

# Subdivision Plat Review Application

CHARTER TOWNSHIP OF CANTON  
DEPARTMENT OF MUNICIPAL SERVICES  
PLANNING SERVICES DIVISION  
1150 Canton Center Road, Canton, MI 48188 • 734/394-5170

## Instructions:

When this completed application is filed in conjunction with a subdivision plat, it will serve to initiate processing of the plans in accordance with the review procedures described in the Zoning Ordinance or Subdivision Control Ordinance. Please review those Ordinances before submitting this application to assure compliance with the various provisions. Be sure to complete each applicable section of this application. Incomplete applications will delay the review process.

## General Information:

Name of proposed development: \_\_\_\_\_

Site location: Land is located (circle one)  N  S  E  W of \_\_\_\_\_ Road.

Between \_\_\_\_\_ and \_\_\_\_\_ Roads.

Parcel(s) tax ID number(s): \_\_\_\_\_

Net acreage of site: \_\_\_\_\_ Current Site Zoning: \_\_\_\_\_

## Check Type of Review

## Indicate Number of Lots

_____ Tentative Preliminary Plat Review	Number of Lots _____	\$3000.00 PLUS \$30/lot
_____ Final Preliminary Plat Review	Number of Lots _____	\$ 1500.00 PLUS \$15/lot
_____ Final Plat Review	Number of Lots _____	\$ 1500.00 PLUS \$75 lot (land record fee)
_____ Developer Instigated Revisions to Approved Plat	Number of Lots _____	\$ 1500.00 PLUS \$15/lot

## For Township Use:

File Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

\*Continued on the reverse side\*



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## Current Property Owner Information:

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

Street: \_\_\_\_\_

City: \_\_\_\_\_

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

Phone: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

## Development Company Information:

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

Street: \_\_\_\_\_

City: \_\_\_\_\_

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

Phone: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

## Project Representative Information:

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

Company: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

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

Phone: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

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

## Project Value:

Land:            \$ \_\_\_\_\_

Structure:       \$ \_\_\_\_\_

Improvements: \$ \_\_\_\_\_

Total:            \$ \_\_\_\_\_

## Other Restrictions:

Legally binding development constraints such as planned unit development agreements, deed restrictions, or court rulings may limit the developmental capability for your site. It is your responsibility to be aware of such restrictions. Our review of your proposal is intended to assure compliance with governmental regulations inclusive of any binding legal agreements where the Township is a signatory.

## Application Signature:

The project representative indicated above, must sign this application. All correspondence and notices regarding the plans will be transmitted to the project representative. By signing this application, the project representative is indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless it is accompanied by a review fee in accordance with the fee schedule as adopted by the Board of Trustees and a complete site plan as described in Article 27 of the Zoning Ordinance.

Projects Representative's Signature: \_\_\_\_\_

Project Representative's Printed Name: \_\_\_\_\_

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## PLANNING COMMISSION MEMORANDUM

DATE: July 1, 2003

TO: Development and Building Community

FROM: Canton Township Planning Commission SUBJECT:  
Architectural and Aesthetic Standards

### PURPOSE/OBJECTIVE:

To communicate and provide standards for architectural and aesthetic design for new residential, commercial and industrial development construction throughout the township. It is the intent of the Township to promote high quality architectural designs which are traditional and timeless in nature and built environment which will result in a high quality of life.

### RESIDENTIAL DEVELOPMENT

#### Building Materials

New development shall be strongly encouraged to utilize natural materials such as brick, stone, and wood. Vinyl siding shall be discouraged. Use of composite siding (such as HardiPlank) is encouraged. There shall be a minimum to 50% brick on all residential structures, unless the home design is subject to compliance with approved architectural guidelines, pattern book, or reproduce homes having a relationship to specific historic periods. Traditional, classical architectural designs are strongly desired.

Chimneys, when used, should be faced with brick or stone.

Trim boards should be of smooth, clear cut lumber instead of rough sawn lumber.

#### Garages

Garages should be oriented to enhance the overall design of the home. Front entry garages shall be de-emphasized by recessing the wall of the garage 10 feet and dividing double doors into single doors when possible.

Side entry garages should be pushed back behind the front face of the main body of the house or located in the rear quadrant of the house wherever possible. The garage portion of any home should not project off the front of any home in a manner which overpowers or compromised the design of the main body of the house. The exterior wall area above the garage doors shall be the same material as the wall adjacent to the garage door to maintain the architectural compatibility of the home.

