

Condominium Subdivisions

Overview

What is the intent of condominium subdivision review?

The intent of condominium subdivision review is to ensure that all condominium subdivisions (or site condominiums) are developed in a manner that conforms with acceptable planning, zoning and engineering standards applicable to similar forms of detached single family development in the Township.

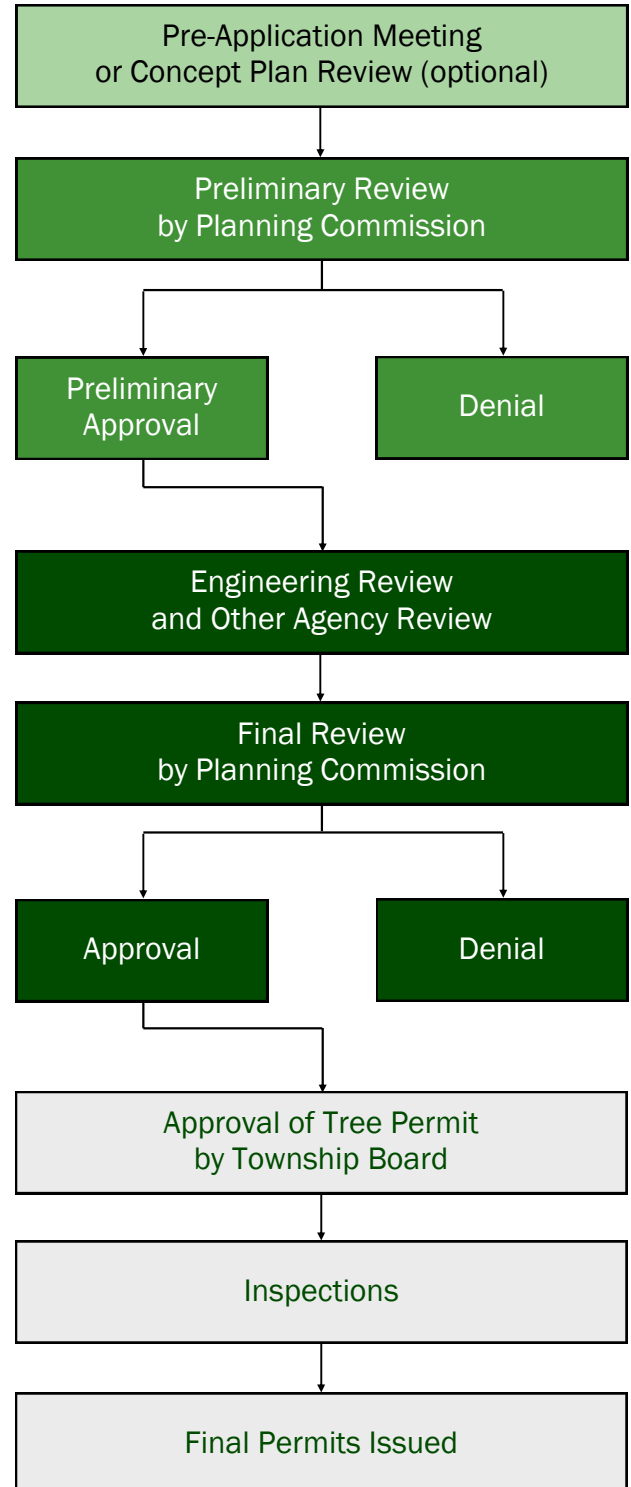


What is the condominium subdivision review process?

The condominium subdivision review process is a two-step process: 1) preliminary review, and 2) final review. The Planning Commission has review and approval authority over both steps of the process.

After receiving preliminary approval, the applicant must submit engineering plans for review and approval by the Township Engineer for all proposed improvements including roads, utilities and storm drainage.

The final review may be initiated by the applicant once



Condominium Subdivisions

Application Requirements

What is required for preliminary review?

The following must be submitted for preliminary review of all condominium subdivisions:

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).
- One (1) original notarized Affidavit of Ownership and supporting ownership documentation.
- Eight (8) copies of the sealed preliminary condominium site plan and tree inventory (refer to Condominium Subdivision Checklist).
- Eight (8) copies of a 200' scale section map with proposed condominium superimposed.
- One (1) copy of the Development Impact Statement and/or Traffic Impact Study, if applicable.
- Review fees.

What is required for final review?

The following must be submitted for final review of all condominium subdivisions:

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- Six (6) copies of the sealed final condominium site plan and tree inventory (refer to Condominium Subdivision Plan Checklist).
- Copies of approval letters from all applicable State, County, and local review agencies.
- Summary of changes incorporating all comments made during preliminary review.
- One (1) copy of the Development Impact Statement and/or Traffic Impact Study, if applicable.
- Copy of proposed Master Deed, all restrictive covenants to be applied to the project, and condominium by-laws.
- All site plan review, engineering, and tree review fees.

