PROCEDURES MANUAL

CASCADE CHARTER TOWNSHIP

July 2012

Prepared with the Assistance of
Clearzoning, Inc.
www.clearzoning.com

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INTRODUCTION

This manual is intended to provide an overview of Cascade Charter Township's development and land use review and approval process in a format that is clear and connected with the **Cascade Charter Township Zoning Ordinance**, Subdivision Ordinance, Sign Regulations and other local ordinances.

This document is not intended to include all of the requirements of these ordinances, nor is it a replacement for the Zoning Ordinance, Subdivision Ordinance, Sign Regulations, or other local ordinances.

It is important to note that the ordinances of the Township should be thoroughly researched before submitting an application for a development/land use approval.

The Zoning Ordinance and Procedures Manual may be purchased at the Township Hall, or viewed at **www.cascadetwp.com**.

Included in this manual are descriptions, flow charts, and application forms. A **fee schedule** for development/land use approval is available as a separate document at the Township Hall or at **www.cascadetwp.com**.

For More Information Regarding This Manual, Contact...

Cascade Charter Township
2865 Thornhills Drive SE,
Grand Rapids, MI 49546-7192
Phone: 616-949-1500
Fax: 616-949-3918

Hours of Operation
8:00 am - 5:00 pm

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Administrative Site Plan Review Process

Minor changes to a site plan or new site plan may be approved administratively by the Planning Director provided the plan complies with all applicable requirements of the Zoning Ordinance and all other Township regulations or state law. The Planning Director may approve a site plan for the following:

1. A change of location or type of landscape materials.

2. Minor changes to an approved site plan which involve the addition or relocation of any of the following items:
   A. Sidewalks
   B. Refuse containers
   C. Lighting
   D. Driveways and entrances
   E. Signs
   F. Retention/detention ponds

3. A decrease in building size from an approved site plan.

4. Moving a proposed building on an approved site plan no more than ten (10) feet or five (5) percent of the distance to the closest property line, whichever is smaller.

5. An increase in a building size that does not exceed 5,000 square feet or five (5) percent of the gross floor area, whichever is smaller.

6. A building or structure which does not exceed 5,000 square feet of gross floor area and for any use which does not require a special use permit, as provided by Chapter XV of the Zoning Ordinance.

7. New parking lots.

Submittal Requirements

1. The applicant must submit an application for administrative site plan review and a site plan to the Planning Director. An application fee is also required.

2. The site plan must incorporate the items specified on the attached site plan checklist, unless specifically waived by the Planning Director.

3. Once the application and site plan have been submitted, the Planning Director will begin his review of the proposal. Results of the Planning Director's review are usually available 2-3 business days after the submittal of the site plan.

4. The site plan will be reviewed for consistency with Zoning Ordinance requirements, along with the following criteria:

   A. Whether the required information has been furnished in sufficiently complete and understandable form to allow an accurate description of the proposed use(s) in terms of density, location, area, height, bulk, placement, setbacks, performance characteristics, parking, and traffic circulation.

   B. Whether there are ways in which the configuration of uses and structures can be changed which would improve the impact of the development on adjoining and nearby properties, persons, and activities, and on the community, while allowing reasonable use of the property within the scope of district regulations and other regulations of this Ordinance that are applicable to the property and proposed use and structures.

   C. The extent to which natural features and characteristics of the land will be preserved; the regard given to existing large trees, natural groves, watercourses, and similar natural features that would add attractiveness to the property and environs if they were preserved; the preservation of natural drainage systems the dedication and/or provision, where appropriate, of scenic easements, natural buffering, and other techniques for preservation and enhancement of the physical environment.

5. In the event the site plan is denied approval, the applicant has two options. The first option would be for the applicant to modify the site plan in a manner to make it satisfy the review deficiencies. The second option is to appeal the Planning Director's decision to the Planning Commission. In the event the site plan is also rejected by the Planning Commission, the applicant can forward an appeal to the Zoning Board of Appeals.

Site Plan Checklist

Every application for site plan review shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, man-made and legal features on and near the site in question. Development site plans shall show the following information:

1. Name of applicant
2. Name of development (if any)
3. Address (as assigned by the Kent County Road Commission)
4. North arrow
5. Legend
6. Location map
7. Scale
8. Existing natural features:
   A. Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains
   B. Existing contour lines at 2 foot intervals – shown as dotted lines
   C. Tree line of wooded areas
   D. Individual trees larger than 18 inches in diameter

9. Existing legal features
   A. Zoning
   B. Property lines with dimensions
   C. Legal description of property
   D. Street right-of-way lines
   E. Utility or other easement lines
10. Proposed changes in existing features or new features:
   A. Lot dimensions
   B. Location and dimensions of all buildings and structures
   C. Side building elevations
   D. Streets
   E. Curbs, gutters, curb inlets, curb cuts and drainage grates
   F. Acceleration/deceleration lanes
   G. Stormwater and/or drainage facilities
   H. Exterior lighting
   I. Fire hydrants
   J. Dumpsters
   K. New contour lines – shown as solid lines at 2 foot intervals
   L. Vehicle accommodation areas (parking and loading areas)
   M. Fire lanes
   N. Accessory structures
   O. Floor plan of building
   P. Structures and fire hydrants within 50 feet of subject property
   Q. Designated bufferyard areas
   R. Landscape plan (consistent with Chapter XX of the Zoning Ordinance)
   S. Signs (consistent with the Sign Ordinance)
   T. Soil erosion control plan (consistent with the Soil Erosion and Sedimentation Control Ordinance)
11. Whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided.
   A. Documentation confirming ownership of subject property
   B. Certification from other agencies that utility systems are or will be adequate to handle the development, and that all easements have been provided.
   C. Performance guarantees
   D. Time schedule for completion of phases
   E. Environmental impact assessment
   F. Fiscal impact analysis
   G. Traffic impact analysis
   H. Calculation for drainage and stormwater detention/retention design.

Planning & Zoning Application

APPLICANT: Name: _____

Address: _____

Telephone: _____

Facsimile: _____

OWNER:* Name: _____

Address: _____

Telephone: _____

Facsimile: _____

*(*If different from the Applicant)*

NATURE OF THE REQUEST (Please check the appropriate box or boxes)	
☐ Administrative Appeal	☐ Administrative Site Plan Review
☐ Deferred Parking	☐ P.U.D. – Rezoning **
☐ P.U.D. – Site Condominium **	☐ Rezoning
☐ Site Plan Review **	☐ Sign Variance
☐ Special Use Permit	☐ Subdivision Plat Review **
☐ Zoning Variance	☐ Other: _____ **

*(**Requires an initial submission of 5 copies of the completed site plan)*

BRIEFLY DESCRIBE YOUR REQUEST:***

_____

_____

_____

_____

_____

_____

(***Use Attachments if Necessary)

LEGAL DESCRIPTION OF PROPERTY*:

_____
_____
_____
_____
_____
_____

(***Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19- _____

ADDRESS OF PROPERTY: _____

PRESENT USE OF THE PROPERTY: _____

NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:

Name(s)	**Address(es)**
_____	_____
_____	_____

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the Cascade Charter Township for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative reviews which may occur after the Township has taken action on my (our) request.

I (we) the undersigned also acknowledge that the proposed project does not violate any known property restrictions (i.e. plat restrictions, deed restrictions, covenants, etc.)

_____
Owner – Print or Type Name
(*If different from Applicant)

_____
Applicant – Print or Type Name

* _____
Owner's Signature & Date
(*If different from Applicant)

_____
Applicant's Signature & Date

PLEASE ATTACH ALL REQUIRED DOCUMENTS NOTED IN THE PROCESS REVIEW SHEET – THANK YOU!

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Planned Unit Development (P.U.D.) Review Process

Basic Plan Review

1. The applicant shall submit plans to the Planning Department for which the applicant intends the Planning Commission to review the basic plan. The basic plan shall contain the following information:
   A. A sketch plan of the Planned Unit Development;
   B. A legal description of the property in question;
   C. The total number of acres to be included in the project;
   D. A statement of the approximate number of residential units and/or the appropriate number, type and square footage of non-residential units;
   E. The approximate number of acres to be occupied and/or devoted to or by each type of use;
   F. The known deviations from the Ordinance regulations to be sought;
   G. The number of acres to be preserved as open space or recreation space and;
   H. All known natural resources and natural features proposed to be preserved, lost and/or replaced.

2. The Planning Commission shall review the application and basic plan to determine if the materials comply with the procedural requirements of the Zoning Ordinance. If the basic plan or supporting materials are incomplete, the Planning Commission shall require that the applicant revise the documents before the application will be advanced to the preliminary development plan review stage. If the basic plan and application materials are adequate, the Planning Commission shall advise the Planning Department to set a public hearing to consider the merits of the preliminary development plan. The Planning Commission, upon request of the Planning Department, may waive basic plan review of a project provided all of the application materials are submitted.

Preliminary Development Plan Review

3. Subsequent to basic plan review, three copies of a preliminary development plan, consisting of a preliminary site plan conforming with this section, shall be submitted. The submission shall be made to the Planning Director who shall present it to the Planning Commission for consideration. The Planning Director shall notice the preliminary development plan for a public hearing before the Planning Commission.

