS	40
Citizen Complaint Form	41
APPENDIX - LINKS	42

IMPORTANT DATES - FEES

Planning Commission Meeting Dates

Akron Township Planning Commission Meetings are held at the Akron Township Hall, 4280 W Bay City Forestville Rd, Unionville, MI 48767 on an as needed basis.

Board of Trustee Meeting Dates

Akron Township Board Meetings are held on the 3rd Thursday of each month at the Akron Township Hall, 4280 W Bay City Forestville Rd, Unionville, MI 48767.

Zoning Board of Appeals Meeting Dates

The Zoning Board of Appeals meets on demand.

Comments

Written comments for items on the agenda must be submitted by 3pm on the day of the meeting to the Township Clerk.

Special Accommodations

People requiring special assistance to accommodate a disability should contact the Clerk at least 4 days prior to the meeting.

Fee Schedule

All fees do not include any required engineering, legal or planning fees in addition to publication fees.

- 1) Site Plan Review - \$1,000
- 2) Special Use Permit – \$1,000.00
- 3) Special Use Permit – Wind Turbines (per turbine) - \$1,000.00
- 4) Special Use Permit – Collocation Wireless Communication Facilities - \$350.00
- 5) Rezoning - \$1,000.00
- 6) Land Division Application - \$25.00
- 7) Mining Mineral Site Application - \$1,000.00
- 8) Performance Bond – may be required during site plan approval
- 9) Private Road Permit Application - \$1,000.00
- 10) Sign Permit - \$100.00 (*if taken up at regular meeting)
- 11) Zoning Permit - \$25.00 for 1st \$5,000.00 + \$1.00/\$1,000.00 thereafter
- 12) Special Planning Commission meeting - \$1,000.00
- 13) Special Board of Trustees meeting - \$1,000.00
- 14) Zoning Board of Appeals – \$1,000.00

HOW TO SUBMIT A SITE PLAN FOR REVIEW

Site plans for uses permitted in a specific district are eligible for review by the Planning Commission, provided they are complete and prepared according to the Township's regulations. If the use desired is not permitted in the location chosen, please refer to the directions for requesting a rezoning.

Materials to submit

1. The Township will supply you with a [site plan review form](#).
2. Following is a list of items each site plan must include - if they are applicable to your project. This list is called the Site Plan Review Checklist. It is helpful to provide this to your engineer or architect. The Planning Commission uses this checklist to review the plan so it is wise to follow this list.
3. All site plans must be prepared and sealed by a licensed engineer, architect, landscape architect or surveyor.
4. Ten (10) full size copies of each plan and one (1) reduced copy must be submitted, including (10) copies of elevation perspectives of any buildings to be constructed.

Time line for review

1. All plans must be delivered to the Township Zoning Administrator, four (4) weeks prior to the date of the Planning Commission meeting, Planning Commission meetings are held on an as needed basis. (Planning Commission Meetings are held at the Akron Township Hall, 4280 W Bay City Forestville Rd, Unionville, MI 48767)
2. The Township's Zoning Administrator will contact you to discuss your site plan and suggest revisions prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans must be submitted by 5:00 pm two (2) weeks prior to the meeting. Plans that require a longer time to revise will be considered at the next month's meeting.
3. Incomplete site plans will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your plan. This can only be done if the plan is complete and prepared according to the Township's ordinances and rules.

Fees

1. The Township charges a fee of \$1,000.00 for each site plan reviewed.
2. If a drainage review or other professional opinion is necessary to review and/or approve your site plan, an estimate of fees will be provided to you prior to any reviews being conducted.

How the process works

- A. The Planning Commission will receive a copy of your site plan prior to the Planning Commission meeting.
- B. At the meeting you or your representative will be given an opportunity to present your plan, including any recommendations or conditions for approval.
- C. The Planning Commission will discuss the plan and vote to approve, approve with conditions, deny or table the plan to a specified date, which is generally the next meeting.
- D. If your plan is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at the next Planning Commission meeting. After one (1) month, your site plan will be removed from the active business of the Planning Commission for incomplete information. A new site plan and fee may be submitted at any time after that.

Application for Site Plan Review

(Must Be Submitted At Least Four (4) Weeks Prior To Meeting)

Completed Application must include all fees, 10 full size copies and 1 reduced copy.

\$1,000 Fee

Applicant: _____ Date: _____

Address: _____

Telephone: () _____ Fax: () _____

Applicants Signature: _____

Owner (If different than applicant): _____

Address: _____ Telephone () _____ Fax () _____

Owner's Signature _____

Subject Property Address: _____

Legal Description (Provide the legal description of the property affected - if additional space is needed please attach on a separate sheet to this application):

Current Use(s): _____

Proposed Use(s): _____

All uses:	Number of Employees Maximum per Shift		For Office Use Only	Date Filed	
				Amount Paid	
	Estimated Daily Traffic Generation			Case #	
	Expected Hours of Operation			Hearing Date:	

			<p>Current Zoning:</p> <p>Parcel Id. No:</p> <p>Checklist Submitted:</p>	
	Number of Parking Spaces			
Residential	Type of Dwelling Units			
Uses	Total Number of Units			
	Estimated Population			

Site Plan Review Checklist

A detailed site plan must be prepared according to the guidelines in the Township Zoning Ordinance and include each item listed on the checklist where applicable. Site Plans will not be scheduled for a Planning Commission meeting until they are complete. All applicants are encouraged to contact the Township to schedule a preapplication meeting with staff to review the site plan prior to submitting it to the Planning Commission for review. Completed site plans must be submitted by four weeks prior to the next scheduled Planning Commission meeting.

General Information

- | Name and Address of the owner and project printed on plans
- | Date (Revision dates)
- | North Arrow
- | Location map, (show at least 600' around perimeter of site)
- | Scale (Minimum 1"=20', Maximum 1"=60')
- | Zoning (Subject parcel and adjoining parcels)
- | Lot dimensions
- | Building dimensions
- | Square footage of buildings
- | Buildings Uses - Indicate layout if there is more than one building Building elevation drawings including all four sides of buildings

Transportation

- | Public roadways - Include curb, lanes, shoulder, width, through lanes, etc.
- | Access Drives (width, traffic directions, curb, signs, etc.)
 - | Barrier free parking (size and number of spaces)
- | Road right-of-way (Existing and proposed)
- | Curbing
- | Curb cut dimensions
- | Return radii of driveways
- | Adjacent and across the street curb cuts (Location and size) Provisions for joint access and parking

Surrounding Land Use

- | Phases of development and phase boundaries
- | Neighboring land uses/proposed uses
- | Wetlands (Calculations of all areas proposed and existing) Floodplains
- |

Site Detail

- | Utility, drains, water bodies or public easement of any kind
- | Setback dimensions of front, side and rear yards for all buildings
- | Parking lot layout (driveway widths, setbacks, green areas, lines, arrows, etc.)
- | Number of parking spaces
- | Parking space dimensions
- | Circulation drive dimensions
- | Sign locations
- | Buffer yards - type and proposed detail of landscaping
- | Fences (Size and location)

- | Accessory structures
- | Dumpster location and screening
- | Bumper blocks or other vehicular restrictions
- | Sidewalks (Size, type location)
- | Existing trees (Type and size)
- | Proposed water mains
- | Proposed sanitary sewer
- | Fire hydrants (Existing and proposed)
- | Topography at 5 ft. intervals

Additional information for a Final Site Plan

- | Landscaping
- | Ground elevations, first floor finished elevations
- | Easements
- | Copy of Survey to verify property lines and existing structures
- | Drainage ditches
- | Storm Sewers
- | Drainage
- | Lot split/Combination from register of deeds

