



## RESIDENTIAL DEVELOPMENT APPLICATION – STEP 3 PLANNING COMMISSION

### APPLICATION FORM

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

### PROPERTY AND DEVELOPMENT INFORMATION

**Please Select Development Type:**

Site Condominium       Plat       PUD (Requires SEU Application)

**Proposed Community Name:** \_\_\_\_\_

**Subject Parcel Street Address:** \_\_\_\_\_

**Subject Parcel Number:** 3909- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Area of Subject Property:** Acres: \_\_\_\_\_ - OR - Square Feet: \_\_\_\_\_

**Current Zoning District:** \_\_\_\_\_ **Current Use of Property:** \_\_\_\_\_

**Legal Description** (per deed of record Kal. Co. Register of Deeds): **Please attach.**

**General Description of Proposed Development** \_\_\_\_\_

\_\_\_\_\_

**Total Number of Units Proposed:** \_\_\_\_\_

### APPLICANT INFORMATION (Identify the person or organization requesting the Step 1 review.)

**Applicant Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Applicant Interest:**  Property Owner       Purchaser by Option of Purchase Agreement

Owner Agent       Purchaser by Land Contract



# RESIDENTIAL DEVELOPMENT STEP 3 APPLICATION

7110 West Q Ave  
Kalamazoo, MI 49009  
P: 269.375.1591  
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[www.texastownship.org](http://www.texastownship.org)

**LEGAL OWNER INFORMATION** \_\_\_\_\_ Check here if the applicant is also the property owner.

**Legal Owner of Parcel:** \_\_\_\_\_

**Legal Owner's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## REPRESENTATIVE INFORMATION

**Representative Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

I (we), the undersigned do hereby submit one packet that includes: completed and signed application, plat or condominium plan and any other necessary drawings, supporting documentation, review fee, and escrow for the purpose of obtaining review from the Planning Commission. In making this application, I (we) acknowledge that the Township Planning Commission has discretion to impose reasonable terms and conditions as a provision of any considered approval.

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 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 Legal Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Office Use Only:

**Date Received:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**App Fee Paid:** \$ \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Escrow Fee Paid:** \$ \_\_\_\_\_ **Check #:** \_\_\_\_\_

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## REVIEW REQUIREMENTS CHECKLIST

Please complete this worksheet to verify that the residential development plan materials you submit meet the Township Board's expectations for a concise and complete Step 3 review of as-built drawings. Our review process provides opportunities for revisions, however, if we resolve missing information early then we can reduce handling time and unnecessary deliberations or delays.

### Document Preparation

Each sheet, in its title block, should have an appropriate scale, north arrow, preparation date, title, sheet number, and the entity responsible for preparation of the sheet. Revisions should be dated in the title block and 'bubbled' on each sheet in color. Details may be on separate sheets.

### SUBJECT PROPERTY INFORMATION and SURVEY

- Location of subject property in relation to surrounding streets, including dimensions
- The legal description of the subject property
- Existing elevation contours of the subject property and all land within 200' of the subject property
- Existing rights-of-way with dimensions
- Easements on and within 200' feet of the subject property

### STEP 2 APPROVAL

- Evidence that all conditions from Step 2 approval have been incorporated into the plans

### LANDSCAPING

- Specify the location and use of open spaces on the plan
- Proposed alteration of natural features
- Finished grades
- Location of required right-of-way trees

### UTILITIES / INFRASTRUCTURE

- Electrical, cable, and fiber lines with construction details
- Water and sanitary sewer lines with construction details

### MASTER DEED

- Copy of final Master Deed documents

### FIRE and EMERGENCY ACCESS

- Location of fire hydrants
- Refer to Texas Township Fire Department documents for requirements

### GRADING and STORMWATER

- Proposed graded elevation contours
- Detention and retention areas
- Stormwater calculations for a 3" dispersal over all surfaces
- Drainage easements and districts

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## CIRCULATION (vehicular and pedestrian traffic)

- Rights-of-way with road construction details
- Identification sign, directional signage, wayfinding, and pavement markings
- Sidewalks and trails with construction details, showing connections and future connections
- That sidewalks/trails have been constructed within the common areas of the development
- Provide Cross Access Agreements for required proposed and future connections, if required
- Barrier free ramp/transition details with ADA required elements

