



TEXAS TOWNSHIP SPECIAL EXCEPTION USE

7110 West Q Ave
Kalamazoo, MI 49009
P: 269-375-1591
F: 269-375-0791
www.texastownship.org

APPLICATION FORM

I (we), the undersigned do hereby submit one packet that includes: completed and signed application, drawings, and supporting documentation, review fee, and escrow of the site plan for the purpose of obtaining a Special Exception Use and approval 28 days prior to the regularly scheduled meeting. In making this application, I (we) acknowledge that the Township Planning Commission has discretion to impose reasonable terms and conditions as a condition of issuance of such permit.

Please review the [Texas Township ClearZoning Ordinances](#) that pertain to your project prior to submission of your application.

APPLICANT INFORMATION

Applicant Name: _____

Email: _____ **Phone:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

PARCEL INFORMATION

Subject Parcel Number: 3909-_____ - _____ - _____

Subject Parcel Street Address: _____

Current Zoning Classification: _____

Area of Subject Property: _____ **Acres:** _____ - OR - **Square Feet:** _____

Legal Description (per deed of record Kal. Co. Register of Deeds) _____

LEGAL OWNER INFORMATION

Legal Owner of Parcel: _____

Legal Owner's Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____ **Phone:** _____

Above legal owner has consented to this application? Yes: _____ No: _____

EXCEPTION INFORMATION

Ordinance Number & Section of Requested Exception: _____

Description of Proposed Special Exception Use:



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BRIEF OVERVIEW OF APPLICATION REQUIREMENTS & PROCESS

APPLICATION REVIEW PROCESS

- 28 Days Prior to Meeting - Application Deadline
- 15 Days Prior to Meeting – Notice of Public Hearing Published & Mailed

APPLICATION REQUIREMENTS

Application & Special Exception Use Review

- (1) One original signed application form
- (1) One electronic PDF version of the application form
- (1) Application fee
- (1) Escrow fee & signed escrow affidavit
- (1) One copy of approved site plan at half-scale (*Note: Some home occupation uses may submit a site sketch in lieu of a full site plan. Please contact the Planner for more information.*)
- (1) One electronic PDF version of site plan

In making this application, I (we) acknowledge that the Planning Commission will review this application at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I (we) also grant permission to any Texas Township official or representative to enter and inspect the subject property for purposes related to this application.

Signature of Deed Holder: _____ Date: _____

Signature of Applicant: _____ Date: _____

Office Use Only

Date Received: _____ Time: _____ Received By: _____

App Fee Paid: \$ _____ Check #: _____ Escrow Fee Paid: \$ _____ Check #: _____

Planning Commission Meeting Date: _____

Please review the [Texas Township ClearZoning Ordinances](#) prior to submission of your application.



OFFICE OF PLANNING & ZONING Planning/Zoning Application Fees & Escrow Affidavit

The Charter Township of Texas Board of Trustees is authorized by state statute and the Texas Township Zoning Ordinance to establish fees for the processing of planning, zoning, and development reviews. The Board believes it is reasonable and appropriate to place the cost of processing these applications (or applications involving unusual costs to the Township) onto the applicants involved rather than on the taxpayers of the Township, and as such, has by resolution adopted the following application and escrow fee schedule. The Board intends that planning, zoning, and development review fees and escrow amounts be reasonably proportionate to the costs incurred by the Township for the particular action requested, and that such fees and escrow amounts be used to defray the costs of administering the Charter Township of Texas Code of Ordinances under Michigan law.