Additional requirements for condominium projects

- | Limited/ General Commons, etc.
- | Density per Acre
- | Units (Size and location)
- | Master Deed

Signature of Applicant: _____

Conditions of Approval: _____

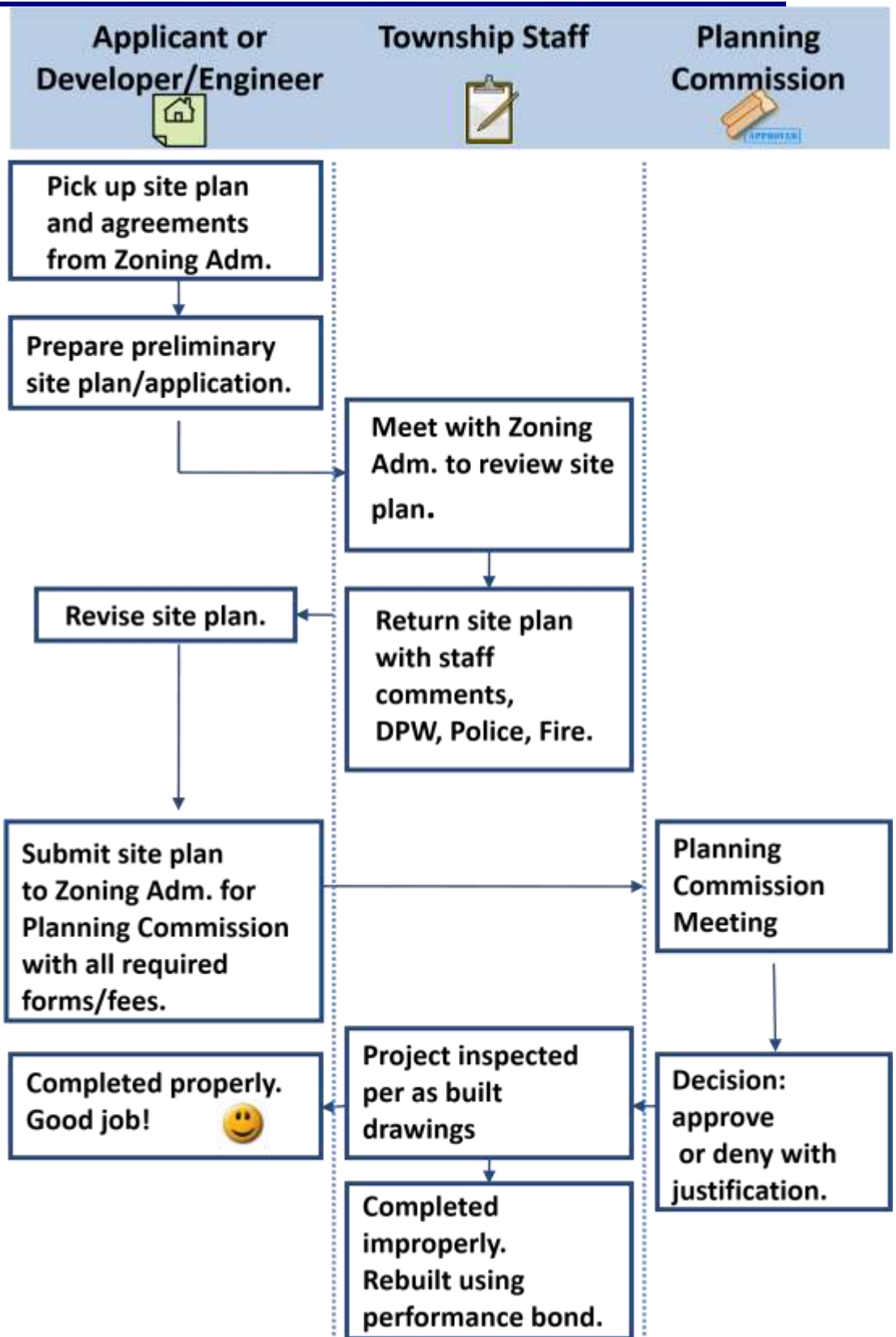
Site Plan Review Flow Chart

Akron Township Site Plan Review Flow Chart

**Who does what?
What are the steps needed?
How long does it take?**

At least 4 weeks prior to Planning Commission meeting

2 weeks before Planning Commission meeting



HOW TO SUBMIT A SPECIAL USE PERMIT REQUEST

A Special Use Permit is required for all uses listed as allowed by Special Use Permit in each zoning district. A permit may only be applied for to establish a use that is allowed by special use permit in a specified district. A Special Use permit is discretionary in nature. A Special Use must first meet the guidelines established for that use in the Zoning Ordinance. Additional requirements may be imposed by the Planning Commission during the review of the permit, depending on the specific circumstances surrounding the proposal. A special use permit requires a public hearing.

Material to submit

- The Township will supply you with a [special use permit](#) and [site plan review form](#). Please fill each form out completely.
- The following is a list of items each site plan must include - if they are applicable to your project. This list is called the [Site Plan Review Checklist](#). It is helpful to provide this to your engineer or architect. The Planning Commission uses this checklist to review the plan so it is wise to follow this list.
- All site plans must be prepared and sealed by a licensed engineer, architect, landscape architect or surveyor.
- Ten (10) full size copies of each plan and one (1) reduced copy must be submitted; including (10) ten copies of elevation perspectives of any buildings to be constructed.

Time line for review

- A special use permit requires a public hearing. The notification for this hearing must be printed in the paper and sent to all property owners within 300' of the subject property. All plans must be delivered to the Township Zoning Administrator, four (4) weeks prior to the date of the Planning Commission meeting, Planning Commission meetings are held on an as needed basis. (Planning Commission Meetings are held at the Akron Township Hall, 4280 W Bay City Forestville Rd, Unionville, MI 48767.)
- All site plans must be delivered to the Township's Zoning Administrator, with the application. The Township's Zoning Administrator will contact you to discuss your site plan and suggest revisions prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans must be submitted two (2) weeks prior to the meeting. Plans that require a longer period of time to revise will be considered at the next month's meeting.
- Incomplete site plans will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your plan. This can only be done if the plan is complete and prepared according to the Township's ordinances and rules.

Fees

- The Township charges a fee of \$1,000.00 for each special use permit. This includes the plan review fee, but no other professional fees for reviews requested by the Township or required by law. This fee pays for the cost of publishing the notice of public hearing and the professional review of your plan.

- If a drainage review or other professional opinion is necessary to review and/or approve your site plan, an estimate of fees will be provided to you prior to any reviews being conducted.

How the process works

- The Planning commission will receive a copy of your special use permit and site plan prior to the Planning Commission meeting.
- At the meeting you or your representative will be given an opportunity to present your plan. The Planning Consultant will comment on the plan, including any recommendations or conditions for approval.
- The Planning Commission will discuss the special use permit first to determine if the use is appropriate in the district. If the use is appropriate, the site plan will be considered. Approval of the special use permit is contingent upon approval of the site plan. The Planning Commission will then vote to approve, approve with conditions, deny or table the plan to a specified date, which is generally the next meeting.
- If your plan is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at the next Planning Commission meeting. After one (1) month, your site plan will be removed from the active business of the Planning commission for incomplete information. A new special use permit application, site plan and fee may be submitted at any time after that.

