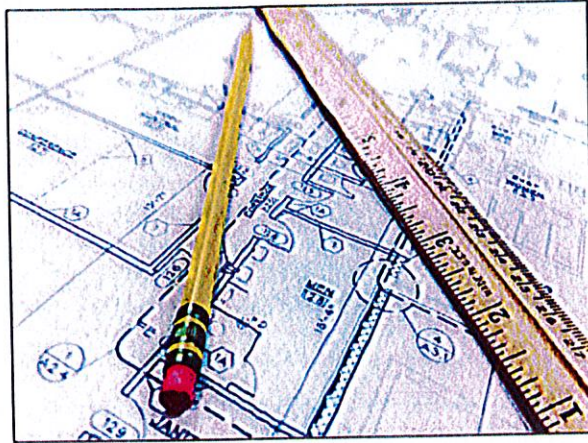


Introduction

Where do I start?

Prior to formal submission, it is strongly suggested that applicants contact the Casco Township Planner to request a pre-application meeting to discuss the proposed project or application, and to obtain valuable information regarding ordinances, codes and procedures. In some situations, attendance by other departments or the Township's engineering consultant may also be requested.



Important Contacts

Casco Township
4512 Meldrum Rd
Casco Township, MI 48064
(586) 727-7524

St. Clair County Road
Commission
21 Airport Drive
St. Clair, MI 48079
(810) 364-5720

St. Clair County Road
Commission
21 Airport Drive
St. Clair, MI 48079
(810) 364-5720

St. Clair County Health
Department
3415 – 28th Street
Port Huron, MI 48060
(810) 987-5300

State of Michigan
Department of
Environmental Quality
27700 Donald Ct.
Warren, MI 48092
586-756-3700

Rezoning

What is a rezoning of property?

A rezoning is a change in the zoning classification of a specific property, it is an amendment to the Township's Official Zoning Map. Authority to rezone rests with the Township Board.

Who can initiate a rezoning request?

A rezoning may be initiated by the Township Board, the Planning Commission, or an owner of real property within the Township.

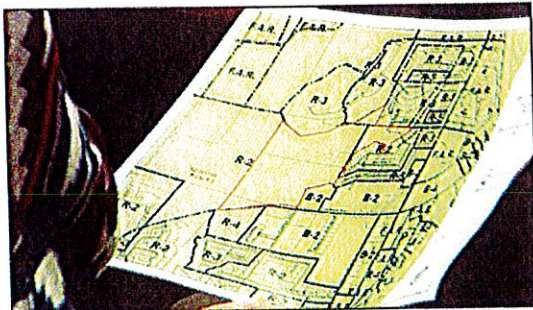
What is a Conditional rezoning?

A conditional rezoning is a rezoning request with a voluntary offer of conditions attached. As part of a conditional rezoning request, an owner of property may voluntarily offer in writing, and the Township may approve, certain use and development of land as a condition to the approval of a rezoning.