   The preliminary development plan shall contain the following information unless specifically waived by the Planning Director or Planning Commission:

   A. A site plan meeting all the requirements for site plan review under Section 21 of the Zoning Ordinance.
   B. Common description of property and complete legal description.
   C. Statement of intent of proposed use of land and any phasing of the project.
   D. Name, address, and phone number of firm or individual who prepared the plan; owner of the property; and applicant, if other than owner.
   E. Intentions with respect to utilities.
   F. Gross and net density calculations, number and types of units (if applicable), and floor area per habitable space.
   G. The number and location of areas to be preserved as open or recreational space, and each proposed use for such areas.

H. The Planning Director may require a topographical map if the size of the project and/or nature of the topography indicates that such document would be meaningful to the review.

I. A separately delineated specification of all deviations from the Zoning Ordinance which would otherwise be applicable to the uses and development proposed in the absence of the Planned Unit Development chapter of the Zoning Ordinance. This shall include ordinance provisions from which deviations are sought, and if the applicant elects to be governed by Section 16.04(3.b) of the Zoning Ordinance, the reasons and mechanisms to be utilized for the protection of the public health, safety, and welfare in lieu of the regulations from which deviations are sought shall be specified.

J. In the event the property on which the project is to be situated consists of three (3) or more acres, the Township Planning Commission may require one or more of the following as part of the Planned Unit Development submission:

1) Evidence of market need for the use(s) and economic feasibility of the project.
2) A community impact statement.
3) A traffic impact statement.
4) An environmental impact statement.
5) A fiscal impact assessment.

4. The Planning Commission shall review the preliminary development plan, shall hold a public hearing, and make reasonable inquiries of the applicant. This review shall begin within 30 days of receipt of all materials required in the application, unless an extension is mutually agreed upon between the Planning Commission and the applicant.

The Planning Commission shall make its findings of fact relative to Section 16.03 of the Zoning Ordinance (Demonstration of Applicability Requirements as listed below) along with any comments and recommended modifications to the plan. These shall be made part of the official minutes of the Planning Commission.

Demonstration of Applicability Requirements

A. Granting of the Planned Unit Development rezoning will result in a recognizable and substantial benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved.
B. In relation to underlying zoning, the proposed type and density of use shall not result in a material increase in the need for public services, facilities and utilities, and shall not place a material burden upon the subject or surrounding land or property owners and occupants or the natural environment.
C. The proposed development shall be compatible with the General Development Plan of the Township, and shall be consistent with the intent and spirit of the chapter regulation PUD development.
D. In relation to underlying zoning, the proposed development shall not result in an unreasonable negative economic impact upon surrounding properties.
E. The proposed development shall contain at least as much green area and usable open space as would otherwise be required by this Ordinance with respect to the most dominant use in the development.
F. The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with this Ordinance. This provision shall not prohibit a transfer of ownership or control, upon due notice to the Planning Director of the Township.

5. Following review of the preliminary development plan, the Planning Commission shall direct the Planning Department to develop an ordinance if it feels that the preliminary development plan is ready to proceed to final planned unit development approval. The Planning Department shall draft a proposed planned unit development ordinance and present the ordinance to the Planning Commission for review within 30 days of being directed to do so by the Planning Commission.

6. The Planning Commission shall recommend approval, approval with conditions, or denial of the preliminary development plan and proposed planned unit development ordinance. The effect of approval, or approval with conditions, shall be to authorize the concept embodied in the preliminary development plan, subject to submission, review and approval of a final development plan. In reviewing the preliminary development plan and proposed planned unit development ordinance, the Planning Commission shall make a finding and determination with respect to compliance with the PUD regulations of the Zoning Ordinance, and generally review and determine whether the basic concept of the proposal is consistent with the intent and spirit of the Zoning Ordinance. Approval of the preliminary development plan shall not constitute a final approval, and preliminary development plan approval shall be subject to review and approval of the final development plan.

Final Development Plan Review

7. Within six months following receipt of preliminary development plan approval, the applicant shall submit to the Planning Commission an application to amend the Zoning Ordinance, and it shall be noticed for a public hearing before the Township Board. If the final development plan has not been submitted within such period, the preliminary development plan approval shall lapse, and the applicant must recommence the review process.

   The Planning Department shall notify the developer by certified mail at least 20 days before the preliminary PUD approval is about to expire. The Township Board may extend the time for submission of the final development plan upon a showing by the applicant that no material change of circumstances has occurred.

8. The Township Board shall review the final development plan and shall make reasonable inquiries of the applicant. The Township Board shall conduct a public hearing and solicit comments from interested parties. The Township Board shall approve, approve with changes, or deny the final development plan and planned unit development ordinance.

   If the Township Board is not satisfied with the final development plan and/or ordinance, or if additional information not previously provided to either the Planning Department or Planning Commission is supplied by the applicant, the Township Board may remand the final development plan and/or ordinance back to the Planning Commission for further review. If this occurs, the Planning Commission shall review the final development plan, ordinance, or additional information at their next available meeting. The Planning Commission shall return the reviewed final development plan and/or ordinance back to the Township Board within 30 days for final consideration.

9. Any person aggrieved by the Township Board's action may appeal that action to the court which has local jurisdiction.

Miscellaneous

Performance Guarantees – The Township Board after recommendation from the Planning Commission, or at its own discretion, may require reasonable performance guarantees, as authorized under the Township Rural Zoning Enabling Act to insure the completion improvements.

Time Limitation of PUD Zoning – Construction shall be commenced within one (1) year following final approval of a Planned Unit Development, or within one (1) year of any other necessary governmental approval for commencement of the project, whichever is later, provided all other necessary approvals have been actively pursued. If construction is not commenced within such time, approval of the final plan for the project shall expire.

Planned Unit Development Site Condominium Review Process

1. All site condominium subdivisions must be approved by the Cascade Township Board, upon recommendation from the Planning Commission.

2. In determining whether to approve a site condominium subdivision, the Township Board shall consult with the Planning Commission, Township Attorney, Township Engineer, Fire Marshall and Planning Department regarding the adequacy of the site condominium plans, deed restrictions, utility systems and streets, subdivision layout and design, and compliance with all requirements of the Condominium Act.

3. All site condominium subdivisions and structures shall comply with all the use, size, sign, height and area (setback) regulations of the underlying zoning district in which the subdivision is located prior to Planned Unit Development rezoning.

4. The developer must rezone his property to PUD, Planned Unit Development and the permitted use(s) and density (if applicable) shall be consistent with the Cascade Township General Development Plan.

5. A public hearing shall be conducted before the Cascade Township Board.

6. Public notices will be sent to adjacent properties notifying them of the proposed rezoning at least 8 days before the public hearing. In addition, a legal display ad will be placed in the newspaper at least 5 days before the public hearing.

Review Process

1. At least 28 days before the first meeting of the Planning Commission at which the proposal is to be considered, the developer shall submit to the Township a complete set of site condominium plans together with a fee in accordance with the schedule adopted by the Township Board.

2. The Planning Commission, together with the Township Planning Department, shall review the site condominium plans and give its report and recommendation to the Township Board not more than 75 days after submission of the site condominium plans. This 75 day period may be extended by a written agreement between the developer and the Planning Director. Any such written agreement shall contain a specific delineation of the time period in which the Planning Commission must act to either approve or disapprove the site condominium plan. A copy of any agreement reached by the Planning Director and the developer with respect to an extension of time shall be transmitted to the Planning Commission. If no action is taken within 75 days, or within any agreed extension thereof, the Planning Commission shall be deemed to have recommended approval of the site condominium plans.

3. The Township Board, within 180 days from the date of filing (unless the time period has been extended), shall approve and note its approval on a copy of the site condominium plans to be returned to the developer or set forth in writing its reasons for rejection and the requirements that must be met for site condominium plan approval.

4. The Township Board shall not review, approve or reject a site condominium plan until it has received a report and recommendation from the Planning Commission; provided, however, that the Township Board may act without a report and recommendation from the Planning Commission if the Planning Commission does not issue such a report and recommendation within 75 days or within such extended time period as may be agreed upon between the developer and the Planning Director.

5. Approval by the Township Board shall guarantee that the general terms and conditions under which approval was granted will not be changed by the Township, and further, shall confer approval of lots sizes, lot orientation, and street layout for a period of one year from the date of site condominium plan approval. Such plan approval may be extended if applied for by the developer and granted by the Township Board in writing.

Site Condominium Plans (Required Information)

1. Project description which describes the nature and intent of the proposed development.

2. A survey plan of the site condominium subdivision.

3. A floodplain plan, if the site lies within or abuts a floodplain area.

4. A site plan consistent with Chapter 21 of the Zoning Ordinance, showing the location, size, shape, area and width of all condominium units.