Detached garages proposed for attached residential development should be architecturally compatible with and include the same decorative elements and roof line as the proposed residential structures.

#### Roof Lines

Roof lines shall be consistent with the design of the home. Homes of traditional design are encouraged to maintain simplified roof lines. Conventional contemporary homes should generally have varied roof lines with moderate to steep slopes. Dormers, when used, shall be appropriate to the style of the home and proportional to the scale of the home and the roof line. All roof venting should be painted to match the roof color of the building.

#### Elevations

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Rear elevations of all residential structures shall have a horizontal offset or the roof line shall have a vertical offset. Homes subject to an approved architectural code or pattern book would be exempt from this requirement. Rear and side elevations shall be treated with a similar level of detail as the front, such as providing for appropriate placement of windows on the side elevations, maintaining the same window styles and treatment, carrying forth appropriate portions of building materials, etc. Large expanses of blank wall should be avoided.

## **Utility Meters and Pedestals**

Attached residential structures should incorporate features to hide banks of utility meters in alcoves, meter closets, or other means which are architecturally compatible with the buildings.

When located in the front yard, locations for utility pedestals (electric, cable, phone, etc.) shall be identified wherever possible and a typical landscape plan for screening those areas should be provided.

## **Landscaping**

Provide a diverse selection of each type of plant materials to prevent mono-cultures. No more than 30 % of the total for deciduous trees, evergreen trees, ornamental trees, shrubs, and perennials shall be of the same species.

Where subdivision entry wall(s) are proposed, the wall should be completed on the back with the same material used to face the remainder of the wall.

## **Lighting**

Decorative entry light fixtures are recommended to be located at the drive entrances and should be compatible with the style and design of other decorative fixtures already in use along the street scape where possible.

## **Mailboxes**

Standard mailboxes should be provided throughout each neighborhood and the covenants and restrictions should reflect the types of mailboxes to be provided and maintained.

## **NON-RESIDENTIAL DEVELOPMENTS**

### **Building Materials**

Commercial and industrial developments shall utilize high quality materials including brick and masonry. There shall be a minimum to 50% brick on commercial and office structures. The office portion of the industrial structures shall be 75% brick. Where face brick is not used, integrally colored masonry is encouraged.

The rear and sides of the builds shall be treated with equal importance to the front facade of the building to maintain appropriate use of building materials, roof lines, etc. Where expansion walls are proposed, the expansion wall shall be treated with similar types and colors and materials as the primary structure.

Metal siding shall be discouraged. Where metal siding is proposed, architectural metal panels should be considered instead of standard corrugated metal siding. In the case where expansion walls are

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proposed, the color of the expansion wall shall match the primary exterior material on the other building walls.

Building material standard for non-residential structures may also be modified and approved by the Planning Commission to derive a specific architectural objective which meets the Townships standards for excellence in design.

## Roof Treatments

Enhanced roof treatments should be utilized where appropriate, especially where adjacent to residential uses.

All roof venting shall be painted to match the color of the roof or be designed to be inconspicuous as possible.

## Lighting

Lighting fixtures used in parking lot and other utility lighting proposed on buildings shall be chosen to blend in with the site and/or building and are not recommended to be white or lighter in color. Decorative fixtures are recommended to be located at the drive entrances and should be compatible with other decorative fixtures already in use along the street scape where possible. Building mounted lights should be compatible with the architecture of the structure and compatible with decorative drive entrance lights.

## Wall and Roof-Mounted Utilities and Meters

Any building mounted meter should be screened or enclosed in a meter closet which is compatible with the design of the building.

Screening of roof mounted units is required wherever visible from any right-of-way. Consideration should be given to all sides of the building. Decorative roof lines are extended parapets should be used to screen roof top mechanical units wherever possible. Screens used around roof top mechanical units should be designed to be as unobtrusive as possible so they do not detract from the design of the building.

## Compatibility with Residential Uses

In order to maintain a high degree of compatibility, office buildings and other non-residential structures located adjacent to residential neighborhoods should utilize types and building materials consistent with residential design. This includes the use of appropriate roof pitches and window styles.

Lighting levels in parking lots adjacent to residential neighborhoods shall be designed to be sensitive to the homes by minimizing lighting levels to the minimum necessary to maintain minimum levels required by ordinance to maintain safety. Consideration shall be given to providing circuits which can be turned off after hours to reduce light levels, if appropriate.