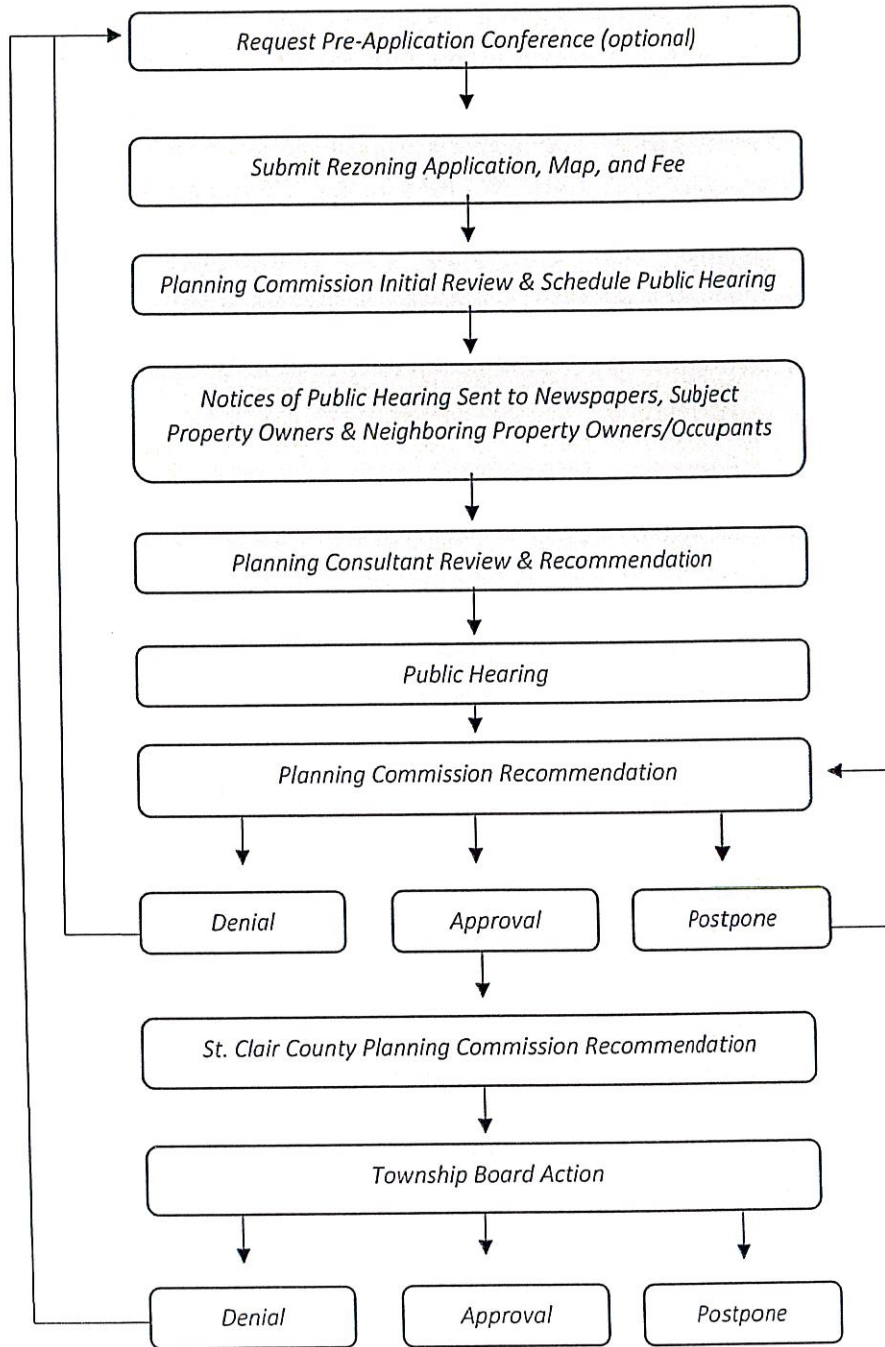
An offer of conditions submitted as part of a conditional rezoning request shall bear a reasonable relationship to the property for which rezoning is requested.

What is the Rezoning Process?

The diagram on the following page depicts a typical rezoning process. At least two months are required for Planning Commission and final action by the Township Board. St. Clair County has a maximum of 30 days to provide a review. The total typical time frame for a rezoning request is 90-120 days.



Rezoning Process



What is required to begin the rezoning process?

The following items must be submitted to the Casco Township Clerk:

- Ten (10) copies of the completed Rezoning Application Form
- Legal description and street address of the subject property together with a map identifying the subject property in relation to surrounding properties
- Name and address of the owner of the subject site and a statement of the applicant's interest in the property, if not the owner in fee simple title
- Ten (10) copies of a scaled sketch plan, illustrating the size and shape of the property, size and location of all existing and proposed buildings, streets, alleys, easements and other pertinent existing conditions, and the location and use of adjacent buildings within 150 feet.
- Required fees

Do I need to attend meetings?

You will be notified of all meetings with your rezoning request on the agenda. It is strongly recommended that you or a representative be in attendance to answer any questions that may arise.

The Planning Commission and Township Board may take action on a request whether the applicant is in attendance or not. However, action may be postponed if the applicant is not available for questions.

Does rezoning allow me to begin my proposed land use and/or construction?

No, rezoning does not authorize construction or use of land. If your requested rezoning is approved, your specific development request will then need to be reviewed for conformance with applicable ordinance requirement through site planning and/or special land use. Permits to allow construction or use will be granted after the development review process is completed.

How long is approval of a rezoning valid?