Application for Special Use Permit

(Must Be Submitted At Least Four (4) Weeks Prior To Meeting)

Completed Application must include all fees, a site plan application along with 10 full size copies and 1 reduced copy of site plan.

\$1,000.00 Fee

Applicant: _____ Date: _____

Address: _____

Telephone: () _____ Fax: () _____

Applicants Signature: _____

Owner (If different than applicant): _____

Address: _____ Telephone () _____ Fax () _____

Owner's Signature _____

Subject Property Address: _____

Legal Description (Provide the legal description of the property affected - if additional space is needed please attach on a separate sheet to this application):

Proposed Use(s): _____

For Office Use Only:	Date Filed		Amount Paid:	
	Case #		Hearing Date:	

	<i>Current Zoning:</i>		<i>Parcel ID No.:</i>	
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***Special Use Permit -Collocation –
Attached Wireless Communication Facilities Application***

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____

Owner(s) of Land:

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____

Owner(s) of Existing Facility, Tower, Building or Structure

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____

If existing Wireless Communication Facility is there a Special Use Permit granted for same:

Yes No Date or number of Special Use Permit: _____

If no Special Use Permit, explain reason no permit: _____

Property address: Section _____, Akron Township, Tuscola County, Michigan

Legal Description of Property if no existing Special Use Permit:

THE FOLLOWING MUST BE PROVIDED TO COMPLETE THIS APPLICATION:

1. Site Plan of the property showing the existing and proposed location of all buildings and structures thereon, types thereof and their uses.
2. A statement and supporting data, exhibits, information and evidence regarding the following:
 - a. That the proposed collocation or Attached Wireless Communication Facility will be designed, constructed, operated, maintained and managed so as to be compatible in appearance and use with the existing or intended adjacent uses of land;
 - b. That the proposed collocation or Attached Wireless Communication Facility will not be hazardous or disturbing to existing or future neighboring uses; and
 - c. That the proposed collocation or Attached Wireless Communication Facility will not interfere service provided by other Wireless Communication Facilities on the same property or elsewhere; and
 - d. That the proposed collocation or Attached Wireless Communication Facility will not create excessive additional requirements at public cost for public facilities, utilities and services;
3. Signed certification by a State of Michigan licensed professional engineer with regard to the manner in which the proposed collocation or Attached Wireless Communication Facility equipment is to be attached to existing Facility, tower, building or structure, which certification shall provide that the collocation or Attached Wireless Communication Facility will not increase the loads or stresses on such existing structures beyond their capacity or increase the likelihood of instability, collapse or falling.
4. Execution and joinder in this Application by the Owner(s) of the Land and by the Owner(s) of Existing Facility, Tower, Building or Structure, by which those Owners hereby agree to this Application and to be bound by the Special Use Permit if granted.

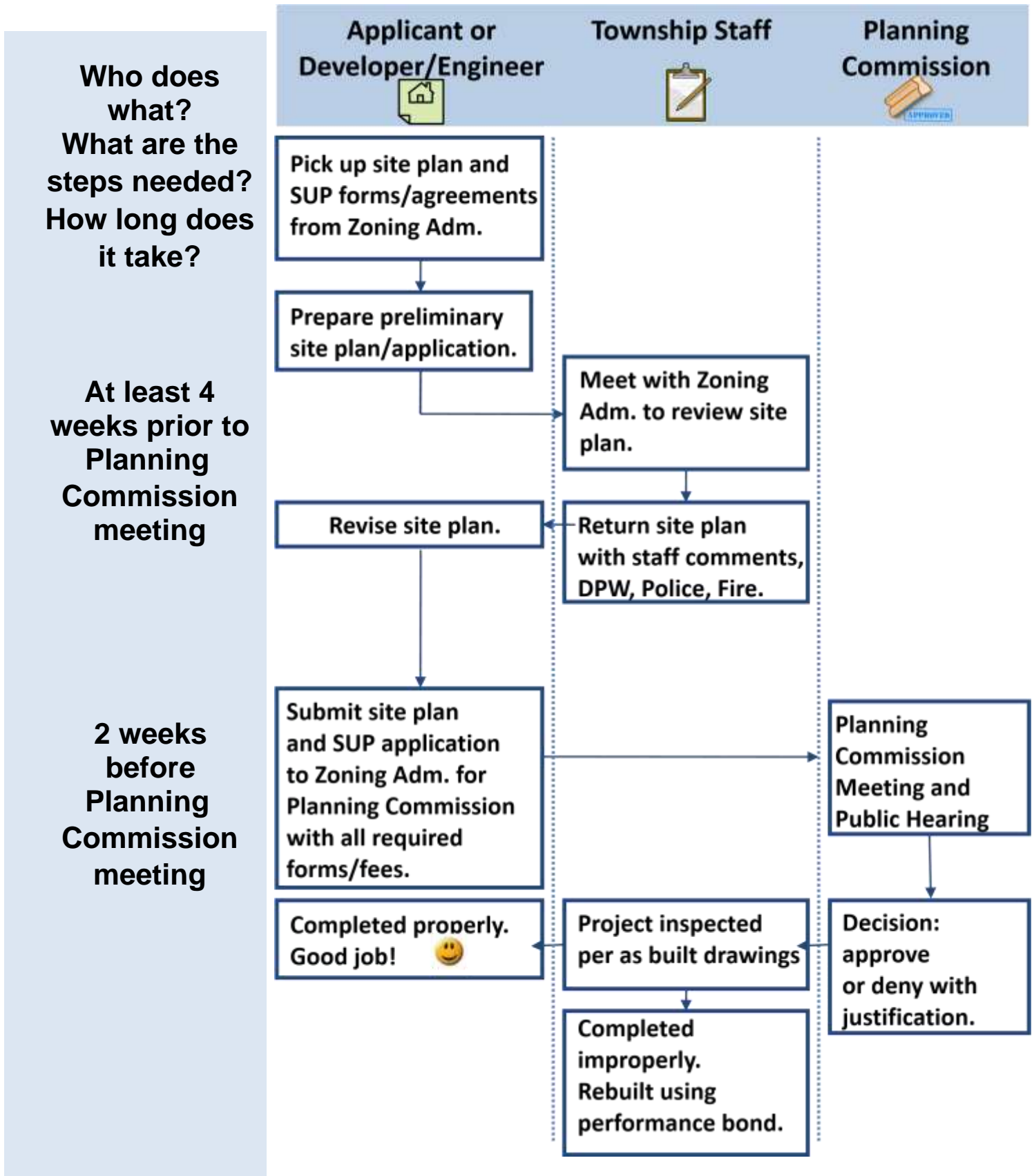
Date: Applicant signature

Date: Property Owner Signature

Date: Existing Facility, Tower, Builder or Structure Owner

Special Land Use Review Flow Chart

**Akron Township Special Land Use Review Flow
Chart**



HOW TO SUBMIT A REZONING REQUEST

This is the process to request that the zoning classification for a parcel of property is changed or that the text of the zoning ordinance is changed. Only the property owner, the Planning Commission or the Township Board may initiate a change to the zoning classification of a parcel. Only the Township Board may approve a request to rezone property. A rezoning request requires a public hearing and notification of all property owners within 300' of the parcel.

Materials to submit

- The Township will supply you with a [rezoning review form](#). Please fill the form out entirely.
- If you are requesting that the zoning classification is changed, a map of the location of the parcel with a legal description is required.

