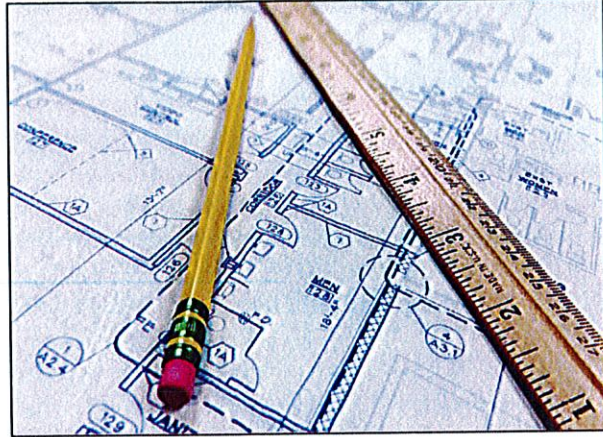


Introduction

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

Special Land Use Review

What is a Special Land Use?

In contrast to permitted principal uses, which are allowed by rights, special land uses *may* be permitted by the Township under unique, defined conditions. Special Land Uses are authorized under the Michigan Zoning Enabling Act, P.A. 110 of 2006, as amended, and are those uses which may be compatible with other uses in some, but not all,



locations within a particular zoning district. The Special Land Uses listed in the Township Zoning Ordinance may not always be permitted at all locations within a district. Special land uses are subject to the following:

- Specific use conditions listed in the ordinance
- Standards for all special land uses listed in Article 18 of the Township Zoning Ordinance
- Approval by the Planning Commission

What is the Special Land Use process?

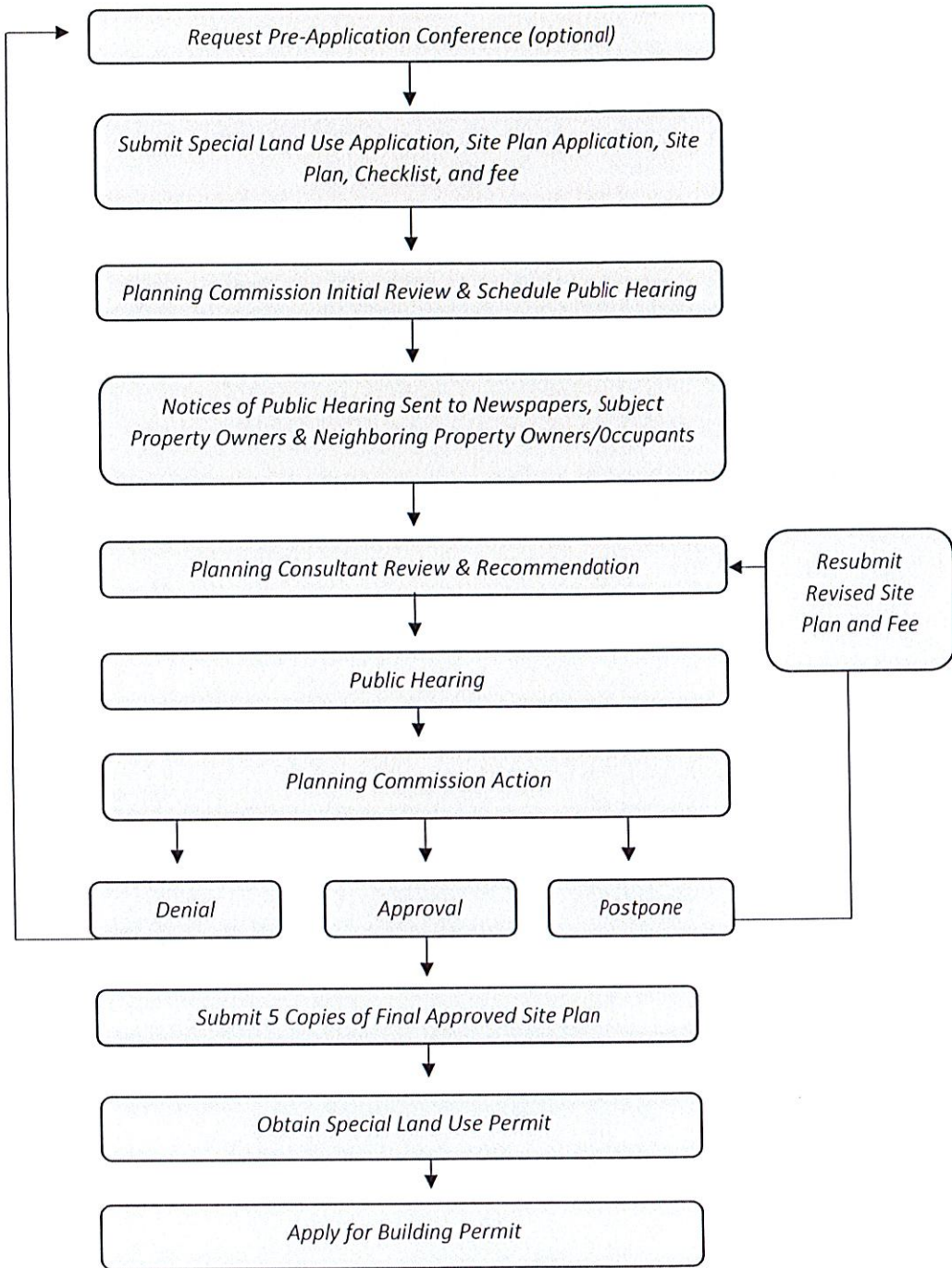
The special land use review process generally follows the site plan review process with the addition of a public hearing before the Planning Commission. Assuming a pre-application conference was held, and the application materials are complete and accurate, the typical minimum time frame is 120 days.