Once approved, a rezoning is final and does not expire, even if the applicant who proposed the rezoning does not develop or otherwise use the land.

CASCO TOWNSHIP

AFFIDAVIT OF OWNERSHIP OF LAND

State of Michigan,
County of _____

I/We (Name) _____
of (Address) _____
the _____ of _____

being duly sworn, depose(s) and say(s) as follows:

I. The owner(s) of the property described on the attached

Warranty Deed Land Contract Other Document (specify)

Is/are as follows:
Name(s) and address:

This property is subject of a _____
submitted to the Township of Casco, Michigan

II. I/We authorize

Name _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

To be my/our designated representative(s) in the process of the application and to make representation and commitments on my/our behalf in connection with obtaining approval of my/our request.

Signature of Property Owner(s)

Printed/Typed Name of Property Owner(s)

Subscribed and sworn to me on
the ____ day of _____, 20____
_____, Notary Public
_____, County, Michigan
My commission expires: _____

REZONING APPLICATION

I. GENERAL PROPERTY INFORMATION

Property Owner _____
Property Address _____
General Location _____
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____ Proposed Zoning _____
Current Use _____
Proposed Use _____

II. ADDITIONAL INFORMATION (Please provide answers to the following questions. Attach additional sheets if necessary.)

Is the capacity of the Township utilities and services sufficient to accommodate the uses permitted in the requested zoning district, without sacrificing the health, safety and welfare of the township?

Are the potential uses allowed in the requested zoning district compatible with the current existing land uses in the area?

Can the existing street system safely and efficiently accommodate the expected traffic generated by uses permitted in the requested zoning district?

Are the boundaries of the requested rezoning reasonable in relationship to surroundings, and will construction on the site be able to meet the dimensional regulations set forth by the Lenox Zoning Ordinance?

III. SUBMISSION REQUIREMENTS

- One (1) copy of the Application Information Sheet
- One (1) copy of the Rezoning Application
- One (1) copy of the Affidavit of Ownership
- Twelve (12) copies of a scaled sketch plan illustrating the size and shape of the property, size and location of all existing and proposed buildings, streets, alleys, easements, and other pertinent existing conditions, and the location and use of adjacent buildings with 150 feet of the subject site.
- A digital PDF copy of each of the required applications/documents/plans listed above.
- Application Fee



CASCO TOWNSHIP

4512 Meldrum Rd. Casco, MI 48064

586-727-7524 fax 586-727-3034

Adopted by the Casco Township Board on June 6, 2023

\$10,000.00, shall be deposited with the Casco Township Clerk. Payments can be made by cash, check or irrevocable bank letter of credit.

SCHEDULE OF FEES

| | Planner | Fire Dept. | Publication | Admin. | Other |
|---------------------------------------|---------------------|------------|-------------|--|-----------|
| <u>Planning Items:</u> | | | | | |
| Rezoning | \$275.00 | | * | \$100.00 | |
| Special Land Use | \$275.00 | \$100.00 | * | \$100.00 | |
| Sign Review-On/Off site | \$75.00 | | | \$35.00 | |
| Pre Application Conf | \$150.00 | | | | |
| <u>Site Condo:</u> | | | | | |
| Preliminary Plan | \$500+\$3 Unit | \$100.00 | | \$300.00 | |
| Final Plan/Eng Rev | ** | | | | |
| <u>Home Occupation MMCG</u> | | | | | |
| Application Fee | | | | | \$1000.00 |
| <u>Site Plan Review:</u> | | | | | |
| Multi-Farm Develop | ** | \$100.00 | | \$300.00 | |
| Mobile Home Develop | \$500+\$2 Unit | \$100.00 | | \$300.00 | |
| Commercial/Industrial | \$225.00 | \$100.00 | | \$100.00 | |
| Simple Split Dev | \$250+\$10/Lot | | | \$100.00 | |
| Wetland | ** | | | \$300.00 | |
| <u>Subdivision Platted:</u> | | | | | |
| Engineering Plan | | | | | |
| Sketch Plan | ** | | | \$200.00 | |
| Tentative Prelim. Plat | \$350.00 | \$100.00 | | \$300.00 | |
| Final Prelim Plat | \$200.00 | | | \$300.00 | |
| Final Plat | \$200.00 | | | \$300.00 | |
| <u>ZBA Items:</u> | | | | | |
| Zoning Bd of Appeals | As necessary \$200. | | * | \$350.00 | |
| Zoning Bd of Appeals Ext | | | | \$200.00 if a special meeting required | |
| <u>Administrative:</u> | | | | | |
| New Lot Splits | As necessary \$175. | | | \$100.00 | |
| Each add split | | | | \$50.00 | |
| Mining Permit App. | Hourly | | | \$1000.00 | |
| Construction Bd Appeal | ** | | | \$750.00 | |
| Home Occupation Rev | \$400.00 | | | \$50.00 | |
| *Fee will be actual Publication cost* | | | | | |