5. A utility plan which includes all necessary easements (i.e. sewer/water, sidewalks, bike paths, etc.) granted to Cascade Township and Kent County for the purpose of constructing, operating, inspecting, maintaining, repairing, altering, replacing, and/or removing pipelines, mains, conduits, and other installations of a similar character for the purpose of providing public utilities, including conveyance of sewage, water and storm water runoff across, through and under the property subject to said easement, and excavating and refilling ditches and trenches necessary for the location of said structures.

6. A street construction, paving and maintenance plan for all private streets within the proposed site condominium subdivision. The Township Board may require that the private streets be developed to the minimum design, construction, inspection, approval and maintenance requirements of the Kent County Road Commission or as otherwise specified by the Township Engineer. All private streets in a site condominium subdivision shall have a paved driving surface of asphalt or concrete.

7. A storm drainage and stormwater management plan, including all lines, swales, drains, basins, and other facilities.

8. A soil erosion and sedimentation control plan consistent with the Cascade Township Soil Erosion and Sedimentation Control Ordinance (Ordinance #4 of 1988).

9. A description of the common elements of the project as will be contained in the Master Deed.

10. The use and occupancy restrictions as will be contained in the Master Deed.

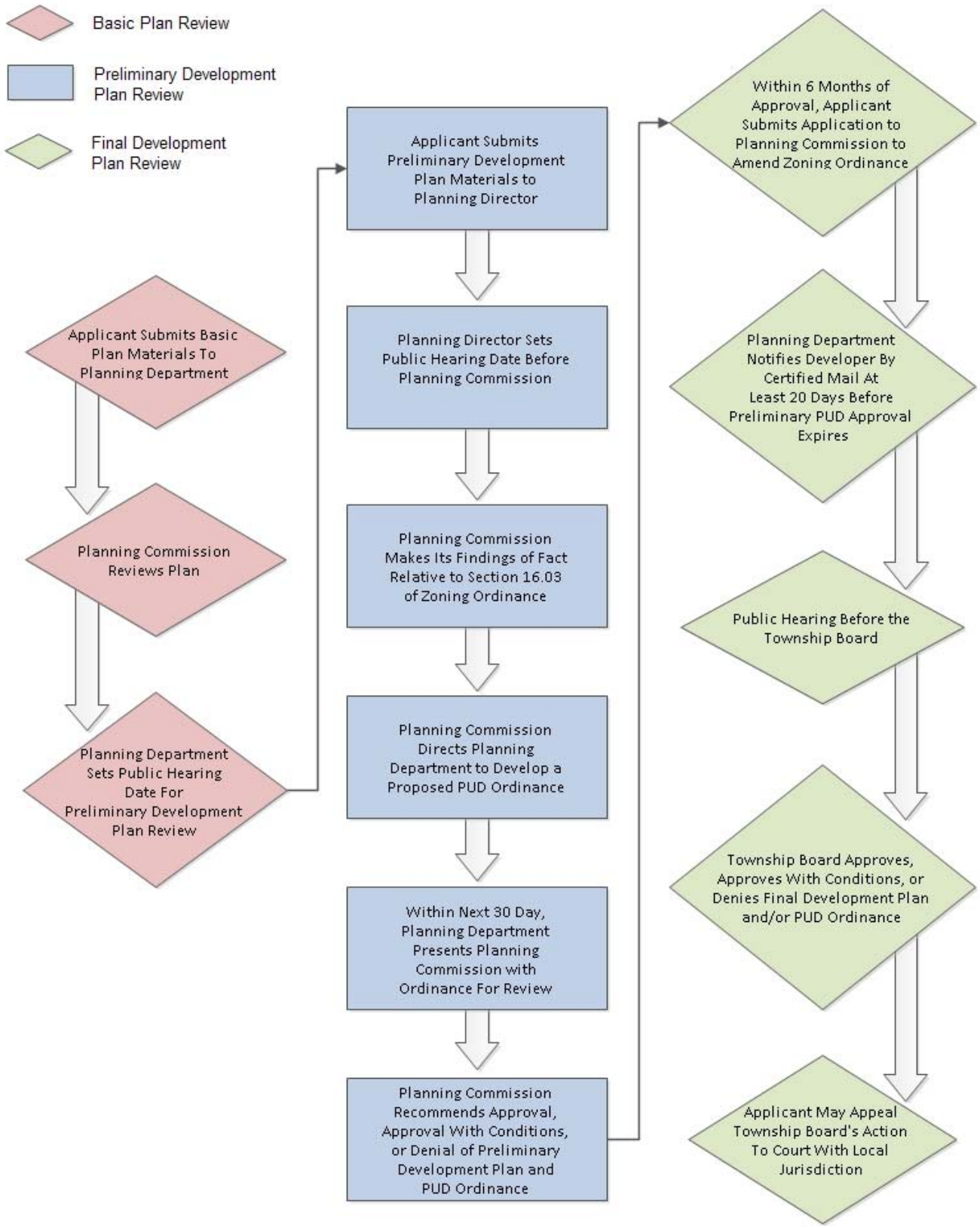
11. A “Consent to Submission of Real Property to Condominium Project”, stating all parties which have ownership interest in the proposed site condominium subdivision; or evidence of authority or right that the developer has a legal option to purchase the subject property from the owner(s) of record.

Miscellaneous

Special Assessment Agreement. The Township Board may require the developer to enter into an agreement with the Township for the imposition of a special assessment for the construction of sewer and water lines within all easements and/or rights of way within the site condominium subdivision. This requirement in as much as it deals with the establishment of a Special Assessment District under Act 188 of 1954, as amended, is not a waiver of any developer's or his grantees rights to contest the confirmation of any special assessment roll as provided in the Act.

Master Deed. All provisions of the site condominium plans which are approved by the Township Board must be incorporated, as approved, in the Master Deed for the site condominium subdivision. Any proposed changes to the approved site condominium plans must be reviewed and approved by the Township pursuant to the procedure set forth for the approval of site condominium plans. A copy of the Master Deed as filed with the Kent County Register of Deeds for recording must be provided to the Township within 10 days after such filing with the County.

PLANNED UNIT DEVELOPMENT REVIEW PROCESS



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REZONING REVIEW PROCESS

1. An applicant for a rezoning must submit a complete application and the appropriate application fee.

2. In addition to the application, the applicant must submit the following materials:

   A. A legal description of the property being proposed for rezoning.
   B. A summary explaining what use is being proposed for the subject property.
   C. If the applicant does not have complete title to the property, an affidavit from the property owner must be submitted with the application. This affidavit must clearly give the applicant permission to apply for the rezoning of the subject property. (A sample affidavit is attached).

3. A rezoning request must be submitted to the Planning Department at least six (6) weeks prior to the desired Planning Commission date. This time frame is necessary because of State law requirements for advertising and providing public notice to property owners surrounding the rezoning request.

4. State law requires the Township to advertise the rezoning notice one time before the request is brought to the Planning Commission for public hearing. The notice must be placed in the newspaper not less than 15 days before the public hearing.

5. Not less than 15 days before the public hearing, a public notice must be sent to all surrounding property owners and occupants of structures within 300 feet of the proposed rezoning. This notice will indicate the nature of the proposed request, as well as the time, date, and location of the public hearing.

6. The Applicant's attendance to the public hearing is strongly suggested. If the Applicant cannot attend, someone should attend on the Applicant's behalf.

7. Planning Commission Meeting:

   A. At the public hearing, the Planning Department will introduce the Applicant's request to the Planning Commission. The Department will provide an analysis of the request, which will likely include a recommendation about the request. (A copy of the Department's staff report and the meeting's agenda will be sent to the Applicant about 4 days prior to the Planning Commission meeting.)
   B. Then, the Applicant is given the opportunity to address the Planning Commission about the request. (If specific audio or visual equipment is required/needed, the request must be received at least two (2) business days prior to the scheduled meeting. Please contact the Planning Department at (616) 949-0224.)
   C. The Planning Commission may ask questions about the proposed rezoning. When this question period is completed, the Planning Commission will then open the public hearing in which the public may comment on the request or ask questions about the proposal.

8. When the public hearing is completed, the Planning Commission, will have a discussion among themselves to arrive at a recommendation regarding the request. Before giving their recommendation, the Planning Commission must evaluate the request keeping the following considerations in mind:

   A. Whether a proposed land use change is consistent with the goals, objectives, policies, and intent of the Cascade Township General Development Plan;
   B. Whether a proposed land use change meets or exceeds all performance and locational standards set forth for the proposed use;
   C. Whether a proposed land use change is consistent with the densities, intensities, and general uses set forth in the Cascade Township General Development Plan;

D. Whether a proposed land use change will protect, conserve or preserve environmentally critical areas and natural resources;

E. Whether a proposed land use change will be compatible with existing or planned uses and not cause damage, hazard, nuisance, or other detriment to persons or property;

F. Whether the location of a proposed land use change places an undue burden upon existing transportation or other services and facilities and will be served by streets with the capacity to carry traffic generated by the development;

G. Whether a requested use will be in compliance with all applicable General Provisions and Special Use Regulations pertaining to the use, as set forth elsewhere in the Zoning Ordinance; and

H. Whether a proposed change is to rectify errors on the Official Zoning Map.

9. Once the Planning Commission completes their recommendation, the rezoning request is forwarded to the Township Board for final consideration at a public meeting. The Township Board may accept the Planning Commission's recommendation or make its own determination.