Planning Commission Fee Schedule		
(PC)		
Project	Application Fee	Escrow Fee
Site Plan Review	▪ Application Fee: \$600	▪ \$1500
Special Exception Use or Planned Unit Dev. (PUD) (PUD Also requires Plat/Site Condo/Condo Dev Application)	▪ Application Fee: \$400	▪ \$500
Text Amendment	▪ Application Fee: \$600	▪ \$1,500
Rezoning/Zoning Map Amendment	▪ Application Fee: \$600 ▪ Fee for Concurrent Master Plan Amendment: \$200	▪ \$1,500
Plats/Site Condominiums/ Condominium Development/Mixed Use Site Condominium	▪ Application Fee for Step 1: \$600 (Includes Site Plan Review) ▪ Application Fee for Step 2: \$600 ▪ Application Fee for Step 1 & Step 2 Concurrent: \$600 ▪ Application Fee for Step 3: \$600	▪ Escrow for PC Step 1: \$1,500 ▪ Escrow for PC Step 2: \$TBD** ▪ Escrow for PC Step 1 & 2 Concurrent: \$1500 + \$TBD** ▪ Escrow for Step 3: N/A
Request for Special Meeting	▪ \$900 (In addition to application costs)	▪ N/A
<p><i>**Escrow for Plats/Site Condominiums Step 2: The Township Engineer must provide an estimate of construction inspection expenses with their Step 1 project review. The Zoning Administrator will review the estimate and the Planning Commission will make the escrow deposit in the amount of the estimate a condition of Step 2 approval.</i></p>		
ZBA Fee Schedule		
(ZBA)		
Request for Variance	▪ Application Fee: \$900	▪ N/A
Appeal/Zoning Admin. Interpretation	▪ Application Fee: \$600	▪ N/A
Request Special Meeting	▪ \$900 (In addition to application costs)	▪ N/A



Administrative Review Fee Schedule		(ADM REV)
Zoning Administrator Site Plan/Sketch Plan Amendment	▪ Application Fee: \$200	▪ N/A
Zoning Permit	▪ Application Fee: \$75	▪ N/A
Zoning Verification Letter	▪ Application Fee: \$50	▪ N/A
Sign Permit	▪ Application Fee: \$75 + \$25 per sign	▪ N/A
Temporary Sign Permit	▪ No Charge	▪ N/A
Cell Tower Co-Location	▪ Application Fee: \$250	▪ N/A
Land Division	▪ Application Fee: \$175 (Includes up to 4 divisions - Every division thereafter is \$25 per parcel)	▪ N/A

Fee Schedule Adopted September 11, 2017

The Application Fees noted above shall be designated to cover the following costs associated with review of an application:

- Applicant’s appearance at regular Planning Commission, Zoning Board of Appeals, and/or Township Board meetings
- First-class mailing of 300’ public notices as necessitated by the application
- Involvement by Township officers and employees (excluding outside contractors or professionals such as engineers, planners, architects, landscape architects, arborists, legal counsel, etc.)
- **Please note that no part of the Application Fees shall be refundable.**

In addition to the Application Fees set forth above, all other costs incurred by the Township that are directly associated with reviewing and processing an application for certain uses shall be paid (or reimbursed to the Township) from the funds in an Escrow Account established by the applicant as provided herein.

Applications requiring the submittal and maintenance of an Escrow Account include the following:

- *Commercial Site Plan Review*
- *Planned Unit Developments*
- *Special Exception Uses*
- *Site Condominiums/Condominium Developments*
- *Mixed Use Site Condominium Projects*
- *Platted Subdivisions*
- *Text Amendments*
- *Rezoning Applications*
- *Other applications when Township staff and/or officials determine the need for establishing an Escrow Account based on the potential for exceptional or unusual costs being incurred by the Township.*



An Escrow Account shall be established for all applications for which the Township will incur expenses. The Escrow Accounts for uses specified herein are to be established in increments of \$500.00, commencing with an initial deposit to the Township Planner at the time of application. The initial deposit amount is stated in the above adopted fee schedule and is dependent upon the type of application submitted. No application shall be processed prior to the Application Fee and the initial deposit for the Escrow Account, as set forth above, being deposited with the Township Planner.

At no time prior to the Township's completion of review and processing of the application shall the Escrow Account balance be allowed to drop below \$250.00. If the Escrow Account balance does drop below \$250.00, the Township Planner will so notify the applicant. The applicant must then deposit an additional amount of at least \$1000.00 or such amount as determined by the Planner or his or her designee to be reasonably necessary to cover anticipated remaining or future expenses, or both.