If any ownership information has changed since preliminary review, the following is also required:

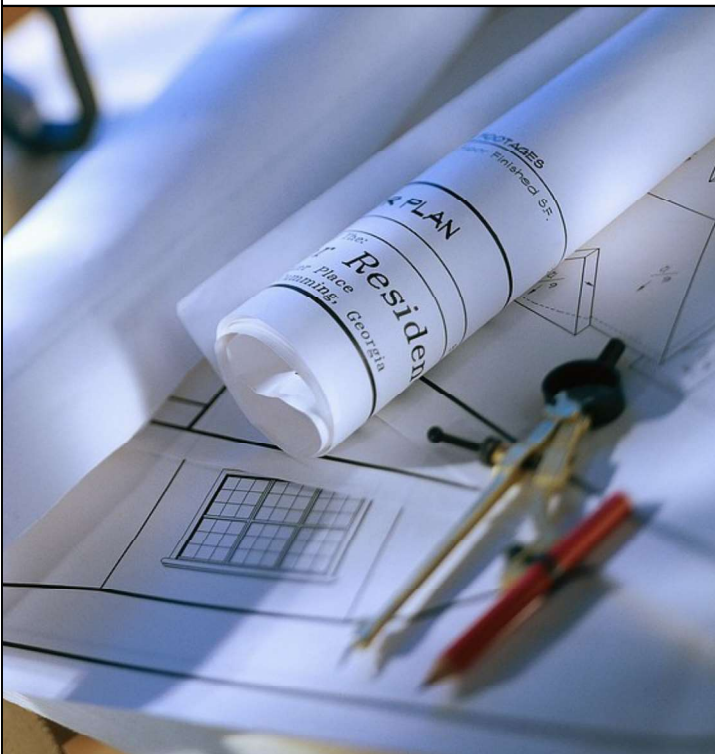
- New original notarized Affidavit of Ownership and supporting ownership documentation.

What are the submission deadlines for preliminary and final condominium subdivision plan review?

Site plans for preliminary and final review must be submitted to the Planning and Zoning Department at least fourteen (14) days prior to a regularly scheduled Planning Commission meeting.

Site plans will be scheduled for preliminary review in the order in which they are received and on the basis of completeness.

Incomplete site plans will not be accepted for review.



Condominium Subdivisions

Condominium Subdivision Checklists

What information must be included on a condominium subdivision site plan?

Preliminary and final condominium subdivision site plans must include the following information as required by Section 6.3.A of the Shelby Township Zoning Ordinance:

- Boundary survey of the site.
- All natural and man-made features on the site including, but not limited to, drains, ponds, lakes, streams, floodplains, wetlands and woodland areas.
- The location, size, shape, area and width of all condominium units and common areas and the location of all proposed streets.
- Tree inventory and identification of all trees (6" caliper or greater) proposed for removal.
- Applicable required site plan content (refer to Section 6.1 and Site Plan Checklist).

What are the standards for condominium subdivisions?

Condominium subdivisions shall conform to the yard setback and density requirements of the applicable zoning district.

In addition, condominium subdivisions must conform to the design standards of the Land Development Chapter of the Shelby Township Code of Ordinances including the following:

- Earth Removal (*Article III*)
- Subdivision Design Standards (*Article IV, Section 30-136*)
- Cluster and Planned Neighborhood Development (*Article IV, Section 30-137*)
- Subdivision and Project Improvements (*Article IV, Section 30-138*)
- Construction Limitations (*Article IV, Section 30-139*)

Condominium Subdivisions

Common Questions

Do I need to attend any meetings?

You will be notified of all meetings with your site plan on the agenda. It is strongly recommended that you have representation at all meetings at which your site plan will be discussed.

The Planning Commission may take action on a site plan whether the applicant is in attendance or not; however, action may be postponed if the applicant is not available to answer questions.

Does final approval allow me to begin construction?

Final approval does not authorize construction. Following approval, permits to allow construction of site improvements must be sought through appropriate Township departments and other agencies. A tree inspection may also be required.

A final certificate of occupancy will not be issued and any construction bonds or letters of credit will not be released to the developer until an as-built mylar has been reviewed and accepted by the Township.

What happens after final approval?

Once final site plan approval is given for a condominium subdivision, the next step is to make any necessary changes to the plans as required by the Planning Commission.

Upon revision, the applicant must submit the following to the Planning and Zoning Department for verification:

- Six (6) copies of the final revised site plan. One (1) copy must clearly highlight all revisions.
- Detailed summary of changes in response to Planning Commission comments.

Acceptable final plans will be stamped “approved” and signed by the Planning Director.

One (1) copy of the approved plans will be returned to the applicant.

How do I apply for a tree permit?

Tree permits are processed as part of site plan review; a separate application is not required.

A tree inventory must be submitted with the site plan (unless the Township Board approves an optional sketch after recommendation by the Planning Commission).

Tree permits are approved by the Township Board upon recommendation by the Planning Commission and after final site plan approval.

Prior to issuance of the permit, final engineering approval is required and protective fencing must be installed and inspected.

How long is approval valid?

Application for a building permit must be filed within 24 months from the date of final approval. The Planning Commission may grant 12-month extensions upon proper application.

A request for extension shall be made in writing to the Planning Commission, and it will be addressed at the next available meeting.

If approval is not extended before the expiration of the approval period, a new application and approval shall be required before a building permit may be issued.

Who do I contact if I have more questions?

Contact the Shelby Township Planning and Zoning Department at:

Phone: (586) 726-7243

Email: planning@shelbytwp.org

Address: 52700 Van Dyke

Shelby Township, MI 48316