10. The decision reached by the Township Board is final. Any party aggrieved by the Board's decision may appeal to the court of competent jurisdiction to reverse the Board's action.

Affidavit for Permission to Rezone Property

As the real property owner(s) of the land located at _____ in Cascade Township, Michigan, I (we) hereby grant permission to _____ to petition the Township for a rezoning of the aforementioned property from _____ to _____.

_____
(Property Owner's Signature)

_____
(Property Owner's Signature)

VERIFICATION BY NOTARY

STATE OF:)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me on this _____ day of _____, 20__ by _____.

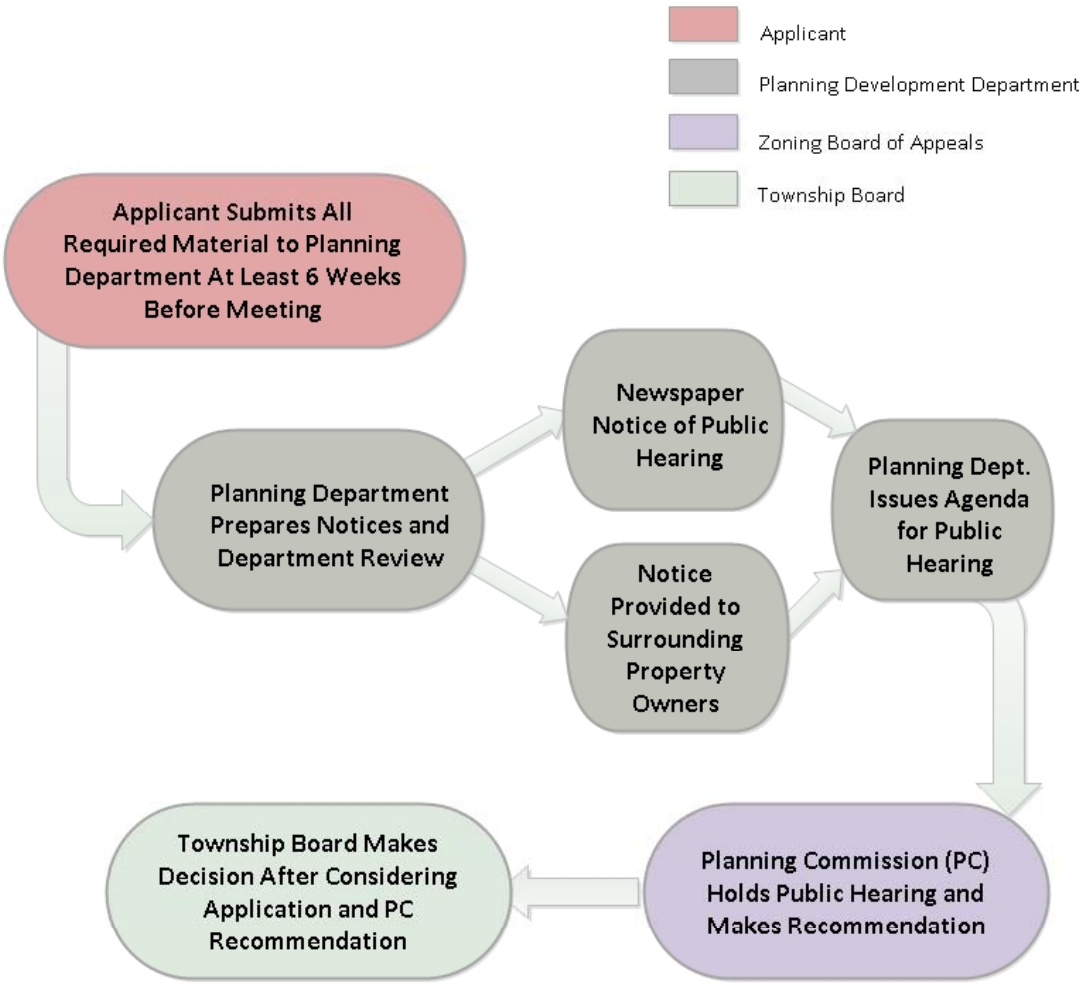
_____
Notary Public

County of _____

State of _____

My Commission Expires: _____

REZONING REVIEW PROCESS



*Any party aggrieved by the Township Board's decision may appeal to the court of competent jurisdiction.

Sign Variance Process

1. An applicant for a sign variance must submit a complete application and the appropriate application fee.
2. In addition to the application, the applicant must submit the following materials:
   A. A legal description of the property being proposed for the variance.
   B. A summary explaining the need for the variance being sought.
   C. An abbreviated, scaled, site plan showing the nature of the variance request, including, but not limited to:
      1) property boundaries
      2) existing and proposed buildings or structures
      3) the location(s) of the proposed sign(s)
      4) unusual physical features of the site
      5) abutting streets
   D. A drawing of the proposed sign(s) indicating the size, dimensions, materials, height and letter height.

3. A variance request must be submitted to the Planning Department at least thirty (30) days prior to the desired Zoning Board of Appeals date. This time frame is necessary because of State law requirements for advertising and providing public notice to property owners surrounding the variance request.

4. State law requires the township to advertise the variance notice at least once before the request is brought to the Zoning Board of Appeals for public hearing. The notice must be placed in the newspaper at least 15 days before the public hearing.

5. At least 15 days before the public hearing, a public notice must be sent to all surrounding property owners within 300 feet of the proposed variance. This notice will indicate the nature of the proposed request, as well as the time, date and location of the public hearing.

6. At least 5 days before the public hearing, the Planning Department will issue the agenda for the public hearing and a staff report regarding the applicant's request. These items will be mailed directly to the applicant and should be received at least one (1) day prior to the meeting.

7. Your attendance to the public hearing is strongly suggested. If you cannot attend, you should have someone attend on your behalf.

8. At the public hearing, the Planning Department will review each variance request to the Zoning Board of Appeals. This review will include an analysis of the request, and a recommendation on how the variance can be resolved.

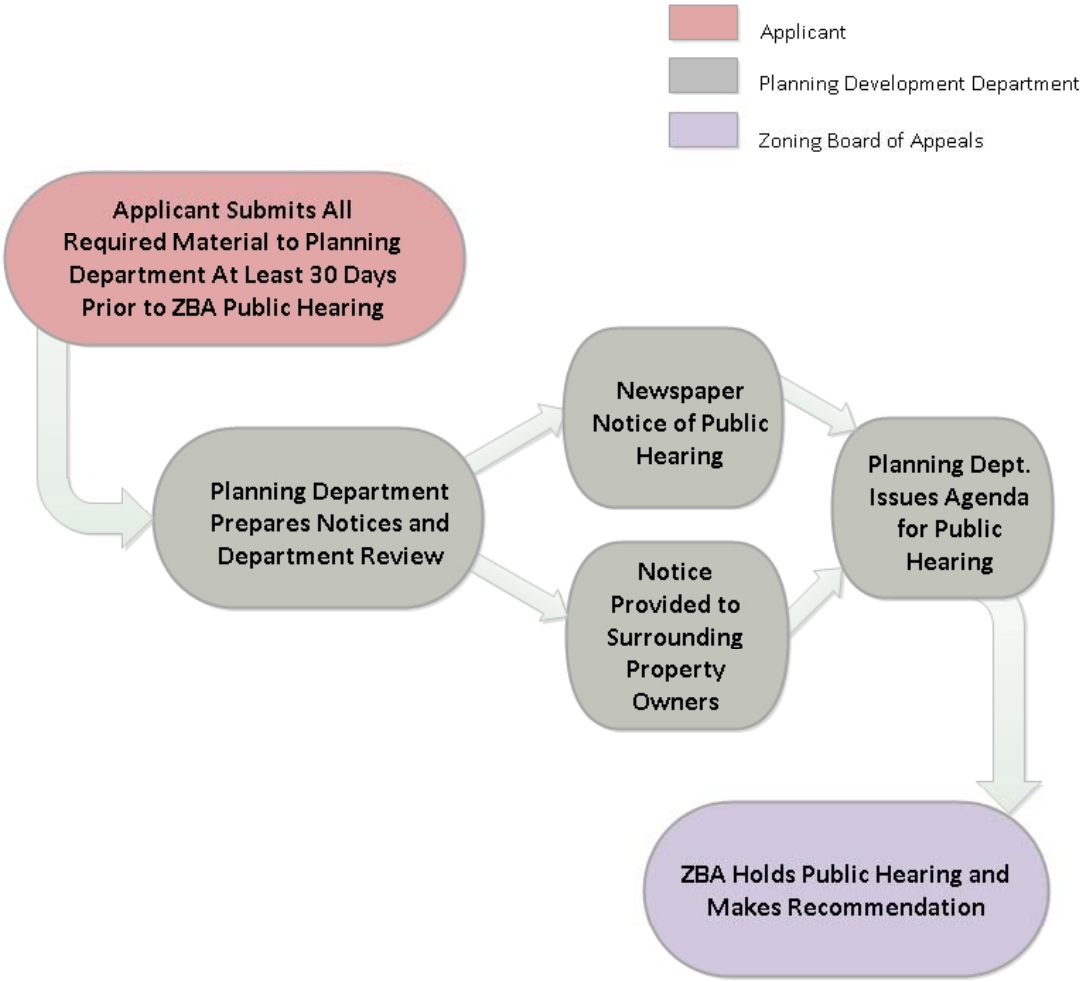
9. Once the Department has completed their review of the project, the applicant is given the opportunity to address the Zoning Board of Appeals about the variance. (Should you require specific audio or visual equipment to make your presentation, please contact the Planning Department at (616) 949-0224. Your request must be received at least two (2) business days prior to the scheduled meeting.)

