



ACME TOWNSHIP
Grand Traverse County, Michigan
Petition for Zoning Change

Owner/Applicant Information: (please type or print clearly)

Name: _____ Telephone: _____

Mailing Address: _____

E-Mail Address: _____

A. Required Information (attach additional pages as needed):

1. Property Address/Location
2. Parcel Number:
3. Proof of current property ownership. If applicant is not the current property owner, also provide written and signed permission for applicant to act as agent of, and complete contact information for, the current property owner.
4. Sealed survey and legal description for property proposed for rezoning
5. State the current zoning designation, proposed zoning designation and why you are petitioning for and believe that the property should be rezoned
6. Describe the natural features and characteristics of the property
7. Describe the existing land use on the property and on all immediately surrounding properties
8. State whether deed restrictions exist on the property. If so, provide documentation. Discuss how they do or would affect the use of the property

B. Submission Requirements (additional items may be requested depending on circumstances):

1. Signed original copy of this application form
2. Signed original copy of Fee Escrow Policy Acknowledgment
3. Initial fee as required by Acme Township Ordinance #2004-01, Schedule of Fees
4. PDF files for all application materials and attachments
5. CAD and/or GIS shapefiles for area proposed for rezoning
6. If you have prepared any oversized site plans or other documents, provide 17 copies of each

C. Affidavit: The undersigned affirms that he/she is the _____ (owner, agent, lessee, or other interested party) involved in this petition and that the foregoing answers, statements and information are in all respects true and, to the best of his/her knowledge, correct. By making this application, the undersigned grants all officials, staff and consultants of Acme Township access to the subject property as required and appropriate to assess site conditions in support of a determination as to the suitability of the proposed project and/or current or future special use permit and zoning ordinance compliance.

Signed: _____ Date: _____

Township/Official Use Only

Application No.: _____ **Parcel ID #:** _____ **Date Rec'd:** _____



Date: December 7, 2004

**ACME TOWNSHIP
ORDINANCE #2004-01
SCHEDULE OF FEES
(REPLACES SCHEDULE ADOPTED AS ORDINANCE #88-5 IN ENTIRETY)
As AMENDED 12/07/04**

LAND USE PERMITS:

Residential

Single family dwellings and/or accessory structures \$ 75.00
Duplexes/Multi-Family Residential \$ 50.00/unit

Commercial

\$2.00/100 sq. ft. of land use
\$150.00 minimum

PLANNING COMMISSION REVIEWS:

Special Use Permit/Site Plan Review* \$ 800.00
Communications Tower Permit, Add for Consultant Review* \$5,000.00
Subdivision/Site Condominium/Open Space Development Review*
1-20 lots \$ 800.00
Each lot over 20 add \$ 10.00
Mixed Use Development/Planned Unit Development Review* \$ 800.00
Zoning Designation Change* \$ 800.00
Special Meeting – Per meeting, in addition to standard review fee \$1,100.00

ZONING BOARD OF APPEALS:

Any Application for Variance/Appeal of Determination/Interpretation* \$400.00
Special Meeting - Per meeting, in addition to standard review fee* \$650.00

SIGN PERMITS:

Site signage for Mixed Use or Planned Unit Developments* \$200.00
All other permanent or temporary sign permits \$40.00
Charge for collection/storage of signage placed in violation of ordinance/without permit
\$50.00 per sign plus legal expenses incurred if necessary to collect.

* These are minimum fees based on estimated actual costs to process the application. In addition to these fees, Acme Township utilizes an escrow policy that requires these applications to include a minimum escrow balance. The escrow policy is attached.

MISCELLANEOUS:

Paper copies:

Zoning Ordinance (including color zoning map) \$50.00
Master Plan \$50.00

If mailed, actual postage expenses will be added

Electronic copies:

Meeting audio or any data available on CD ROM or 3.5" floppy disk \$7.50/disk
Audio is formatted to play in both computers and stereos: 1 meeting = 2-4 disks.
Audio formatted to play in computers only, multiple meetings will fit on one CD.

Additional charges for labor apply if scope of request requires more than 15 minutes to fulfill
Cassette tapes of public meetings \$10.00/cassette

Most meetings are 2-4 45-minute tapes cassette tapes long.

Many official documents, including the Zoning Ordinance, Master Plan, Parks & Recreation Plan, Yuba Creek Natural Area Management Plan, approved meeting minutes and upcoming meeting agendas are available FREE OF CHARGE at www.acmetownship.org.