Time line for review

- A rezoning request requires a public hearing. The hearing must be advertised at least three weeks in advance of the hearing date. Following Planning Commission action at the Township level, the Tuscola County Planning Commission will review and provide comment on the request. With this information in hand, the Township Board will make the final decision regarding the rezoning. A rezoning typically takes three (3) months to complete.
- All applications and maps must be delivered to the Township Zoning Administrator, four (4) weeks prior to the date of the Planning Commission meeting; Planning Commission Meetings are held on an as needed basis. (Planning Commission Meetings are held at the Akron Township Hall, 4280 W Bay City Forestville Rd, Unionville, MI 48767)
- The Township's Zoning Administrator will contact you to discuss your request prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans for parcels or text must be submitted by 5:00pm two (2) weeks prior to the meeting. Plans that require a longer period of time to revise will be considered at the next month's meeting.
- Incomplete text change requests or parcel information will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your request. This can only be done if the information is complete and prepared according to the Township's ordinances and rules.

Fees

The Township charges a fee of \$1,000.00 for each rezoning request. This fee pays for the cost of professional review of your request and notification of a public hearing.

How the process works

- The Planning Commission will receive a copy of your request prior to the Planning Commission meeting.
- At the meeting you or your representative will be given an opportunity to present your plan. Planning Consultant will comment on the request, including any recommendations or conditions for approval.
- The Planning Commission will discuss the request and vote to recommend to the Township Board to approve, approve with conditions, deny or set aside the plan to a specified date, which is generally the next meeting.
- If your request is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at another Planning Commission meeting. After one (1) month, your request will be removed from the active business of the Planning Commission for incomplete information.

Application for Rezoning

Date: _____

Property is currently zoned _____

Requesting to be rezoned to _____

Present Use _____

Proposed Use _____

Legal description of property requested to be rezoned: *(Note: It is your responsibility to provide an accurate description of your request.)*

Amount due for this request: **\$1,000.00**

Signature of Applicant: _____

Address of Applicant: _____

City _____ State _____ Zip _____

Phone Number (Home): _____ (Work): _____

Submit application with fee to: Township Zoning Administrator

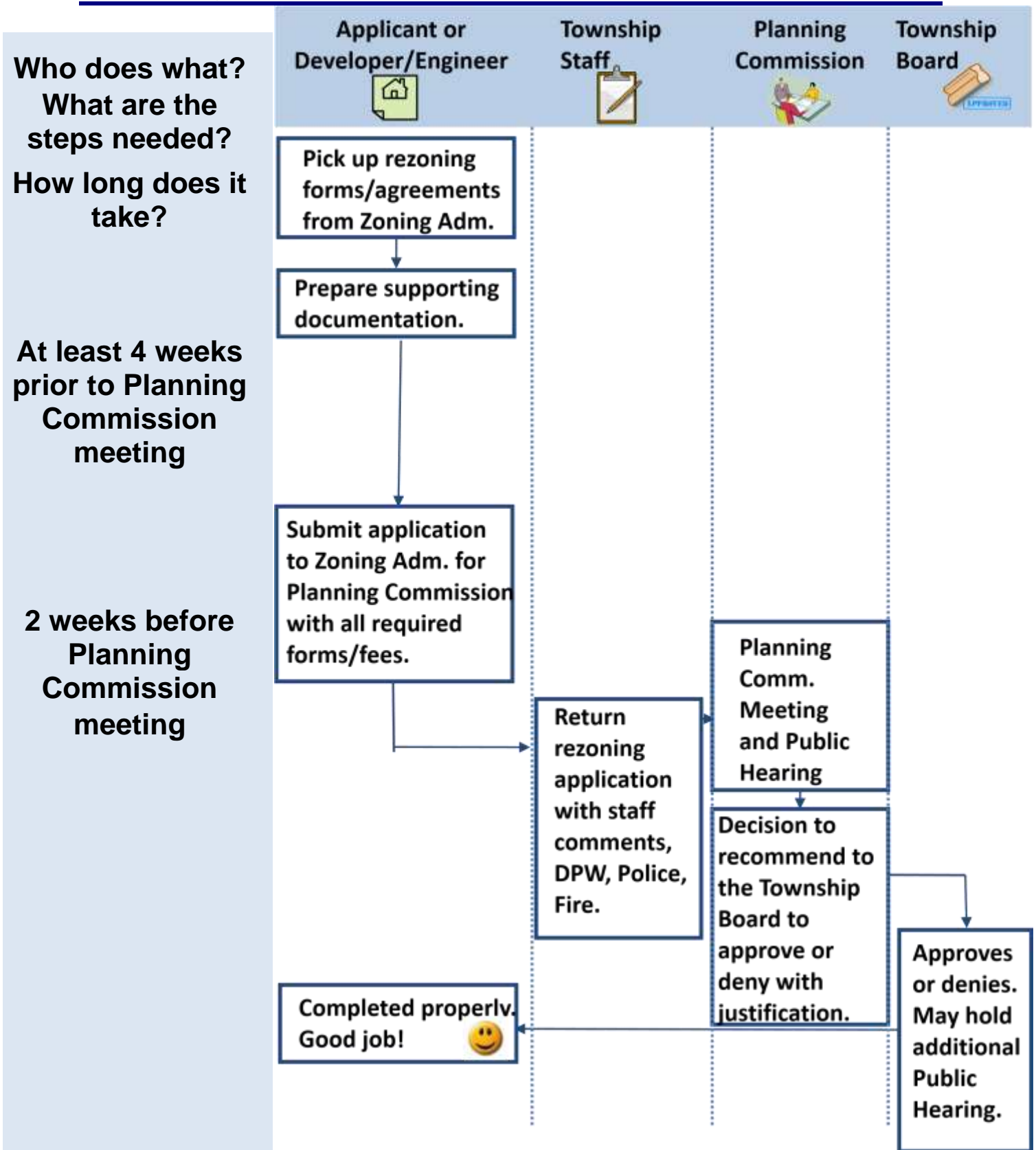
Official Use Only

Fee and Application Received by Township Zoning Administrator Date: _____

Application Received by Planning Chairperson Date: _____

Rezoning Flow Chart

Akron Township Rezoning (Text & Map) Review Flow Chart



Land Division Application

You MUST answer all questions and include all attachments, **and include the application fee in the amount of \$25 payable to Akron Township, or this will be returned to you.** Bring or mail to: Akron Township Supervisor, Akron Township Hall, 4280 W Bay City Forestville Rd, Unionville, MI 48767. Phone 989-674-2280

Approval of a division of land is required before it is sold, when a new parcel is less than 40 acres and not just a property line adjustment (Sec. 102 e & f).

This form is designed to comply with Sec. 108 and 109 of the Michigan Land Division Act (formerly the subdivision control act P.A. 288 of 1967 as amended (particularly by P.A. 591 of 1996 and P.A. 87 of 1997, MCI 560 et. seq.) **(Approval of a division is not a determination that the resulting parcels comply with ordinances or regulations.)**

1. LOCATION OF PARENT to be split:

Address: _____

PARENT PARCEL IDENTIFICATION NUMBER: _____

Parent Parcel Legal Description (Describe or Attach) _____

2. PROPERTY OWNER INFORMATION:

Name: _____
Address: _____ Phone: _____
_____ Email: _____

3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

- A. Number of new Parcels: _____
- B. Intended use (residential, commercial, etc.): _____
- C. Each proposed parcel if 10 acres or less, has a depth to a width ratio of 4 to 1 or _____ to _____ as provided by ordinance.
- D. Each parcel has a width of _____ (not less than required by ordinance).
- E. Each parcel has an area of _____ (not less than required by ordinance).
- F. The division of each parcel provides access as follows:
 - a) _____ Each New division has frontage on an existing public road
 - b) _____ A new public road

c) _____ A new private road

G. Describe or attach a legal description of proposed new road, easement or shared driveway:

H. Describe or attach a legal description for each **proposed new parcel**: _____

4. **FUTURE DIVISIONS** being transferred from the parent parcel to another parcel. Indicate number transferred _____ (See Sec 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 and 4) of the Statute.)