10. After the applicant has completed his/her presentation, the Zoning Board of Appeals may ask questions about the proposed variance request. When this question period is completed, the Zoning Board of Appeals will open the public hearing in which surrounding property owners may comment on the request or simply ask questions about the proposal.

11. When the public hearing is completed, the Zoning Board of Appeals will discuss the request once again, in an effort to reach a decision. Before rendering a positive decision regarding the variance, the Zoning Board must determine that the request satisfies all of the following findings:
    A. A literal application of the Sign Ordinance would not allow the property to be used at its highest and best use as zoned.
    B. The granting of the requested variance would not be materially detrimental to the property owners in the vicinity.
    C. The literal interpretation of the Sign Ordinance causes undue hardship to the sign user. The hardship is due to conditions unique to that property and does not apply generally to other properties in the Township.
    D. The granting of the variance would not be contrary to the general objectives of the Sign Ordinance.

12. Once the Zoning Board has reviewed the variance request in light of the aforementioned findings, they can make a decision. The decision reached by the Zoning Board of Appeals must be reached by a positive affirmative vote of at least three (3) members of the Zoning Board of Appeals. If the request does not receive at least three (3) votes it is denied.

13. The decision reached by the Zoning Board of Appeals is final. Any party aggrieved by the Board's decision may appeal to the Circuit Court having local jurisdiction.



*Any party aggrieved by the Township Board's decision may appeal to the court of competent jurisdiction.

Sign Permit Application

1. **SIGN CONTRACTOR**: Name: _____
   Address: _____
   Telephone: _____

2. **SIGN CONTRACTOR'S LICENSE NUMBER**: _____

3. **IS THE SIGN CONTRACTOR REGISTERED WITH THE CASCADE TOWNSHIP BUILDING DEPARTMENT?** Yes_____No_____

4. **SIGN OWNER**: Name: _____
   Address: _____
   Telephone: _____

5. **STREET ADDRESS WHERE SIGN IS TO BE LOCATED**: _____

6. **TYPE AND SIZE OF SIGN(S) PROPOSED** (as defined by the Cascade Township Sign Ordinance)
   A. _____
   B. _____
   C. _____

7. **WILL THE SIGN REQUIRE ELECTRIC SERVICE?** Yes _____ No _____

8. **APPROXIMATE SIGN VALUE**: _____

9. **REQUIRED ATTACHMENTS**:
   A. A site plan showing the proposed location of the sign(s) along with the locations and square footage areas of all existing signs on the same premises.
   B. Specifications and scale drawings showing the materials, design, dimensions, structural supports, and electrical components of the proposed sign(s).
   C. A building permit application and electrical permit application completed with the appropriate information for review by the Building Inspections Department.

I (we) hereby agree to comply with the terms and requirements of the Cascade Charter Township Sign Ordinance with regards to sign sizes, setbacks, and construction specifications. It is further understood that all appropriate BOCA Building Code and NEC Electrical Code requirements for sign construction shall be I (we) have also received a copy (see attached) of the handout describing the Cascade Township Sign Approval Procedure.

10. **SIGN CONTRACTOR'S SIGNATURE**: _____ DATE: _____

11. **SIGN OWNER'S SIGNATURE:** _____ DATE: _____

Sign Permit Process

1. Applicant completes sign permit application and prepares the required attachments.

2. Applicant submits the sign application and its attachments to the Administrator (Planning Director).

3. Applicant pays the processing fee of $40 to the Administrator. The Township has seven (7) days in which to approve or deny a sign permit.

4. *Within 2-3 days after receipt, the Administrator will review the application and its required attachments for consistency with the Sign Ordinance. After such review, the Administrator will turn it over to the Building Inspections Department for review.

5. *After 4-6 days of receipt, the Building Inspections Department will review the application for consistency with the BOCA Building Code and NEC Electrical Code.

6. On the seventh day, a permit may be issued to the applicant by the Administrator if all requirements of the Sign Ordinance are satisfied and the sign permit fee is paid. The sign permit fee is based upon the value of the sign using the following formula: $50 base fee plus $10 per $1,000 of sign value.

7. After receipt of a valid sign permit, the applicant must also be aware that all signs must be inspected by the Building Inspections Department for the following:

   A. First inspection when footings are installed.

   B. Final inspection when ready and all electrical work is final.

   Failure to call for sign inspections will result in a double fee.

   For All Inspections Call – Brian Wilson at (616) 949-3765

   For Other Questions Call – Steve Peterson at (616) 949-0224

Under normal circumstances, the entire review of a sign permit application should take no longer than three (3) working days. However, the process outlined above would be followed when there are numerous permit requests.

Revised 11/09

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Special Use Permit Review

The Cascade Charter Township Zoning Ordinance identifies certain land uses, which because of the nature or method of operation, require specific safeguards or design constraints to be in place prior to their development. These land uses, called "special uses", are allowed provided specific standards and guidelines are met. These standards and guidelines are established as a means of eliminating or reducing any of the anticipated negative impacts a "special use" may have on its surrounding neighbors.

The Cascade Charter Township Zoning Ordinance classifies special uses into two (2) categories: "Type I" and "Type II". "Type I" special uses are those land uses which may impact their neighbors in a slightly negative fashion. A "Type I" special use is reviewed by the Planning Commission only, unless the applicant appeals their decision to the Township Board. A "Type II" special use is reviewed by the Planning Commission for a recommendation, then forwarded to the Township Board for final action.

Application Procedures

1. An applicant for a Special Use Permit must submit an application for the proposed use, a site plan and the appropriate application fee.

2. At a minimum the applicant for a Special Use Permit must also provide a written statement which provides the following information:
   A. A statement summarizing the operation procedures of the proposed use requiring the Special Use Permit.
   B. A summary explaining how the proposed use will be "designed, constructed, operated and maintained" to be harmonious with the existing character of the surrounding area.
   C. If the operation procedures of the proposed use involve the emission of noise, smoke, fumes, glare, vibration, odor or increased traffic, please explain how these items will be reduced or mitigated to assure they are not detrimental to the surrounding area.

3. If the proposed use does not require Site Plan Review as set forth in Chapter 21 of the Zoning Ordinance, an abbreviated site plan is still necessary for Special Use Permit review purposes. This abbreviated site plan must show the following information:
   A. Property boundary lines
   B. Location of existing buildings and structures
   C. Location of any proposed buildings or structures
   D. Location of abutting streets and driveways
   E. Existing zoning on the subject property and the adjacent properties.

4. Once the application is submitted with the necessary attachments the Planning Department will set up the required public hearing as required by State law.

5. According to state law, all property owners within 300 feet of the subject property requesting a Special Use Permit, must be notified of a public hearing. State law requires that they be notified at least 15 days before the scheduled public hearing.

6. With notification requirements in mind, the Planning Department requires all applications to be submitted four (4) weeks prior to a scheduled Planning Commission meeting.

7. The Planning Department will review the submitted application materials for sufficiency during the first 7-10 days after submittal. If the application materials are deficient the applicant will be notified in writing. During the second 7-10 day period the applicant has the opportunity to correct the deficiencies noted by the Planning Department and submit any revisions. It is during this same time frame the notices of public hearing are being processed to assure they are properly advertised and processed for later distribution.

8. About 5 days before the public hearing, the Planning Department will have the Planning Commission agenda available for all applicants.

9. About 4 days before the public hearing, the Planning Department will have a Staff Report regarding the request available to the applicant and the public. The agenda and Staff Report will mailed to the applicant in time for the scheduled public hearing.

10. In reviewing the application for a Special Use Permit, the Planning Commission is required to determine if the following general standards are satisfied:
    A. The proposed use be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the area in which the use is proposed.
    B. The proposed use be adequately served by essential facilities and services such as highways, streets, police and fire protection, drainage, refuse disposal, water and sewer facilities and schools.
    C. The proposed use does not create excessive additional requirements at public cost for public facilities and services.
    D. The proposed use not cause traffic congestion, conflict or movement in greater proportion to that normally prevailing for the use in the particular zoning district.
    E. The proposed use not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of noxious or offensive production of noise, smoke, fumes, glare, vibration, odor or traffic.

11. In order to avoid any unnecessary delays for your project, **THE APPLICANT (OR REPRESENTATIVE) IS REQUIRED TO ATTEND THE PLANNING COMMISSION MEETING** to entertain questions and/or comments regarding the request.