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586-727-7524 fax 586-727-3034

Adopted by the Casco Township Board on June 6, 2023

All additional Planner, Engineer, Legal, Professional or Administrative fees will be billed as incurred
A bond in the amount of 6% of the total non-structure site improvement is required.

Cassin Planning Group LLC

FEE SCHEDULE

| | |
|---|--------------------------|
| Rezoning Request Review | \$275.00 |
| Special Land Use Review | \$275.00 |
| Site Plan Review | \$225.00 |
| Revised Site Plan Review | \$100.00 |
| Sign Review | \$75.00 |
| Board of Appeals Variance Reviews | \$200.00 per application |
| Subdivision Plat, Preliminary | \$350.00 |
| Subdivision Plat, Final Preliminary | \$200.00 |
| Subdivision Plat Final | \$200.00 |
| Land Division Review | \$175.00 |
| Home Occupation Review | \$400.00 |
| Pre-Application Meeting Fee | \$150.00 |
| Deposition, Trial Testimony & Preparation | \$110.00 per hour |
| Services not listed | \$75.00 per hour |



Project Control Engineering, Inc.
Professional Engineers, Surveyors, and Consultants

2420 Pointe Tremble Road • P.O. Box 307 • Algonac, MI 48001 • Tel (810) 794-1931 • Fax (810) 794-3331

CASCO TOWNSHIP

January 2023

Engineering Site Plan Reviews All Developments:

\$500 plus \$50/acre
Re-reviews = 1/2 initial review fee

Site Engineering Plan Review:

Hourly w/ deposit based on 1.25% Engineers Estimated Construction Cost * (\$600 min)

Lot Splits:

\$300 plus, \$50/legal description

Schedule of Fees:

| Classification | Hourly Rate |
|---|--------------------|
| Principal Engineer/Surveyor | \$118.00 |
| Project Manager | \$108.00 |
| Engineer or Surveyor | \$100.00 |
| Draftsmen/Technician | \$77.00 |
| Construction Observation | \$77.00 |
| Survey Crew (2-Man Team) | \$180.00 |
| Survey Crew (3-Man Team) | \$255.00 |
| Sewer Line CCTV Inspection (2-Man Team) | \$255.00 |
| Reimbursable Expenses | Rate |
| Plan Printing - 24"x 36" Black & White | \$2.50/sheet |
| Photocopies - 8 1/2"x 11" Black & White | \$0.10/copy |
| Photocopies - 8 1/2"x 11" Color | \$0.20/copy |
| Shipping and Handling | Cost plus 10% |
| Outside Consultants/Subcontractors | Cost plus 10% |
| Special Materials or Equipment | Cost plus 10% |

Legal work-invoiced at 1.5 times the above rates

Fees are effective January 2023 and may be adjusted (by mutual agreement) annually to reflect changes to the Consumers Price Index.

*Engineers estimate to include earthwork, sanitary, water, storm drainage, paving, and soil erosion.



CASCO TOWNSHIP

4512 Meldrum Rd. Casco, MI 48064

586-727-7524 fax 586-727-3034

Adopted by the Casco Township Board on January 25, 2024

For requests for Certificate of Occupancy of uses that require Site Plan approval by the Casco Township Planning Commission prior to completion of all site improvements. A Performance Guarantee in an amount equal to one hundred (100%) percent of the estimated cost of the required uncompleted improvements, the minimum amount not to be less than \$250.00 and the maximum amount not exceed \$10,000.00, shall be deposited with the Casco Township Clerk. Payments can be made by cash, check or irrevocable bank letter of credit.

SCHEDULE OF FEES

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Cassin Planning Group LLC

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