## Other

New development or redevelopment within the Ford Road Corridor shall meet the DDA and Corporate Overlay design requirements, including decorative lighting, installation of garden walls, and landscaping. Existing signs should be brought into conformance with current sign regulations.

## SITE PLAN REVIEW PROCESS FOR APPLICANT

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1. Applicant contacts Planning Services for an appointment to discuss zoning, permitted uses, special land uses (if applicable), and the review process. (If a variance is required, applicant will be directed to make proper application to the Zoning Board of Appeals)
2. Applicant prepares site plan based on discussions with staff plus reference to applicable provisions of Zoning Ordinance, Forest Preservation, Condominium Ordinance, and other relevant ordinances and standards.
3. Any projects with curb cuts onto Michigan State Highways (i.e. Ford Road or Michigan Avenue) must complete a submittal package per a Permit Application Minimum Requirement at form attached in this package. Contact MDOT at 313/375-2433.

Any projects with curb cuts onto any County Road must contact Wayne County DPSPermits 734/595-6504 for a permit application.

4. Applicant submits completed application, fee and **13** copies of site plan and **13** copies of signed and sealed landscape plans, to Planning Services for review by the Development Review Committee (DRC). A review letter is mailed to applicant within one week of the review, which will indicate necessary and advisable site plan revisions. **(Review sessions are scheduled for each Thursday. Plans for review by DRC must be received in our office no later than 12pm WEDNESDAY prior to a DRC meeting.)**
5. After the initial review, applicant revises site plan and resubmits revised plans to Planning Services for review prior to scheduling for Planning Commission. **Applicant submits 13 copies of revised plans at least 19 calendar days, Wednesday noon deadline, before meeting date (First Monday of each month).**
6. If Planning Commission recommends approval of the revised site plan, applicant makes all required modifications and requests placement on Township Board agenda for final site plan approval. **Thirteen (13) copies of the final revised site plan shall be submitted at least 12 calendar day, Thursday noon deadline, before meeting date. (Township Board meets the second and fourth Tuesday of each month)**

It is recommended that the applicant prepare a colored rendering for all site plans. This drawing will be reviewed by the Planning Commission.

## PLEASE NOTE:

Minimum time from initial submission of site plan to final approval by Township Board is 4 to 5 weeks. This time frame may be longer if a Special Land Use approval is needed in conjunction with the site plan.

## ALL PLANS MUST BE FOLDED TO 8 1/2" X 14"

Tentative Preliminary Plat

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1. Applicant prepares tentative preliminary plat based on discussions with staff plus reference to applicable provisions of Zoning Ordinance, Forest Preservation, Subdivision Control, and other relevant ordinances and standards.

**NOTE:** Any projects with curb cuts onto Michigan States Highways (Ford Rd. or Michigan Ave.) must complete their construction permit, form #2205. Contact MDOT at 313-375-2433. Any projects with curb cuts onto any County Road, must contact Wayne County DPS-Permits Division at (734)-595-6504 for a permit application.

2. Applicant submits completed application, fee, and thirteen (13) copies of the tentative preliminary plat, signed and sealed landscaping plans and street tree plans to Planning Services.
3. The preliminary plat shall be prepared in accordance with section 111 of the Subdivision Act and in accordance with the requirements of the Subdivision Control Ordinance. The preliminary plat shall be prepared by a registered professional engineer or a registered land surveyor.
4. A draft of any proposed Association Bylaws, protective covenants, deed restrictions and other agreements or documents shall also be submitted.
5. The plat will be reviewed by the Development Review Committee. A review letter is mailed to Applicant within one week of the review, which will indicate necessary and advisable site plan revisions. (Review sessions are scheduled for each Thursday. Plans for review by DRC must be received in our office no later than noon Wednesday prior to the DRC meeting.)
6. After initial review, applicant revises the tentative preliminary plat and resubmits revised plans to Planning Services for review prior to scheduling for a Planning Commission meeting. Applicant submits thirteen (13) copies of the final revised tentative preliminary plat and one (1) CD-ROM at least NINETEEN (19) calendar days, (Wednesday noon deadline) before Planning Commission meeting date.
7. If Planning Commission recommends approval of the revised tentative preliminary plat, applicant makes any necessary required modifications and requests placement on the Township Board agenda for tentative preliminary plat approval. Applicant will submit revised plans and CD, if required, at least twelve (12) calendar days prior to a Township Board meeting date. (The Township Board meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.)