12. In addition to the general standards cited above, the proposed special use must demonstrate that it complies with its specific design standards contained in the Zoning Ordinance, if any.

13. Upon review and completion of the public hearing, the Planning Commission will make a recommendation regarding the proposed Special Use Permit. In the case of a "Type I" special use, the Planning Commission's action will be final unless appealed to the Township Board. In the case of a "Type 2" special use, the Planning Commission's recommendation is forwarded to the Township Board, who has final authority. A decision by the Township Board is final unless the decision is reversed or modified by a court of competent jurisdiction.

Administrative Appeal Review Process

1. A party aggrieved by a zoning interpretation of the Township Zoning Administrator may appeal that decision to the Zoning Board of Appeals.
2. The appeal from the Zoning Administrator's interpretation must be made within thirty (30) days of the administrative act or decision.
3. No appeal can be considered by the Zoning Board of Appeals where it appears to be a circumvention of an established or required zoning procedure.
4. The party wishing to file an administrative appeal must complete the required application form and submit a written statement about his request, in order to be placed on a Zoning Board of Appeals agenda. An application fee is also required.
5. The written statement should include, but not necessarily be limited to, the following:
   A. A description detailing the Zoning Administrator's action in which you are appealing.
   B. A section explaining how the Zoning Administrators actions affect your development request or situation.
   C. Your comments explaining how you believe the issue at hand should be interpreted by the Zoning Board of Appeals.
6. The Zoning Board of Appeals in reaching its decision must consider the following criteria as well as any other issues which are pertinent and reasonable:
   A. Whether or not the appeal is of a nature properly brought to them for decision, or whether or not there is an established procedure for handling the request other than through the appeal process (i.e., a variance or Special Use, etc.).
   B. The intent of the Ordinance.
   C. The effect the ruling will have when applied generally to this Ordinance.
7. The application and its accompanying documents must be submitted at least 30 days prior to a Zoning Board of Appeals meeting. This time period is needed to insure that the request is properly advertised in accordance to State law.

Zoning Variance Process

1. An applicant for a zoning variance must submit a complete application and the appropriate application fee.

2. In addition to the application, the applicant must submit the following materials:

   A. A legal description of the property being proposed for the variance.
   B. A summary explaining the need for the variance being sought.
   C. An abbreviated, scaled, site plan showing the nature of the variance request, including, but not limited to:
      1) property boundaries
      2) existing and proposed buildings or structures
      3) the distance from the property lines of each existing building or structure and of each proposed building or structure
      4) unusual physical features of the site, building or structure
      5) abutting street

3. A variance request must be submitted to the Planning Department at least thirty (30) days prior to the desired Zoning Board of Appeals date. This time frame is necessary because of State law requirements for advertising and providing public notice to property owners surrounding the variance request.
4. State law requires the township to advertise the variance notice at least once before the request is brought to the Zoning Board of Appeals for public hearing. The notice must be placed in the newspaper at least fifteen (15) days before the public hearing.
5. At least fifteen (15) days before the public hearing, a public notice must be sent to all surrounding property owners within 300 feet of the proposed variance. This notice will indicate the nature of the proposed request, as well as the time, date and location of the public hearing.
6. At least 5 days before the public hearing, the Planning Department will issue the agenda for the public hearing and a staff report regarding the applicant's request. These items will be mailed directly to the applicant and should be received at least one (1) day prior to the meeting.
7. Your attendance to the public hearing is strongly suggested. If you cannot attend, you should have someone attend on your behalf.
8. At the public hearing, the Planning Department will review each variance request to the Zoning Board of Appeals. This review will include an analysis of the request, and a recommendation on how the variance can be resolved.
9. Once the Department has completed their review of the project, the applicant is given the opportunity to address the Zoning Board of Appeals about the variance. (Should you require specific audio or visual equipment to make your presentation, please contact the Planning Department at (616) 949-0224. Your request must be received at least two (2) business days prior to the scheduled meeting.)
10. After the applicant has completed his/her presentation, the Zoning Board of Appeals may ask questions about the proposed variance request. When this question period is completed, the Zoning Board of Appeals will open the public hearing in which surrounding property owners may comment on the request or simply ask questions about the proposal.

11. When the public hearing is completed, the Zoning Board of Appeals will discuss the request once again, in an effort to reach a decision. Before rendering a positive decision regarding the variance, the Zoning Board must determine that the request satisfies all of the following findings:
    A. That there are exceptional or extraordinary conditions or circumstances that are inherent to the property in question and that do not apply generally to the other nearby properties in the same zoning district.
    B. That the exceptional or extraordinary conditions or circumstances are not the result of actions of the applicant taken subsequent to the adoption of this Ordinance (any action taken by an applicant pursuant to lawfully adopted regulations preceding this Ordinance will not be considered self-created).
    C. That such variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.
    D. That the granting of the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
    E. That the condition or situation of the specific piece of property, or the intended use of the property, for which the variance is sought is not of so general or recurrent nature as to make it more reasonable and practical to amend the Ordinance.
    F. The Zoning Board of Appeals shall further find that the reasons set forth in application justify the granting of the variance, and that it is the minimum variance that will make possible the reasonable use of the land, building or structure.
12. Once the Zoning Board has reviewed the variance request in light of the aforementioned findings, they can make a decision. The decision reached by the Zoning Board of Appeals must be reached by a positive affirmative vote of at least three (3) members of the zoning Board of Appeals. If the request does not receive at least three (3) votes it is denied.
13. The decision reached by the Zoning Board of Appeals is final. Any party aggrieved by the Board's decision may appeal to the Circuit Court having local jurisdiction.

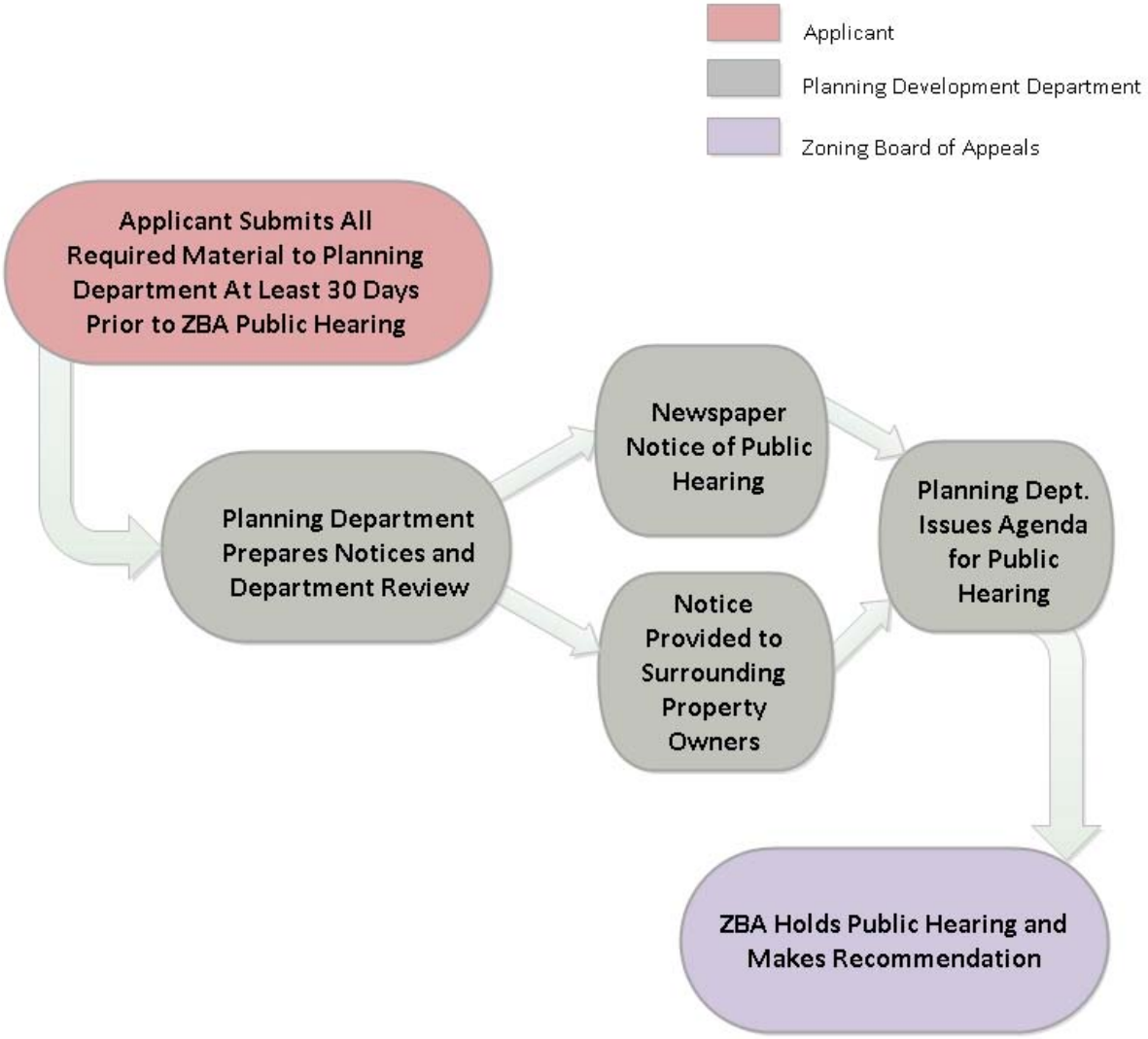
About the Zoning Board of Appeals

1. The Zoning Board of Appeals is a five (5) member board, with one alternate member, in case of an absence or conflict of interest. The board's membership is comprised of all township residents. One member is a member of the Township Board and one member is a member of the Planning Commission.
2. All decisions of the Zoning Board of Appeals are considered to be final, unless new circumstances or evidence arises, thereby requiring them to reconsider their decision. All decisions of the Zoning Board of Appeals can be appealed to the circuit court having jurisdiction.
3. In order to reverse any decision or action of the Zoning Administrator, a concurring vote of three (3) members of the Board is necessary.