5. **DEVELOPMENT SIZE LIMITS** (Check each which represents a condition which exists on the parent parcel):

_____ Waterfront property (river, lake, pond, etc.)

_____ Is within a flood plain

_____ Is on muck soils or soils known to have severe limitations for onsite sewage system

_____ Includes wetlands _____

Includes a beach

6. **ATTACHMENTS** – All the following attachments **MUST** be included. Letter each attachment as shown:

A. A scale drawing that complies with the requirements of [PA 132 of 1970](#) as amended for the proposed division(s) of the parent parcel showing:

1. current boundaries (as of March 31, 1997), and

2. all previous divisions made after March 31, 1997 (indicate when made or none), and

3. the proposed division(s) and

4. dimensions of the proposed divisions, and

5. existing public utility facilities, and

6. easement for public utilities from each parcel that is a development site to existing public utility facilities, and

7. any existing improvements (buildings, wells, septic system, driveways, etc.)

8. any of the features checked in Questions Number 5.

B. Indication of approval or permit from Tuscola County Road Commission that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.

C. A copy of any reserved division rights (Sec 109 (4) of the Act) in the parent parcel.

D. A fee of \$25.00

7. **IMPROVEMENTS** – Describe any existing improvements (buildings, wells, septic, etc., which are on the parent parcel or indicate none). _____

8. **AFFIDAVIT** and permission for township, county and state officials to enter property for inspections: I agree that the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the township, county and State of Michigan to enter the property where this parcel division is proposed for purposes of inspection. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance and the State Land Division Act (formerly the Subdivision Control Act PA 288 of 1967, as amended (particularly by PA 591 of 1996 and PA 87 of 1997, MCL 560.101 et. Seq.) and does not include any representation or conveyances of rights in any other statute, building code, zoning ordinance, deed restrictions or other property rights.

Finally, even if this division is approved, I understand local ordinances and state Acts change from time to time and, if changed, the divisions made here must comply with the new requirements (apply for division approval again) unless deeds representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Property Owner's Signature: _____

Date: _____

For Office use only – Reviewer's action: Total Fee \$ _____ Check # _____

Signature: _____

Application Completed Date: _____

Approval Date: _____

Denial Date: _____

Reasons for denial _____ *See Attached*

Mining Mineral Site Application

(Refer to [How to Submit a Site Plan for Review](#) for the process)

Name of Applicant (proposed licensee): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Owners of Land: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Name of Company Conducting Actual Removal: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Location of Land: _____

Section: _____ Akron Township, Tuscola County, Michigan

Size of Land: _____

Legal Description of Land: _____

of material or resources to be mined, stockpiled, or hauled away: _____

Estimated number of years to complete mining operations: _____

Number of phases of Mining operations: _____

Description of types of equipment to be used: _____

Proposed method of removal and general haul route: _____

Documents Required:

I. Plan of operations, which must include:

A. Drawing of existing parcel drawn to a scale of 1 inch = 100 feet, clearly showing:

1. Area to be mined
2. Existing areas and roads within 100 feet of all property lines, and
3. Areas for stockpiling, maintenance areas, berms, fencing, and similar use areas. B. The

following specific dates:

1. Commencement and completion of mining operations as provided by the plan of operation
2. Commencement and completion of erosion and draining control measures to be instituted during mining operation, and
3. Commencement and completion of fencing, roads, utilities, or any other structure or improvements to be located on the site as provided by the plan of operations.

II. Plan of reclamation, which must include

- A. An estimate of the cost of reclamation
- B. The area of completely reclaimed land
- C. The area of reclamation presently under way

- D. The area used for topsoil and overburden storage
- E. The acreage for items B-E shown on an overlay or separate drawing
- F. A description of the methods and materials proposed for restoration of topsoil to the required fertility and the amount of any type of planting as a part of the reclamation plan G. The projected schedule of reclamation operations, including the following specific dates:
 - 1. Commencement and completion of reclamation operations as provided by the reclamation plan
 - 2. Commencement and completion of erosion and drainage control measures to be instituted under the reclamation plan, and
 - 3. Commencement and completion of final grading, topsoil replacement, and replanting or landscaping as provided by the reclamation plan.

Applicant (proposed licensee)*

Signed: _____ Dated: _____

Print name: _____

Owner (of land)*

Signed: _____ Dated: _____

Print name: _____

Operator (or operating company)*

Signed: _____ Dated: _____

Print name: _____

*Note: application must be signed by applicant, owner and operator.

Performance Bond

BOND NO. _____

Akron Township Procedures Manual

The premium for this bond is: \$ _____ payable in advance and subject to adjustment at current annual rates.

KNOW ALL MEN BY THESE PRESENTS: That we _____

as Principal, and _____

a corporation organized under the laws of the State of Michigan and duly authorized under the laws of the State of Michigan to become sole surety on bonds and undertaking as Surety, are held and firmly bound unto

Akron Township Tuscola
County

as Obligee in the full and just sum of _____ Dollars (\$ _____), lawful money of the United States of America to be paid to the said Obligee, successors or assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors, successors, administrators and assigns, jointly and severally, firmly by these presents.

The Condition of the above Obligation is such that the Principal has been awarded a permit to engage in the business of collecting, transporting, disposing, processing, or using refuse, or a combination of these functions, in COUNTY, and the above Principal has agreed and is obligated to perform such business in conformity with the provisions of such permit, the Ordinance Code of COUNTY and the rules and regulations of the COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES and to pay monthly for accrued waste disposal fees incurred by principal at the landfills operated by COUNTY.

Now, therefore, if the above Principal shall well and faithfully perform each and all of the requirements and conditions of such permit, ordinances, and regulations and truly pay his monthly obligations to COUNTY for use of said use, then this obligation is void, otherwise to remain in full force and effect.

This bond may be canceled by giving thirty (30) days written notice to the Obligee, the Surety, however, will remain liable for any subsequent default in payment of fees incurred during the period up to the expiration of thirty (30) days notice.

No right of action shall accrue under this bond to or for the use of any person other than the Obligee named herein.

Sealed with our seals and dates this ____ day of _____, 20____.

Performance Bond: As a condition of the granting of a permit hereunder the Township may require the permittee, within thirty (30) days subsequent to being issued such a permit, to post a performance bond with the Township written by an approved corporate surety in the amount of fifty thousand dollars

Akron Township Procedures Manual

(\$50,000.00) and in a form satisfactory to the Township guaranteeing the permittee's continued operation of the cable antenna television system within the Township and the permittee shall well and truly observe, fulfill and perform each term and condition of the bond; all damages which may be directly occasioned by the failure of the permittee to perform under this Ordinance up to the principal amount of the bond shall be recoverable from the principals and sureties of said bond by the Township.

Forfeiture Of Bond: If the permittee should commit a breach of this Ordinance and no remedy of such breach occurs within sixty (60) days after having been given notice thereof from the Township to do so then the Township, at its discretion, may declare a portion of the bond equivalent to the amount of damages sustained by the Township which are directly attributable to such breach, forfeited and the permittee shall thereupon be required:

1. To remedy the breach with reasonable dispatch; and
2. Within sixty (60) days of such forfeiture replace the forfeited portion of the bond.

