



TEXT AMENDMENT APPLICATION PLANNING COMMISSION

APPLICATION FORM

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

APPLICANT INFORMATION (Identify the person or organization requesting the text amendment.)

Applicant Name: _____

Organization: _____

Email: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

REPRESENTATIVE INFORMATION (if applicable)

Representative Name: _____

Organization: _____

Email: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

TEXT AMENDMENT INFORMATION

Reason for the Requested Amendment: _____

Section(s) of the Zoning Ordinance to be Amended: _____



TEXT AMENDMENT APPLICATION

7110 West Q Ave
Kalamazoo, MI 49009
P: 269.375.1591
F: 269.375.0791
www.texastownship.org

Please identify specific language you would like to see in the text amendment (or attached additional documentation):

I hereby certify that the above information is true to the best of my knowledge and belief. In making this application, I acknowledge that the Planning Commission will review this request at a public meeting, that I or a representative on my 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.

Signature of Applicant: _____ **Date:** _____

Office Use Only:

Date Received: _____ **Time:** _____ **Received By:** _____

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

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APPLICATION PROCEDURES

The intent of the below procedures is to provide for consultation and cooperation between the applicant and the Township to assist with a smooth review process.

1. Napkin Meeting

Prior to starting the application process, the applicant is **strongly encouraged** to meet with Township staff to review the application filing procedures and consult on the desired text amendment. The Planner/Zoning Administrator will coordinate with other Township staff that warrant involvement.

2. Application Requirements

For the initial review, applicant shall file the below items no less than four weeks prior to a scheduled Planning Commission Regular meeting:

- One (1) original signed application form
- The required application fees
- The escrow fee & signed escrow affidavit
- Any additional documentation to support the application
- An electronic PDF version of the signed application form and any supporting documentation

3. Staff Review Process

- a) The Township Planner will review the application and request any assistance from Township staff or consultants, as needed.
- b) The Township Planner will complete a staff report and either provide recommended text language or suggested changes to the applicants submitted language.
- c) One week prior to the Planning Commission meeting, the staff report will be provided to the Planning Commission and applicant.

4. Incomplete Applications

If a complete application is not submitted by the required deadline, the application may be moved to next review cycle and Planning Commission agenda.

5. Special Meetings

Applicants may request a special meeting with the Planning Commission no less than five weeks in advance of the proposed special meeting date, provided that the above procedures are met, a special meeting fee has been paid, and a quorum of the Planning Commission can be assembled.

Amendments to the text of the Zoning Ordinance must be carefully considered as it may impact all properties zoned a certain district or all properties within the Township. Therefore, a text amendment may take several months to achieve. The Planning Commission and Township Board must both approve the text amendment before it can become officially part of the Township Zoning Ordinance.

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6. Preparing Meeting Packets

The office shall prepare packets for all Planning Commission members, which shall include all application documentation and staff report. Packets and agendas will generally be prepared and posted the Tuesday prior to the meeting date.

7. Public Notice Requirements

A text amendment will require public notice when the text amendment reached the point the Planning Commission feels it is ready for a public hearing. A public notice will be published within the Kalamazoo Gazette no later than 15 days prior to the meeting.

8. Planning Commission Meetings

The Planning Commission will complete a review of the requested text amendment and will decide if further consideration is warranted or if the text amendment request should be denied. If the text amendment request is approved for further review and refinement, this process may take several months to complete. The Planning Commission will hold one public hearing on the proposed text amendment prior to sending the draft text to the Township Board.

9. Township Board Meetings

The Township Board will hold approximately three meetings on the text amendment. The first will be a review meeting where the Board will consider the amendment and will make any changes they feel are necessary. The second and third meetings are required by the Zoning Enabling Act and are an introduction and adoption of the proposed text amendment.

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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"> ▪ Step 1: \$600 ▪ Step 2: \$600 ▪ Step 1 & 2 Concurrent: \$1,000 ▪ Step 3: \$600 	<ul style="list-style-type: none"> ▪ Step 1: \$1,500 ▪ Step 2: TBD* ▪ Step 1 & 2: \$1,500+TBD* ▪ Step 3: \$500
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: _____

Planning Commission 2021 Meeting Dates

Workshop Meeting: 2nd Tuesday | 5:00 p.m.

Regular Meeting: 4th Tuesday | 6:00 p.m.

Development applications are reviewed at the regular Planning Commission meeting.

Meeting Type	Meeting Date	Application Deadline
PC Workshop	January 12	
PC Meeting	January 26	December 29, 2020
PC Workshop	February 09	
PC Meeting	February 23	January 26
PC Workshop	March 09	
PC Meeting	March 23	February 23
PC Workshop	April 13	
PC Meeting	April 27	March 30
PC Workshop	May 11	
PC Meeting	May 25	April 27
PC Workshop	June 08	
PC Meeting	June 22	May 25
PC Workshop	July 13	
PC Meeting	July 27	June 29
PC Workshop	August 10	
PC Meeting	August 24	July 27
PC Workshop	September 14	
PC Meeting	September 28	August 31
PC Workshop	October 12	
PC Meeting	October 26	September 28
PC Meeting	November 09	October 12
PC Meeting	December 14	November 16
PC Meeting	January 26, 2022	December 29

Application Deadline: four weeks prior to meeting date.