What is required to begin the Special Land Use review process?

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

- Twelve (12) copies of the completed Special Land Use Application Form
- Twelve (12) copies of the completed Application Information Sheet
- Twelve (12) copies of applicable site plans, floor plans, elevation plans, and landscape plans
- Required fees

Special Land Use Review Process



What happens after approval of the Special Land Use?

Upon approval of a special land use by the Planning Commission, the Clerk's office will notify the Building Department in writing that they may proceed with the review and approval of building permit and construction applications. Revisions and/or changes required by the Planning Commission as a condition of approval, must be made to the plans and resubmitted to the Township Clerk, before notification is made to the Building Department.

Do I need to attend meetings?

Yes, you will be notified of the Planning Commission meeting that your special land use will be considered. The applicant or a representative is expected to be in attendance to answer any questions that may arise. Otherwise, action will be postponed to a subsequent meeting.

How long is Special Land Use Approval valid?

Upon approval of a special land use and accompanying site plan by the Planning Commission, a building permit must be requested by the applicant within twelve (12) months, or the special land use shall be declared invalid. Extensions may be granted at the discretion of the Planning Commission.

Does Special Land Use Approval allow me to begin construction?

No, special land use approval does not authorize construction. Special Land Use approval indicates compliance with the zoning ordinance. Following site plan approval, permits to allow construction or begin the requested use, must be sought through appropriate Township departments and other agencies.

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: _____

CASCO TOWNSHIP

APPLICATION INFORMATION SHEET

This Application Information Sheet is applicable to all development reviews. Additional applications are required for Site Plan Review, Special Land Use, Rezoning, Planned Unit Developments, and Zoning Board of Appeals Variances.

I. TYPE OF REVIEW

- Site Plan Special Land Use Rezoning ZBA Variance Site Condominium
 Subdivision Review

II. APPLICANT

Applicant's Name _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

III. APPLICANT'S REPRESENTATIVE (IF DIFFERENT FROM APPLICANT)

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

IV. PROPERTY INFORMATION

Property Address _____
General Location _____
Legal Description Attached On plans
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____

V. SIGNATURES (This application form must be signed by both the applicant and the legal owner of the property.) The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

Signature of Applicant

Signature of Property Owner

Printed/Typed Name of Applicant

Printed/Typed Name of Property Owner

<i>Office Use:</i> Application No. _____ Review Fee _____ Date Received _____
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CASCO TOWNSHIP

SPECIAL LAND USE REVIEW APPLICATION

I. PERSON/COMPANY RESPONSIBLE FOR PREPARATION OF THE PLANS

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

II. GENERAL INFORMATION

Property Address _____
General Location _____
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____
Existing Use _____
Proposed Special Use _____
Proposed Name of Development _____

III. SPECIFIC SITE PLAN INFORMATION

Setbacks (feet)
Front _____ Rear _____ Side _____ Opposite Side _____
Building Size (Principal Building)
Square Feet _____ Height _____
Building Size (Accessory Structure(s) if applicable)
Square Feet _____ Height _____
Total Parking Spaces Provided _____ Barrier Free Spaces Provided _____
Projected Number of Employees _____
Estimated Timeframe to Complete Construction _____

IV. SUBMISSION REQUIREMENTS

- One (1) copy of the Application Information Sheet
- One (1) copy of the Special Land Use Review Application
- One (1) copy of the Affidavit of Ownership
- Twelve (12) copies of the Site Plan
- Twelve (12) copies of all other applicable plans (landscaping, elevation, floor etc.)
- 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 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

	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	



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

<u>Administrative:</u>	Planner	Admin.
New Lot Splits	\$50.00	\$150.00
Each add split		\$50.00
Mining Permit App.	Hourly	\$1000.00
Construction Bd Appeal	**	\$750.00
Home Occupation Rev	\$100.00	\$50.00

Fee will be actual Publication cost

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 – COLLECTED BY TOWNSHIP

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	\$50.00
Home Occupation Review	\$100.00
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.