Notwithstanding the foregoing nothing contained in this paragraph shall serve to absolve the permittee of any of its obligations under this Ordinance or the rules and regulations of the Federal Communications Commission.

Payment Of Bond Premiums; Termination Of Bond: The permittee shall pay all premiums chargeable for the bond and shall keep the same in full force and effect at all times throughout the term of this Ordinance and during the removal of all poles, wires, cables, underground conduits, manholes and other conductors, converters, equipment and fixtures subsequent to the termination of this Ordinance. The bond shall contain a provision that it shall not be terminated or otherwise allowed to expire prior to sixty (60) days after written notice to that effect is given to the Clerk of the Township.

Michigan Insurance Companies: All insurance policies and bonds as are required of the permittee hereunder shall be written by a company or companies authorized and qualified to do business in the State of Michigan.

Private Road Permit Application

(for use with new private roads and with extension or widening of existing private roads)

(Refer to [How to Submit a Site Plan for Review](#) for the process)

Date: _____

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Owner(s) of Land: upon which the private road is to be constructed:

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Name of Professional Engineer with oversight on private road:

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Legal description of proposed private road right of way:

Legal description of all parcels of property to be served by the private road:

Akron Township Zoning Ordinance classification(s) of all property comprising the private road and of all parcels of property to be served by the private road:

Description of private road design cross section, including construction and material requirements:

Name(s) of all private roads:

THE FOLLOWING ITEMS MUST BE PROVIDED TO COMPLETE THIS APPLICATION, PROVIDED WITH SUBMITTAL OF THIS APPLICATION AND PROVIDED PRIOR TO CONSIDERATION OF THIS APPLICATION BY THE TOWNSHIP ORDINANCE ENFORCEMENT OFFICER:

1. Drawings of the proposed road certified by a professional engineer licensed in the State of Michigan, sufficient to demonstrate the cross section, design, construction, materials and drainage to be utilized in the private road.
2. Drawing setting forth relationship of private road to all parcels of property serviced by the private road, including all street and directional sign location(s). Drawing shall be to scale and shall include set back and other dimensions of street and/or directional signs

Akron Township Procedures Manual

3. Any required permit(s) for the private road from the Tuscola County Road Commission or its engineer where it connects with a county road.
4. Permit for the private road from the Tuscola County Drain Commission, i.e., Soil Erosion & Sedimentation Permit.
5. Covenants or agreements between owner of parcels served by the private road demonstrating that the design, construction and subsequent maintenance of the private road shall be the responsibility of the owners of the private road and/or the parcels served by it.
6. Non-refundable application fee of \$ 1,000.00 made payable to the Township of Akron.

ALL OF THE FOLLOWING DOCUMENTS MUST BE ISSUED BY THE TOWNSHIP ORDINANCE ENFORCEMENT OFFICER OR PROVIDED BY THE APPLICANT UPON COMPLETION OF THE PRIVATE ROAD AND PRIOR TO USE OR OFFER OF USE OF THE PRIVATE ROAD:

1. Private Road Permit issued by the Ordinance Enforcement Officer, prior to construction.
2. One (1) set of as constructed plans and project dimensions bearing seal and letter of acceptance of the private road by the professional engineer identified above.
3. Certificate of Completion of the private road issued by the Township Ordinance Enforcement Officer.

The undersigned Applicant, swears under penalties of perjury and revocation of permits or certificates subsequently issued that the Applicant is the owner of the property or is acting on the owner's behalf.

Applicant signature _____

Sign Permit Application

(Refer to [How to Submit a Site Plan for Review](#) for the process)

Signs erected in Akron Township after _____ must be in compliance with Ordinance Nos. amended by Ordinance No. which regulate the construction, size and placement of signs in the Township. Copies of these Ordinances may be obtained from the Akron Township Clerk.

Please complete all information requested below and submit this application to the Township Clerk who will schedule an official review at the next regularly scheduled meeting of the Planning Commission. A check for \$100.00, payable to Akron Township, must accompany the application form. Meeting to review this application will be held on _____ at the Township Hall at Akron Township Hall, 4280 W Bay City Forestville Rd, Unionville, MI 48767

Review and approval must be obtained before sign is erected on the premises.

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Property Tax Code for Location of Sign: _____

Owner of Property (if different from above), _____

Please attach written permission of the property owner if sign will not be located on the same premises as the business it is advertising.

Size of Sign: _____ Height: _____ Width: _____

(All measurements should be in feet/inches)

Will sign be printed: One side only Both Sides

Construction Materials to be used: (Please include all major components):

Colors: _____

Please attach a sketch of the proposed sign indicating the placement of any lettering and/or illustrations that will be used. Please indicate dimensions (Height/Width) of the sign itself as well as the height and placement of any posts or support materials. If the sign is to be used in a commercial or industrial zone a sketch showing the placement of the sign on the site and landscaping plans for the base of the sign must

Akron Township Procedures Manual

also be attached to this document. The sketch must also show placement of the sign on the property relative to property lines and right of way.

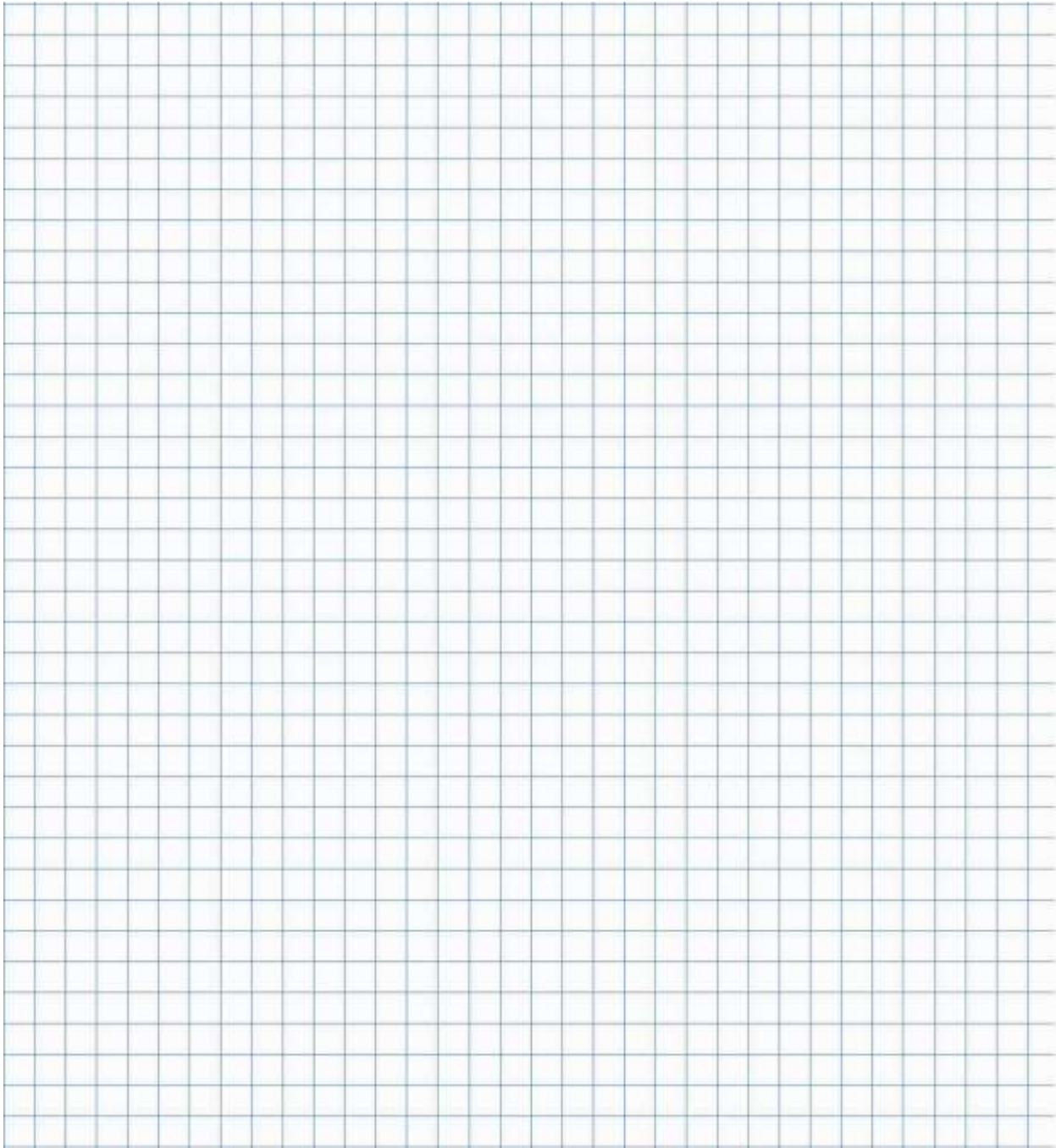
Any required electrical or construction permits must be submitted with this application.