## LOT/BUILDING SITE INFORMATION (including all appropriate dimensions)

- Dimensions of all lots/building sites
- Setback information showing buildable area for each lot/building site
- How corner lots access internal roads
- Proof that monuments have been set

## PHOTOMETRICS

- Lighting fixture locations with construction details

## AGENCY APPROVALS

Documentation of required government agency approvals of constructed infrastructure **MUST** be provided, which may include:

- Road Commission of Kalamazoo County
- City of Kalamazoo for water and sewer
- City of Portage for sewer
- Kalamazoo County Drain Commission
- Kalamazoo County Environmental Health Department for onsite septic systems
- Department of Environment, Great Lakes, and Energy

## SURETY

- For landscaping and sidewalks that have not been constructed

## IMPORTANT NOTES

- Staff will conduct a cursory review and if elements listed in this checklist have not been addressed the application will not be accepted for further review.
- An incomplete plan set will not be accepted for review.
- There are no exceptions to deadline requirements.

Signature of Applicant or Representative: \_\_\_\_\_

Date: \_\_\_\_\_

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## PLANNING / ZONING FEES AND 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		
Application Type	Application Fee	Escrow Fee
Site Plan Review:		
Nonresidential	\$600 for one structure plus \$50 for each additional structure	\$1,500
Multifamily Residential	\$600 plus \$25 for each residential structure	\$1,500
Site Plan Review Amendment (Planning Commission review)	\$350	\$500
Special Exception Use	\$400	\$500
Planned Unit Development Concept Plan	\$400 (\$800 if concurrent with Step 1 application)	\$500
Plats/Site Condominiums/ Condominium Development/Mixed Use Site Condominium	<ul style="list-style-type: none"> <li>▪ Step 1: \$600</li> <li>▪ Step 2: \$600</li> <li>▪ Step 1 &amp; 2 Concurrent: \$1,000</li> <li>▪ Step 3: \$600</li> </ul>	<ul style="list-style-type: none"> <li>▪ Step 1: \$1,500</li> <li>▪ Step 2: TBD*</li> <li>▪ Step 1 &amp; 2: \$1,500+TBD*</li> <li>▪ Step 3: \$500</li> </ul>
Zoning Ordinance Text Amendment	\$600	\$1,500
Master Plan Amendment	\$600	\$1,500
Rezoning/Zoning Map Amendment	\$600 (\$900 if concurrent with a Master Plan Amendment application)	\$1,500
Request for Special Meeting	\$900	N/A
<i>*Escrow for Plats/Site Condominiums Step 2: The Township Engineer will 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 condition Step 2 approval on providing the escrow deposit.</i>		



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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 Fee shall be refundable.**

In addition to the Application Fee 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.

The Escrow Account for uses specified herein are to be established per the fee schedule above, commencing with an initial deposit to the Township Planner at the time of application. 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 or their designee 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.



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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 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.

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: \_\_\_\_\_

# Township Board Meetings

Meetings: 2<sup>nd</sup> & 4<sup>th</sup> Monday | 6pm

*Committee of the Whole: Prior to the second meeting of the month | 5pm*

Meeting Type	Date
Township Board Meeting	Jan 11
Township Board Meeting	Jan 25
Township Board Meeting	Feb 8
Township Board Meeting	Feb 22
Township Board Meeting	Mar 8
Township Board Meeting	Mar 22
Township Board Meeting	Apr 12
Township Board Meeting	Apr 26
Township Board Meeting	May 10
Township Board Meeting	May 24
Township Board Meeting	Jun 14
Township Board Meeting	Jun 28
Township Board Meeting	Jul 12
Township Board Meeting	Jul 26
Township Board Meeting	Aug 9
Township Board Meeting	Aug 23
Township Board Meeting	Sep 14
Township Board Meeting	Sep 28
Township Board Meeting	Oct 11
Township Board Meeting	Oct 25
Township Board Meeting	Nov 8
Township Board Meeting	Nov 22
Township Board Meeting	Dec 13
Township Board Meeting	Dec 27

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