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### Final Preliminary Plat

After receiving tentative preliminary plat approval and having Engineering Services approval the following will apply:

1. Applicant submits completed application, fee, and thirteen (13) copies of the final preliminary plat, signed and sealed landscaping plans and street tree plans to Planning Services.
2. The following additional information shall be filed with the final preliminary plat:
  - a. A list of all authorities required by sections 112 through 119 of the Subdivision Act, certifying that the list shows all such authorities.
  - b. All copies of the preliminary plat approved by all authorities as required by sections 112 through 118 of the Subdivision Act.
  - c. Final draft of proposed protective covenants, deed restrictions and other agreements or documents showing the method and manner by which those facilities or areas intended to be dedicated or set aside for public use or for the use of property owners within the subdivision are to be maintained.
  - d. All required outside agency permits and all financial guarantees must be provided if the proprietor intends to begin construction of subdivision improvements after final approval of the preliminary plat but prior to approval of the final plat.
  - e. Approval by Engineering Services of the improvement plans.
3. The plat will be submitted to Planning Services for review by the Development Review Committee. A review letter is mailed to Applicant within one week of the review, which will indicate necessary and advisable revisions. (Review sessions are scheduled for each Thursday. Plans for review by DRC must be received in our office no later than 12:00 p.m. Wednesday prior to the DRC Meeting.
4. If necessary, applicant revises final preliminary plat and resubmits revised plans to Planning Services for review. If all required modifications are met, the applicant requests placement on the Township Board agenda for approval of the final preliminary plat. Thirteen (13) copies of the final revised plat and one (1) CD-ROM shall be submitted at least twelve (12) calendar days prior to noon on Wednesday. (Township Board meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.)
5. After receiving final preliminary plat approval, the applicant must then have a pre-construction meeting with Public Works before any site grading, tree removal or other activity can occur. A tree removal permit must also be obtained from Planning Services. Up to four (4) model homes permits can be applied for after approval of the Final Preliminary Plat and approval of the water system for use.





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6. Address request applications may be picked-up or accessed at [www.canton-mi.org](http://www.canton-mi.org) and submitted to Planning Services after receiving final preliminary plat approval. Applicant must submit the appropriate fee and three copies of the layout of the proposed subdivision no larger than 18" by 24", entitled "Addressing Plan." For more information, please refer to the addressing application.

## Final Plat

After receiving final preliminary plat approval, completed and approved engineering plans and all outside agency permits, you may apply for final plat approval. All required financial guarantees must be submitted or all improvements must be completed and approved or accepted by the applicable agency.

1. The final plat shall conform substantially to the approved final preliminary plat and shall be prepared by a registered land surveyor; and shall conform in all respects with the requirements of the Subdivision Act.
2. The final plat shall constitute only the portion of the approved final preliminary plat which the proprietor proposed to record and develop at that time.
3. The following additional information shall be filed with the final plat:
  - a. Applicant submits completed application, fee and thirteen (13) paper prints of the final plat, one (1) CD-ROM, with one (1) copy of the final draft of the covenants and deed restrictions shall be submitted by the proprietor to Planning Services. If all required modifications are met, the applicant requested placement on the Township Board agenda for final plat approval at least twelve (12) calendar days, (Thursday at noon). Before a scheduled meeting date. Township Board meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. (One Mylar copy to go to the Clerks office AFTER the Township Board approval. )
  - b. A current policy of title insurance. If said policy of title insurance has been previously delivered, the proprietor shall have the existing policy updated to the date of filing of the final plat.
  - c. Evidence of compliance with the requirements of Sec. 3.5c of the Subdivision Control Ordinance, and shall deliver "as built" plans if construction of improvements has been completed and approved by the Engineering Official. If construction of the improvements have not been completed, the proprietor shall deposit with the Township the financial guarantees as required by this Ordinance.

The following conditions shall be met prior to approval to the final plat:

1. The proprietor (a) shall have satisfactorily completed all of the improvements, or (b) shall have provided the financial guarantee and the agreement required pursuant to Section 110-183 of the Township Code.

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2. If the installations of street trees and street lights have been required by the Township Board, the proprietor and the Township Board shall have entered into a special agreement for such installation.
3. The Township Board and the proprietor shall have entered into an agreement for the review and inspection of the installation of public improvements and their conformance with the construction plan and the plat.
4. The proprietor shall have delivered two (2) copies of the Subdivision Deed  
Restrictions or Protective Covenants in final recordable form or (b) a written statement that such restrictions or covenants are not proposed or required.

