

# CHARTER TOWNSHIP OF COMSTOCK



## Administrative Site Plan Review Application To The Township Zoning Official

Ordinance No. 451-3/07/2011  
Art. 22 - Sec. 22.10

**Applicant:** \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Legal Owner of Property** (if different from above):

Name/Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Owner has consented to this application: (\_\_\_\_) Yes (\_\_\_\_) No

**Intended Use of Property:** \_\_\_\_\_

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

**Access:** (\_\_\_\_) Yes (\_\_\_\_) No

I grant permission for Township Officials to walk the site.

**Fee = \$ 200.00**

**Fee:** \$ \_\_\_\_\_ (Ck #: \_\_\_\_\_)  
Amount Paid

**Township Official Handling Payment:** \_\_\_\_\_  
Official Initials

**Property Address or Approx. Location:**

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

**Tax ID Number/Parcel Number:**

**3907** – \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### PROPERTY'S CURRENT ZONING:

(check one)

	<u>SEC.</u>	<u>CODE</u>	<u>DESCRIPTION</u>
<input type="checkbox"/>	9.00	AGR	Agriculture-Residential
<input type="checkbox"/>	9.50	A.H.	Agriculture-Horticulture
<input type="checkbox"/>	10.00	R1-A	Single Family Residential
<input type="checkbox"/>	10.00	R1-B	Single Family Residential
<input type="checkbox"/>	11.00	R1-C	Cluster Housing
<input type="checkbox"/>	12.00	RM	Multi-Family Residential
<input type="checkbox"/>	12.50	RSM	Senior Citizen Housing
<input type="checkbox"/>	13.00	RMH	Mobile Home Park
<input type="checkbox"/>	14.00	O-1	Office
<input type="checkbox"/>	15.00	B-1	Neighborhood Business
<input type="checkbox"/>	16.00	B-2	Community Business
<input type="checkbox"/>	17.00	B-3	General Business
<input type="checkbox"/>	18.00	LM	Light Manufacturing
<input type="checkbox"/>	18.50	LD	Restricted Industrial
<input type="checkbox"/>	19.00	M	Manufacturing
<input type="checkbox"/>	20.00	OW	Open Wetlands

Applicant Signature

Date

**SECTION II**  
**AMENDMENT OF ARTICLE 22.00**

Article 22.00 of the Comstock Charter Township Zoning Ordinance is hereby amended by the addition of a new Section 22.10 to read as follows:

Sec. 22.10. **Administrative Review and Approval.** In lieu of site plan review conducted by the Planning Commission, the Zoning Administrator may review site plans or amendments to approve site plans if:

- (1) Such plans relate to an expansion of an existing permitted use or a change from one permitted use to another permitted use and all of the following are met:
  - a. The proposed modification consists solely of the establishment or expansion of an accessory building consisting of no more than 1,000 square feet OR the proposed modification involves the expansion of a principal building by no more than 10% of the existing building's footprint or 1,000 square feet, whichever is less.
  - b. The proposed modification does not necessitate the establishment of any new parking spaces under the requirements of this ordinance.
  - c. There is no proposed change in access or vehicular circulation on the site.
- (2) Such plan is a new site plan relating to a special exception use and the Planning Commission at the time of granting special exception use approval specified that site plan review of the special exception use could be conducted by the Zoning Administrator.
- (3) Such plan is an amendment to a site plan for an existing special exception use and:
  - a. There is no proposed change in use;
  - b. Such amended plan satisfies all the conditions originally attached to special exception use approval; and
  - c. The plan satisfies a, b and c in subsection (1) above.

The Zoning Administrator in conducting site plan review may waive one or more of the site plan informational requirements set forth in Section 22.02 if the Zoning Administrator determines, in his/her sole reasonable discretion, that the nature of the use or development, the subject property and/or the neighboring properties, makes the provision of such information unnecessary to determine whether the site plan satisfies the standards set forth in Section 22.04. A site plan shall, however, contain at a minimum the following information:

- (1) A North arrow and notation of the scale used.

- (2) All property lines shall be shown with their dimensions.
- (3) Location and dimensions of all existing and proposed structures on the subject property and any existing buildings on adjacent property within fifty (50) feet of the subject property.

If the Zoning Administrator concludes that an application does not satisfy the standards for site plan approval, he/she shall communicate this to the applicant and give the applicant the opportunity to modify its application in a manner which the Zoning Administrator determines will satisfy the standards for site plan approval. If the applicant fails to make such modifications, then the Zoning Administrator shall forward the application to the Planning Commission for its approval or disapproval as the Planning Commission deems appropriate.

The above provisions for administrative site plan review shall in no way be deemed to deprive a Zoning Administrator of discretion to refer any site plan review application directly to the Planning Commission for its review and approval or denial.

### **SECTION III** **SEVERABILITY**

Should any section, clause or provision of this Ordinance be declared unconstitutional, illegal or of no force and effect by a court of competent jurisdiction, then and in that event, such portion thereof shall not be deemed to affect the validity of any other part or portion of this Ordinance.

### **SECTION IV** **EFFECTIVE DATE**

This Ordinance shall take effect eight (8) days following publication after adoption. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.