TO BE COMPLETED BY TOWNSHIP PLANNING COMMISSION:			
Application fee paid	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Sign Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		Date:
	By:		
	Chairman, Planning Commission		
Inspection			
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		Date:
	By:		
	Ordinance Enforcement Officer		

Sign Location Drawing

Please draw a site plan in the space below showing the location of any ground or pole sign, the distance from the curb or edge of road, the distance from the County Road right-of-way and/or State Highway right-of-way, the distance from side property lines, and the distance from sidewalks, parking spaces and driveways.

Scale of drawing: 1 square= 2 feet



Akron Township Procedures Manual

The items listed below are to determine if a ground or pole sign placement is in compliance with the code and sign ordinance. The drawing will be checked by the Building Inspector for compliance and it is necessary to show all of the items listed below to complete the review process. If any of the items are not included on your drawing it will be denied a permit for insufficient information.

Must show on drawing:

- ✓ Building
- ✓ Driveway with distance to sign.
- ✓ Parking lot and distance from sign
- ✓ Parking spaces
- ✓ Pole or ground sign
- ✓ The distance from the side property line to the sign (must be a minimum of 10 feet)
- ✓ The distance from between the sign and the right-of-way (must be minimum of 10 feet.)

HOW TO SUBMIT A ZBA REQUEST (Zoning Board of Appeals)

This is the process to request a Variance Request, Ordinance or Map Interpretation of an Appeal from Administrative Decisions. The Zoning Board of Appeals Application must be filled out completely and returned no later than four (4) weeks prior to a scheduled Board of Appeals hearing. All mailings will be sent to the applicant.

Materials to submit

- The Township will supply you with a [Zoning Board of Appeals Application](#). Please fill the form out completely. **Time line for review**
- Zoning Board of Appeals requires notification of all property owners within 300' of the property.
- Applicant will be notified as to when the Appeals meeting is scheduled.

Fees

- The Township charges a fee of \$1,000.00 for each Zoning Board of Appeals application. This fee pays for the cost of professional review of your request and notification to property owners.

Zoning Board of Appeals Application
Variance Request Application

Date: _____

Name: _____

Address: _____

Phone Number (Home): _____ (Work): _____

Provide the legal description of the property affected

Tax Identification Number: _____

Current Zoning of Property: _____

Explain Variance Request: (Use additional sheets if necessary)

Signature: _____

Amount Enclosed: _____

Request Fee: \$1,000.00 No action will be taken until the entire fee is submitted.

Return this application with fee to: Zoning Administrator

Official Use Only

Received by Township Zoning Administrator: _____ (Date)

Received by Board of Appeals Chairman: _____ (Date)

The Board of Appeals will use the following questions to help decide if a variance is necessary. The Board will ask the questions listed below:

BOARD OF APPEALS CHECKLIST

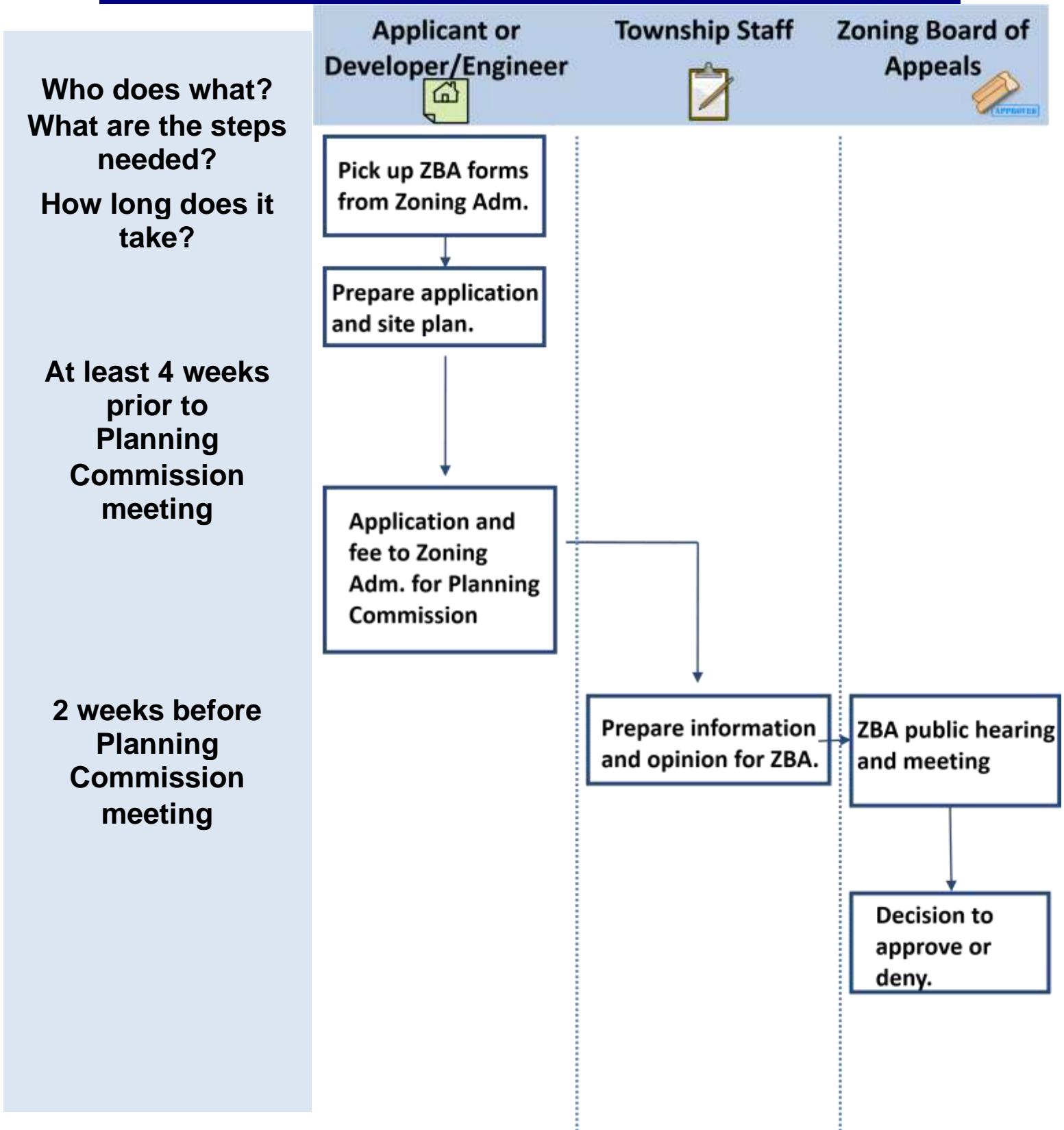
(A variance will only be granted if all of the following questions are answered “yes” and practical difficulty with compliance to the zoning ordinances must be demonstrated.)