## **FINAL PLATS MUST BE SIGNED IN PROPER SEQUENCE FOR THE PLAT TO BE VALID**

If further information regarding the preparation and review of the platting process is required, Planning Services has Canton Township's subdivision regulation can be found in chapter 1-10 of the Township Code, available on-line at [www.Canton-mi.org](http://www.Canton-mi.org).

### **Subdivision Covenants and Restrictions**

( Elements to consider including when constructing )

- Garages
  - Side entrance
  - Carports
- Utility Sheds / Dog Houses
- Basketball Blackboards or Hoops / Other Play Equipment
  - Front yards
  - Side yards
  - Visible from the street
- Recreational and Commercial Vehicles
  - In driveway or street
  - In side or rear yard
- Above-Ground Pools
- Fences
  - In side and rear yard
  - Dog runs only
  - Pool surrounds only

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- Cyclone type (privacy )

- Satellite Dishes / Antenna
- Clothes Lines
- Window or Wall Air Conditioning Units
- Mailbox and Post Type
- Yard Maintenance Requirements / Sprinkler Systems / Snow Removal
- Repair Work of Vehicle in Driveway
- Real Estate Signs (Prohibit or Limit: Size / Placement / Color / Type)
- Parking of Commercial Carriers
- Outdoor Lighting (Flood Lights / Landscape and Accent Lighting, etc.)

## **SITE PLAN SUBMISSION CHECK LIST**

**All plans to be submitted in stapled sets of 13 unless otherwise noted**

**For Initial Submittal of All Projects, Please Have the Followings:**

Cover Letter

- \_\_\_\_\_ Signed Application
- \_\_\_\_\_ Signed Michigan Department of Natural Resources Notice
- \_\_\_\_\_ Nonresidential Development
- \_\_\_\_\_ Appropriate Fee
- \_\_\_\_\_ Check List

**Any projects with curb cuts into Michigan State Highways (i.e. Ford Road or Michigan Avenue) must complete a submittal packet per Permit Application Minimum Requirement. Contact MDOT for further information and processing of plans.**

**PLANS WILL NOT BE ACCEPTED UNLESS THEY ARE FOLDED AND STAPLED AND INCLUDE THE FOLLOWING:**

**Site Plan Review (Includes Office / Commercial / Industrial (9 sets) / Attached residential)**

Site Plan

- \_\_\_\_\_ Schematic Engineering Plan
- \_\_\_\_\_ Landscape Plan
- \_\_\_\_\_ Tree Survey
- \_\_\_\_\_ Architectural Plan (elevations, floor plan)
- \_\_\_\_\_ Signage Plan

**Tentative preliminary and Final Preliminary Plats**

Plat

- \_\_\_\_\_ Schematic Engineering Plans
- \_\_\_\_\_ Landscape Plan
- \_\_\_\_\_ Tree Survey

**Final Plat**

Plat

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## Site Condos (Preliminary and Final Plan)

- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Schematic Engineering Plan
- \_\_\_\_\_ Landscape Plan
- \_\_\_\_\_ Tree Survey

## Special Land Use

- \_\_\_\_\_ Conceptual Site Layout with Utilities
- \_\_\_\_\_ Conceptual Building Elevations
- \_\_\_\_\_ Conceptual Landscape Plan
- \_\_\_\_\_ SLU Criteria

## Planned Development District (Preliminary and Final)

### Natural Features

- \_\_\_\_\_ Conceptual Site layout with utilities
- \_\_\_\_\_ Conceptual Landscape Plan
- \_\_\_\_\_ Draft PDD Agreements
- \_\_\_\_\_ Traffic Study
- \_\_\_\_\_ Market Study

## NOTICE:

Please take notice that on October 24, 1986, The Department of Natural Resources issued Canton Township a Notice of Violation and Notice of Intent to Deny Sewer Construction Permits. Canton Township is currently working with the Michigan Department of Natural Resources to resolve these difficulties and the Township is attempting to obtain additional sewerage capacity. However, if the subject parcel needs a sewer construction permit under 1913 P.A. 98, it is suggested that you initially contact the Michigan Department of Natural Resources as to the availability of such permit.

The undersigned hereby acknowledges that a copy of this notice has been received.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# **Subdivision Plat Review Application Page 13**

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**THIS MUST BE COMPLETED UPON SUBMISSION**