

SITE CONDOMINIUM REVIEW PROCESS

For all site condominium requests, a public hearing may be held by the Planning Commission which makes the final decision on site condominium and site plan approval.

1. Application Form and Fee Schedule

Site condominium Application Fee	\$ _____
<i>plus</i>	
Escrow Fee	Minimum \$ _____

Application Form and Fee Schedule

An application form and fee schedule for site condominium review can be obtained from the Township offices. The application fee covers the cost of advertising the *optional* public hearing, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. The escrow fee covers the cost of the services provided by professional consultants retained by the Township to assist in analyzing the request.

2. Meeting Dates

The Bowne Township Planning Commission meets on the first Thursday of each month at 7:00 P.M. and also at special meetings called by the Planning Commission at the Historic Bowne Township Hall, 8240 Alden Nash Road, Alto, Michigan 49302.

3. Processing Period

An application usually takes approximately 60 to 90 days to process.

4. Information to be Submitted by the Applicant

The applicant must submit a signed application form, application and escrow fees, and twelve (12) copies of the preliminary and final site condominium plans to the Township Clerk. The preliminary and final plans must be prepared in accordance with Article 5 of the Land Division Ordinance (Site Condominiums) including specifically Section 5.05; Section 3.03 of Article 3 of the Land Division Ordinance (Sketch Plan); Section 66 of the Condominium Act; and Article 18 (Site Plan Review) of the Bowne Township Zoning Ordinance; and any other sections applicable to the design of site condominiums of the Bowne Township Land Division Ordinance

The applicant shall also submit the site condominium plans to the Kent County Road Commission; Kent County Drain Commission; Kent County Health Department; the Michigan Department of Environment, Great Lakes, and Energy; and Michigan Department of Transportation. Comments from these agencies will need to be provided to the Planning Commission before final approval.

5. Pre-application Conference

Prior to making formal application, the applicant may meet with the Planning Commission or a subcommittee of the Planning Commission to discuss the proposed site condominium development in

regard to procedures and requirements of Bowne Township. The applicant shall provide a sketch plan containing enough information so that an accurate analysis may be made in order to assist the applicant in developing a layout which meets the intent and purpose of the Site condominium ordinance.

6. Application Submittal

An application for preliminary plan approval must be submitted at least **30 calendar days** prior to the meeting at which the Planning Commission considers the application.

7. Application Procedures

Preliminary Plans

- (1) The applicant shall submit an application for Site condominium and site plan review (Application for Development Review), along with an application fee, an escrow deposit, twelve (12) copies of a preliminary condominium site plan that contains all required information as listed within Section 18.03 and 18.05 of the Bowne Township zoning ordinance; all information required by Section 3.03 (Sketch Plan) of the Land Division Ordinance; all information according to Article 5 (Site Condominiums) including specifically Section 5.05; Section 66 of the Condominium Act; and any additional information, which must be submitted to the Township Clerk **30 calendar days prior to the next scheduled regular Planning Commission meeting**. Complete Site condominium applications, including scaled drawings on 24 x 36-inch sheets, must also be delivered to the Township Planner and Township Engineer **30 calendar days prior to the next scheduled regular Planning Commission meeting**. Site condominium plans that do not comply with submission requirements will not be reviewed and no action will be taken by the Planning Commission until the deficiencies are corrected.
- (2) The Clerk in conjunction with the Chair of the Planning Commission, shall set a meeting date for consideration of the preliminary plan site condominium plan by the Commission.
- (3) Optional Public Hearing on Preliminary Plan: a public hearing may be held by the Planning Commission. Notice of the hearing shall be sent by mail to owners of properties within 300 feet of the subject property at least 15 days before the date of the public hearing. Notice shall also be given by publication in a newspaper of general circulation in the Township. The applicant and others in attendance are provided an opportunity to speak at the hearing. Following the public hearing, the Planning Commission will vote to approve, approve with conditions, deny, modify, or perhaps table the project.
- (4) The Planning Commission will review the preliminary plan in accordance with the requirements of the Bowne Township Land Division Ordinance (Ord. No. 97-1 as amended), and Article 18 (Site Plan Review) of the Bowne Township Zoning Ordinance and any other applicable sections of the Bowne Township Zoning Ordinance. The Planning Commission shall either approve or disapprove of the preliminary plan within 60 days of the submittal of the full application. If the preliminary plan substantially meets the requirements of the Bowne Township Land Division Ordinance and the Township Zoning Ordinance, the applicant may prepare a final site condominium plan with revisions for review by the Planning Commission. If the preliminary plan does not substantially meet all requirements, the Planning Commission will notify the applicant, giving the earliest date for resubmission of the preliminary plan.

The preliminary plan shall be clearly marked as “**preliminary condominium subdivision plans.**”

8. Project Review by Township Professionals

The project is reviewed by the Township Planner and Engineer for compliance with Township Ordinances. Reports may be prepared and sent to the Planning Commission before the meeting. The applicant is also sent a copy of any such reports.

9. Preparation of Final Site Condominium Plan

The applicant revises the preliminary site condominium plan according to the recommendations of the Planning Commission. This revised plan is called the “**Final Site Condominium Subdivision Plan.**”

10. The Planning Commission may approve, deny or approve with conditions the Final Plan in accordance with the standards of the Bowne Township Land Division Ordinance, and Article 18 (Site Plan Review) of the Bowne Township Zoning Ordinance and other applicable sections of the Bowne Township Zoning Ordinance. The Planning Commission may require a financial guarantee (surety) as provided in Article 18 of the Bowne Township Zoning Ordinance.

11. Master Deed

All conditions imposed by the Planning Commission in approving the site condominium shall be incorporated into the Master Deed. The Master Deed must be reviewed and approved by the Township Attorney before it is recorded with the Kent County Register of Deeds. A copy of the site condominium Master Deed shall be provided to the Township Clerk within 10 days of recording this document with the Kent County Register of Deeds.

12. Construction

The applicant may proceed to construct the site condominium provided the applicant has complied with all conditions imposed by the Planning Commission, and all approvals have been obtained from other applicable government agencies. Documentation of these approvals must be provided to the Township Supervisor before any construction begins on site.

13. Changes to an Approved Site Condominium Plan

Any major change to an approved site condominium plan shall be subject to the same review process as provided in this document for the original review of preliminary and final site condominium plans.

A major change consists of an increase in the number of units or project boundaries, a significant change in the site layout or utilities, or other similar changes deemed to be major by the Township Zoning Administrator.