About the Meeting

1. Unless otherwise stated, all Zoning Board of Appeals meetings are held on the second Tuesday of each month. All meetings begin at 7:00 pm. The meetings are usually held at the Township Museum Building, located at 2839 Thornapple River Drive.
2. Your attendance to the meeting is needed. If you cannot attend you should have someone attend on your behalf.
3. All applicants are given the opportunity to speak to the Zoning Board of Appeals to present their request. Should you require specific audio or visual equipment to make your presentation, please contact the Planning Department at (616) 949-0224. Your request must be received at least two (2) business days prior to the scheduled meeting.

Zoning Variance Process



*Any party aggrieved by the Township Board's decision may appeal to the court of competent jurisdiction.

Platting Procedure & Data Required

Sketch Plan Requirements

1. Outlines and intended layout
2. Layout of streets, blocks and lots
3. Existing conditions and characteristics of the land
4. Any general area set aside for parks and/or recreation community facilities
5. Name of proposed plat, north arrow, scale, and date
6. Proof of ownership

Sketch Plan Approval Procedure

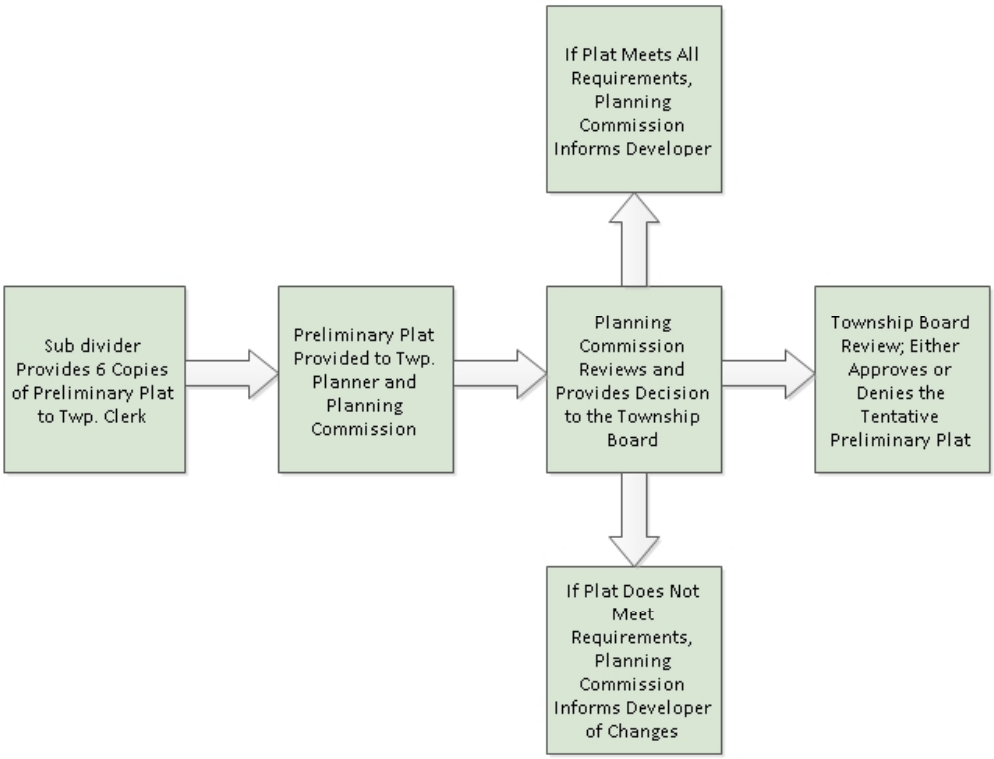
Preliminary Plat Requirements

1. Plan drawn to scale of not more than 200 feet to the inch
2. Name of subdivision
3. Legal description
4. Name, address, telephone number of the sub divider, surveyor or engineer
5. Location of subdivision, numbers of sections, Township and Range, name of Township and County
6. Statement of intended use
7. Map of entire area
8. Location map
9. Land use, and existing zoning of proposed subdivision
10. Streets, street names, right-of-way and roadway widths, including features which may influence street layout of lot configuration (ex. streams, railroads)
11. Lot lines and dimensions to nearest foot, and total number of lots by block
12. Contours at five (5) foot intervals or less where slope is greater than 10% and at two (2) foot intervals where the slope is less than 10%
13. Existing storm and sanitary sewers, water mains, statement indicating method by which drainage, sewage disposal and water supply will be provided
14. Six (6) copies of proposed protective covenants and deed restrictions
15. Utility easements
16. Statement of lot area of smallest lot, and average lot area
17. Building setback lines showing dimensions from all streets
18. Site data including total acreage, number of residential lots, typical lot size, acreage in parks and other non-residential uses
19. North arrow, scale, and date
20. Flood plain elevations

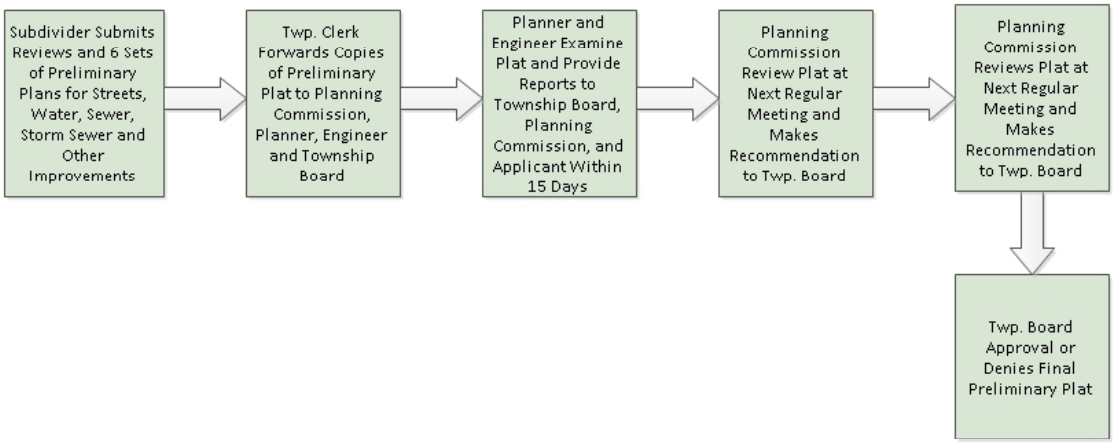
Tentative Preliminary Plat Approval Procedure

The sub divider shall submit to the Township Clerk six (6) copies of the preliminary plat prepared on a topographic map together with a fee in accordance with the schedule adopted by the Township Board at least fifteen (15) days before the first meeting of the Planning Commission at which preliminary plat is to be considered. The sub divider shall submit copies of the plat as necessary to the following authorities as provided in Section 112, and 119 of the Subdivision Control Act.

Kent County Road Commission	3 copies
Kent County Drain Commission	3 copies
Michigan Dept. of State Highways	3 copies
Michigan Dept. of Natural Resources	2 copies
Michigan Water Resources Commission	3 copies
Kent County Health Department	3 copies
Kent County Plat Board	3 copies



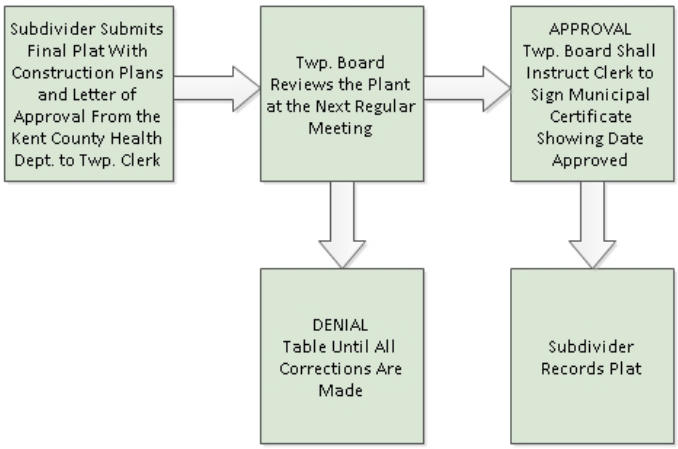
Final Preliminary Plat Approval Procedure



Final Plat Requirements

1. Written request for approval and the recording fee for final plat
2. Proof of ownership of land
3. Three (3) sets of approved construction plans (i.e. roads, utilities, etc.).
4. One (1) copy of final deed restrictions or restrictive covenants.
5. Performance or installation agreements for any improvements not controlled by other agencies (i.e. sidewalks, landscaping, street lighting, etc.).
6. One (1) copy of financing arrangements between the Township and proprietor for installation of required improvements.
7. Other information as the Township shall deem reasonably necessary.