- 1) Has the Applicant shown that this variance would not adversely affect the intent and purpose of the Zoning Ordinance? If yes, explain.
- 2) Has the Applicant proven that a variance will not cause an adverse effect on adjacent properties?
- 3) Has the Applicant proven that a variance would not produce a nuisance condition to nearby premises?
- 4) Is the basis for the proposed variance due to uniquely identified characteristics of the property and not related to general conditions in the same zoning district throughout the Township? *(If the Board of Appeals finds that the hardship is not unique, but common, then an amendment to the zoning ordinance or a re-zoning should be pursued.)*
- 5) Has the Applicant shown that a variance will not otherwise impair the public health, safety, or general welfare of the residents of Akron Township?
- 6) Will strict compliance with the ordinances have the effect of unreasonably preventing the Applicant from using the property for a purpose permitted by the ordinance or would it be unnecessarily burdensome?

Akron Township Procedures Manual

Flow Chart for Zoning Board of Appeals

Akron Township Zoning Board of Appeals Flow Chart



MISCELLANEOUS FORMS

Citizen Complaint Form

Date: _____ Your Name _____

Address: _____ Phone: _____

Complaint: (Provide specific details such as names, locations of complaint, dates, etc)

Action Requested:

Complainant's Signature: _____

Official Use Only

Date Complaint Received: _____ Received By: _____

Comments:

Date Inspector Received Complaint: _____

Date Contact Was Made: _____ Contact Made With: _____

In Person By Phone Results: _____

Inspection Made (Date): _____ Inspector's Card Posted at Site (Date): _____

Pictures Taken (Date): _____

Violation Notice Sent (Date): _____ Violation Notice Posted (Date): _____

Date: _____ Results: _____

Inspector: _____ Date: _____

Appendix - Links

MICHIGAN LEGISLATIVE LINKS:

Michigan Adult Foster Care Facility Licensing Act, 1979 PA 218, MCL 400.701 to 400.737.

[http://www.legislature.mi.gov/\(S\(e1aa1s45lvhfvsm33hoklux\)\)/mileg.aspx?page=getObject&objectname=mcl-act-218-of-1979](http://www.legislature.mi.gov/(S(e1aa1s45lvhfvsm33hoklux))/mileg.aspx?page=getObject&objectname=mcl-act-218-of-1979)

Michigan Charter Township Act, Act 359 of the Michigan Public Acts of 1947

[http://www.legislature.mi.gov/\(S\(m3xc3fzicplywz55vudz2nj3\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-359-of-1947](http://www.legislature.mi.gov/(S(m3xc3fzicplywz55vudz2nj3))/mileg.aspx?page=GetObject&objectname=mcl-Act-359-of-1947)

Michigan Childcare Organizations, Act 116 of 1973

[http://www.legislature.mi.gov/\(S\(qpuyudi5tfwegn3210yer355\)\)/mileg.aspx?page=getObject&objectname=mcl-act-116-of-1973](http://www.legislature.mi.gov/(S(qpuyudi5tfwegn3210yer355))/mileg.aspx?page=getObject&objectname=mcl-act-116-of-1973)

Michigan DNRE Permitting Site http://www.michigan.gov/deq/0,1607,7-135-3307_29692_24403--,00.html

Michigan Housing Law, Act 61 of the Michigan Public Acts of 1969, MCLA 125.538

[http://www.legislature.mi.gov/\(S\(mdroxh55av55sd55ztfjmj55\)\)/mileg.aspx?page=getobject&objectname=mcl-125-538&query=on](http://www.legislature.mi.gov/(S(mdroxh55av55sd55ztfjmj55))/mileg.aspx?page=getobject&objectname=mcl-125-538&query=on)

Michigan Land Division Act 288 of 1967

[http://www.legislature.mi.gov/\(S\(yjacdl55xm0k3i45zmq4ii55\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-288-of-1967](http://www.legislature.mi.gov/(S(yjacdl55xm0k3i45zmq4ii55))/mileg.aspx?page=GetObject&objectname=mcl-Act-288-of-1967)

Michigan Medical Marihuana Act, P.A. 2008

[http://www.legislature.mi.gov/\(S\(vlasr52t4q5qpw45zkg0qm45\)\)/mileg.aspx?page=GetObject&objectname=mcl-initiated-law-1-of-2008](http://www.legislature.mi.gov/(S(vlasr52t4q5qpw45zkg0qm45))/mileg.aspx?page=GetObject&objectname=mcl-initiated-law-1-of-2008)

Michigan Mental Health Code, Act 258 of 1974

[http://www.legislature.mi.gov/\(S\(3focddznb1xywl45jayrvy45\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-258-of-1974](http://www.legislature.mi.gov/(S(3focddznb1xywl45jayrvy45))/mileg.aspx?page=GetObject&objectname=mcl-Act-258-of-1974)

Michigan Natural Resources and Environmental Protection Act, Act 451 of 1994

[http://www.legislature.mi.gov/\(S\(xhwxmV45tnxq5m45hn1qda55\)\)/mileg.aspx?page=getObject&objectname=mcl-act-451-of-1994](http://www.legislature.mi.gov/(S(xhwxmV45tnxq5m45hn1qda55))/mileg.aspx?page=getObject&objectname=mcl-act-451-of-1994)

Michigan Planning Enabling Act, P.A. 33 of 2008 as amended

<http://www.legislature.mi.gov/documents/2007-2008/publicact/htm/2008-PA-0033.htm> **Michigan**

Public Health Code, Act 368 of 1978

[http://www.legislature.mi.gov/\(S\(opeol455ngp4kir3nb0heyqv\)\)/mileg.aspx?page=getobject&objectname=mcl-act-368-of-1978](http://www.legislature.mi.gov/(S(opeol455ngp4kir3nb0heyqv))/mileg.aspx?page=getobject&objectname=mcl-act-368-of-1978)

Michigan Veteran's Facility, Act 152 of 1885

[http://www.legislature.mi.gov/\(S\(001ely45ii2bucmxpitjoy55\)\)/mileg.aspx?page=getobject&objectname=mcl-Act-152-of-1885](http://www.legislature.mi.gov/(S(001ely45ii2bucmxpitjoy55))/mileg.aspx?page=getobject&objectname=mcl-Act-152-of-1885)

Michigan Zoning Enabling Act. P.A. 110 of 2006 as amended

<http://www.legislature.mi.gov/documents/2005-2006/publicact/htm/2006-PA-0110.htm>

FEDERAL LINKS:

Manufactured Housing Commission rules, part 6

http://www.michigan.gov/documents/dleg/dleg_bcc_mfghsg_general_rules_236989_7.pdf **Mobile**

Home Construction and Safety Standards, effective June 15, 1976

<http://www.flhsmv.gov/mobilehome/mhconstructionandsafetystandards.pdf>

Telecommunications Act of 1996

<http://transition.fcc.gov/telecom.html>