Date: October 6, 2009

**Acme Township
6042 Acme Road
Williamsburg, MI 49690
231/938-1350; fax 231/938-1510**

**ESCROW POLICY
Originally adopted December 7, 2004
As Amended June 7, 2005 and October 6, 2009**

1. In an effort to place the cost of processing an application for Planning Commission, Township Board, or Zoning Board of Appeals action where it belongs, on the applicant, the Township has established an Escrow Policy. The escrow policy shall apply to actions for any of the following:

- a. Special Use Permit/Site Plan Review
- b. Subdivision/Site Condominium/Open Space Development Review
- c. Mixed Use Development/Planned Unit Development Review
- d. Zoning Designation Change
- e. Application for Variance/Appeal of Determination/Interpretation

2. The initial filing fees for the above actions are based on estimated actual costs to process the application. However, on occasion the costs to process an application exceed the estimate. These costs include, but are not limited to the following:

- a. Fees related to review, research, consulting, drafting, or meeting appearances by Township Attorney
- b. Costs incurred for outside professional consultants for review and consultation on application
- c. Township staff time
- d. Additional public hearings, required mailing and/or legal notices in the newspapers

3. The initial filing fee, as set out in the Acme Township Schedule of Fees, shall be the initial escrow payment and shall be provided at the time of application. The application will not be processed without the initial filing fee. The application must also include a completed and signed "Escrow Policy Acknowledgment."

The application's escrow balance shall not fall below 20% of the initial filing fee. If the application's escrow balance falls below 20% of the initial filing fee, within 14 days of the date on the invoice provided by the Township the applicant shall redeposit into the account the full amount of the filing fee in order to continue the review. Additional amounts above the filing fee may be required at the discretion of the Chairperson of the Planning Commission or Township Board.

Any excess funds upon completion will be refunded with no interest accumulating on those funds. The Township Board shall maintain records and authorize disbursement of escrow funds.

Any application before the Planning Commission, Township Board, or Zoning Board of Appeals must have greater than or equal to 20% of the initial filing fee in the application's escrow fund at all times. A balance of less than 20% will be cause for any action concerning the application to be removed

from the current agenda and the action will not be heard until such time as the funds are current.

If an application is more than 30 days overdue on an amount billed under this escrow policy, the Township Supervisor or the Supervisor's designee may give the applicant written notice to bring the escrow account current within 30 days. If the applicant does not bring the account current within 30 days, the Township board may determine at a regular or special meeting that the application has lapsed. The applicant shall have the opportunity to address the Township Board prior to such a decision being made. If the application is determined to have lapsed, the Township will notify the applicant in writing, and any request for zoning or land use approval on the subject property will be required to be by new application. A determination that an application has lapsed for non-payment of fees is not a denial of the application. The Township retains all legal rights to seek payment of amounts due on an application that is determined to have lapsed.

No building permit or final approval shall be granted until escrow funds are paid in full.

The Planning Commission or Township Board may, at their sole discretion, waive this escrow policy for a particular application.

Special Meeting fees as set out in the Acme Township Schedule of Fees do not require an escrow account.

Date: _____

**Acme Township
6042 Acme Road
Williamsburg, MI 49690
231/938-1350; fax 231/938-1510
ESCROW POLICY ACKNOWLEDGMENT**

I have read, and agree to abide by, the Acme Township policy concerning escrow fees.

Name (please print) _____

Signed _____ Date: _____

Project Name _____

Person/Company responsible for account (billing purposes):

Name _____

Mailing Address/P.O. Box _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

e-mail: _____

**ALL ESCROW CHARGES MUST BE CURRENT OR PROJECT WILL BE REMOVED
FROM AGENDAS AND NO ACTION WILL BE TAKEN.**

If an application is more than 30 days overdue on an amount billed under this escrow policy, the Township Supervisor or the Supervisor’s designee may give the applicant written notice to bring the escrow account current within 30 days. If the applicant does not bring the account current within 30 days, the Township board may determine at a regular or special meeting that the application has lapsed. The applicant shall have the opportunity to address the Township Board prior to such a decision being made. If the application is determined to have lapsed, the Township will notify the applicant in writing, and any request for zoning or land use approval on the subject property will be required to be by new application. A determination that an application has lapsed for non-payment of fees is not a denial of the application. The Township retains all legal rights to seek payment of amounts due on an application that is determined to have lapsed.

NO BUILDING PERMITS WILL BE ISSUED IF A BALANCE IS OWING.