No further review and processing of the application shall occur until the Escrow Account has been re-established to the appropriate level as determined by the Planner or his or her designee. The Township Planning Commission may stop processing the application if the applicant is more than thirty (30) days in arrears.

The Township may draw funds from the applicant's Escrow Account to reimburse the Township for out-of-pocket expenses directly related to review and processing of the application. Expenses eligible for payment via the applicant's Escrow Account include, but are not limited to, the following:

- *Services of the Township Attorney directly related to the application (including the preparation of development agreements, or review of Master Deeds, if applicable)*
- *Services of consulting civil engineers directly related to the application*
- *Services of consulting traffic engineers and planners directly related to the application*
- *Services of consulting land use planners directly related to the application*
- *Services of other consulting professionals upon request of the Township directly related to the application*
- *Publication of public notices in the Kalamazoo Gazette as necessitated by the application*

The Township Clerk shall maintain records regarding Escrow Accounts and the Township Planner shall authorize the disbursement of Escrow Account funds in writing. Such Escrow Account funds shall be accounted for separately and maintained in a separate bank account or bank account category.

If an applicant objects to the reasonableness or amount of the Escrow Amount funds it must deposit with the Township or how the funds have been applied, the applicant can appeal the Townships determination regarding these matters to the Texas Township Board. All such appeals shall be in writing and shall be made not later than thirty (30) days after receipt of the disputed Escrow Account billing or the decision of the Planner or his or her designee.

Within ninety (90) days after final Township action on the application or withdrawal of the application by the applicant, the Township shall refund to the applicant any excess escrow funds. No interest shall be paid on refunded Escrow Account money.



Charter Township of Texas

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No final approval, building permit, certificate of use/occupancy permit, or other similar approvals shall be issued or final Township zoning approval be deemed granted until the escrow funds are paid in full.

Should the applicant withdraw its application or otherwise fail to complete all actions necessary for the Township to issue a final building permit or final zoning approval, the Township may seek reimbursement for its costs incurred in responding to the application. The Township shall be permitted to take any legal action to collect such costs and shall be permitted to assess all costs and legal fees incurred in the collection process.

I have read the Texas Township Planning & Zoning Application and Fees Policy and agree to abide by the same. I understand that the payment of the prescribed application and escrow fees is intended to cover the Township's cost associated with the processing and/or review of my planning or zoning application and should not in any manner be construed as suggesting any particular outcome for the application. I agree that I shall be obligated to pay the fees prescribed under the policy regardless of whether my application is approved, denied, modified or withdrawn.

Name: _____
Please Print

Date: _____

Signature: _____

Entity Responsible for Account (Billing Purposes)

Name: _____
Please Print

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____



2019 Planning Comm. Meeting Schedule

Planning Commission Meetings

Workshop: 2nd Tuesday | 5pm

Meeting: 4th Tuesday | 6pm

Meeting Type	MTG Date	Deadline
PC Workshop	Jan 8	-
PC Meeting	Jan 22	Dec 26*
PC Workshop	Feb 12	-
PC Meeting	Feb 26	Jan 29
PC Workshop	Mar 12	-
PC Meeting	Mar 26	Feb 26
PC Workshop	Apr 9	-
PC Meeting	Apr 23	Mar 26
PC Workshop	May 14	-
PC Meeting	May 28	Apr 30
PC Workshop	Jun 11	-
PC Meeting	Jun 25	May 28
PC Workshop	Jul 9	-
PC Meeting	Jul 23	Jun 25
PC Workshop	Aug 13	-
PC Meeting	Aug 27	Jul 30
PC Workshop	Sep 10	-
PC Meeting	Sep 24	Aug 27
PC Workshop	Oct 8	-
PC Meeting	Oct 22	Sep 24
PC Workshop	Nov 12	-
PC Meeting	Nov 26	Oct 29
PC Workshop	Dec 10	-
PC Meeting	Dec 17*	Nov 19

****Meeting date adjusted from normal rotation***

Application Deadline: 28 days prior to meeting