Final Plat Approval Procedure



Unplatted Lot Split Process

1. The applicant/property owner shall fill out the Lot Split Application provided by the Cascade Charter Township Planning Department and submit an initial $40 application fee.

   All fees incurred by the township (above the initial application fee) for legal, engineering or other types of review of the lot split request will be billed to the applicant. Township Staff review time will be billed consistent with the fee structure adopted by the Township Board which may be modified from time to time.

2. Along with the Application, the applicant/property owner must also provide the following information:

   A. A survey or plot plan showing the proposed land split. This item should also include the proposed dimensions and size of the parcels being created. The proposed parcels must meet the minimum lot size requirements of their Zoning District, excluding any right-of-way easements. The survey or plot plan must also show all existing and proposed private drive easements leading to the subject property, if any.

   B. A Vacant Land Evaluation from the Kent County Health Department. This evaluation determines if the property to be split can sustain a private septic disposal system. This is also called a "Perk Test".

   C. A driveway permit from the Kent County Road Commission. This is necessary if you are establishing a new private road, a new driveway, or if you intend to share a driveway with an existing lot or residence. A permit is not necessary if your driveway accesses onto a private road.

   D. All easements for private streets must be a minimum width of 66 feet if they serve two (2) or more parcels.

   E. If you are intending to create two (2) or more parcels, the Subdivision Ordinance also requires that a private road maintenance agreement be created and recorded with the lot splits that will regulate the proposed splits and the road which will serve them. The maintenance and private road construction plans will be reviewed by the Township Attorney and Township Engineer to assure compliance with the Cascade Township Engineering Design Requirements and Standards for Private Streets as regulated by the Cascade Charter Township Zoning Ordinance and Subdivision Ordinance.

3. The application and required submittals are returned to the Planning Director for review and approval. Action on the application will be taken within 45 days of submission of a complete application. Approval (or denial) will be given in written form.

Deferred Parking

1. As a means of avoiding greater amounts of parking spaces and impervious surface than are reasonably needed to serve a particular use, Cascade Township allows the property owner the opportunity to defer some of the required parking for future needs.
2. The Planning Commission may defer the construction of the required number of parking spaces for any industrial, commercial, office or other non-residential use if the following conditions are satisfied.
   A. An application is filed with the Planning Department. The application must be accompanied by a development plan of the entire project showing the design and layout of all required parking areas including areas proposed for deferred parking. An application for deferred parking plan approval shall be accompanied by a fee as established by the Township Board.
   B. The design of the parking area, as indicated on the development plan shall include sufficient space to provide for the total parking area as required by Section 19.11, Schedule 19 D, of the Zoning Ordinance.
   C. The area designated for deferred parking shall not include areas required for setbacks, side or rear yards, landscaping or greenbelts or land otherwise unsuitable for parking due to environmental or physical conditions.

Residential Accessory Buildings

1. On residential lots of less than 3 acres, only one accessory building in addition to an attached or detached private garage is permitted. On residential lots of 3-6 acres or more, two accessory buildings in addition to an attached or detached garage may be permitted. On residential lots greater than 6 acres 3 accessory buildings may be permitted.

2. The following table shall be used to determine the minimum setbacks and maximum height requirement and also whether accessory buildings shall be approved under the provisions of Chapter 17, Special Use.

Maximum Height to Midpoint of Roof	Min. Bldg. Side Yard Setback	Min. Bldg. Rear Yard Setback	Special Use Permit Required
Up to 14’	Min. – 10’	Min. – 25’	Over 832 sq. ft.
15’- 18’	Min. – 40’	Min. – 40’	Over 832 sq. ft.
19’- 22’	Min. – 60’	Min. – 60’	Over 832 sq. ft.

3. A customary private garage shall consist of any one private garage attached to a principal dwelling unit, or in its place, any one detached private garage. One such garage is permitted by right on any lot or parcel occupied for residential purposes.

   A. The maximum size of a detached private garage is permitted by right shall be 832 square feet of floor area. Detached private garages exceeding 832 square feet shall only be allowed with a Type I Special Use Permit.

   B. The maximum size of a private garage attached to a dwelling unit shall be limited to 832 square feet for the first 1300 square feet of habitable floor area contained in the dwelling. In addition, for each whole increment of 5 square feet that the floor area of the dwelling unit exceeds 1300 square feet, the floor area of the attached garage may be increased by 1 square foot.

4. Accessory buildings on residential lots shall not directly or indirectly involve any business, trade, occupation or profession.

5. The following standards shall apply to all accessory buildings:

   A. The architectural character of accessory buildings in excess of 200 square feet shall be compatible and similar to the principal building.

   B. No accessory building shall be constructed on any parcel on which there is no principal building. If an accessory building and principal building are to be erected concurrently, a building permit for the accessory building will not be issued until such time that construction of the principal building has been at least 50% completed.

   C. Accessory buildings other than attached garages shall not be located in the front yard area of any lot unless the accessory building is located more than 200 feet from the road right-of-way. On lots having water frontage, a customary detached private garage is permitted in the front yard if it is located behind the applicable required front yard setback line for the district.

   D. The distance between accessory buildings in excess of 200 square feet and any principal building shall not be less than 10 feet.

6. All residential accessory buildings that require a Type I Special Use Permit shall be approved according to the procedure outlined on the "Special Use Permit Process Sheet".

7. The following (Fig. 1) is an example of how to measure the height of the building.

8. The following (Fig. 2) is an example of an acceptable site plan that is required with an application for a Type I Special Use Permit for an accessory building.

Figure 1
BUILDING HEIGHT

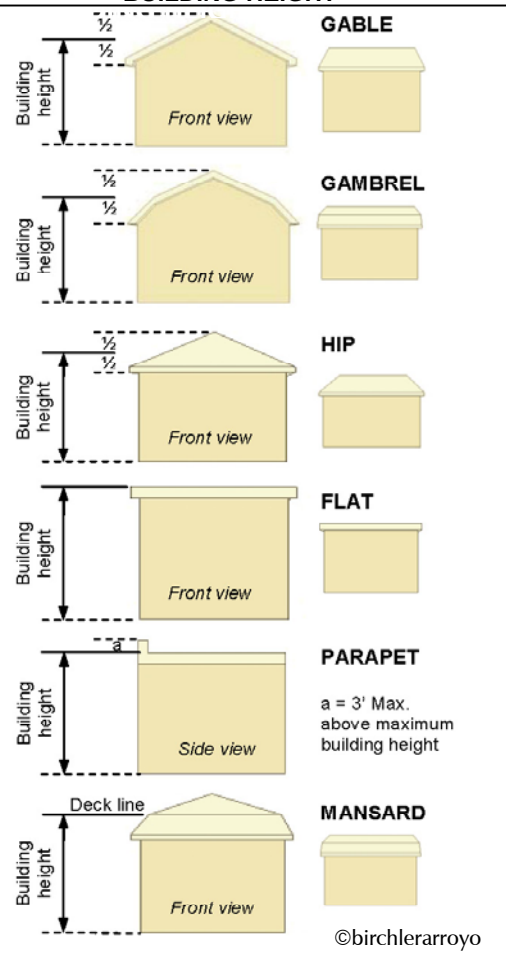
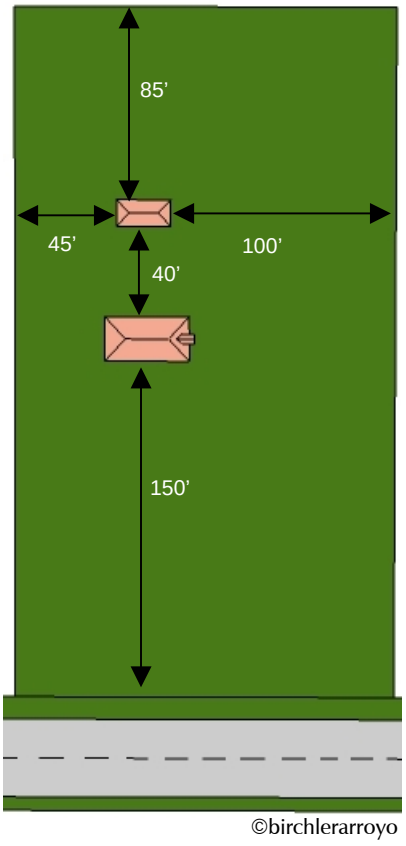


Figure 2
ACCEPTABLE SITE PLAN FOR A TYPE 1 SPECIAL USE PERMIT FOR AN ACCESSORY BUILDING



CASCADE CHARTER TOWNSHIP