

Glen Arbor Township
PO Box 276
Glen Arbor, MI 49636

GLEN ARBOR TOWNSHIP
COMMERCIAL PROPERTY PROJECT PERMIT
Ordinance

October 20, 2009

Glen Arbor Township, as of the effective date of this Ordinance, will authorize commercial business activities within the Township **only after** receipt of written approvals from all agencies required to sign off on any such operation. Issuance of a Land Use Permit shall be conditioned on presentation of such documentation to the Township's Zoning Administrator. If in the event the Zoning Administrator does not receive such approvals, then the effected commercial enterprise shall not open. Opening without written approval from the Zoning Administrator shall subject the business owner to daily civil fines in accordance with the approved Schedule of Township Fines.

All projected business plans that appear to involve a "**Change of Use**" shall also be submitted to the Planning Commission to ensure compliance with existing Ordinances in effect at the time. "**Change of Use**" shall be defined as any change in operation of the enterprise / facility that involves the need for approvals from other agencies, or effects the parking requirements of the property as defined in Township Zoning Ordinances. Failure to comply with this policy shall result in civil fines in accordance with the approved Schedule of Township Fines.

PROCEDURE

1. Upon receipt of an application for a Land Use Permit, the Zoning Administrator shall determine if the applicant must undergo a Site Review to be held in accordance with the Township Planning Commission Ordinances. If indicated, a review will be scheduled at a meeting where the Zoning Administrator shall be in attendance to review and comment on the proposed request.
2. If a commercial business desires to change its business purpose, then a Change of Use review will be scheduled with the Planning Commission to determine if the proposed business use is in compliance with all relevant Zoning ordinances. A written determination defining compliance and / or deficiencies shall be issued following the meeting and shall serve as a guide for use by the Zoning Administrator in requiring correction to the plan submitted.
3. The Zoning Administrator shall develop a check list that identifies the various approvals that must be provided to the Township in writing for each project submitted and a copy of said list shall be given to the applicable applicant.

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4. Review of project progress and receipt of required approvals shall be conducted by the Zoning Administrator who shall report monthly on such activity to the Planning Commission and Township Board.
5. Failure of an applicant to comply with the requirement to solicit, receive and provide copies of necessary final approvals to the Township Zoning Administrator shall result in the withholding of final authorization to open by the Township. Failure to comply with this procedure shall result in the Zoning Administrator "red flagging" the property involved, thereby precluding the business from opening in the Township. Daily fines shall be charged in the event that the effected business owner fails to comply with this "red flag" stop work order precluding operation of the business.
6. The applicant shall provide the Zoning Administrator with copies of the following approvals at a minimum:
 - a. Land Use Permit
 - b. Unrestricted Occupancy Permit from the Inspections Office
 - c. Documentation of a completed and approved permit for a sewage disposal system, and well from the Health Department or other applicable agency
 - d. Approval from the Department of Agriculture for effected properties
 - e. And other permits as may be required due to the nature of the business involved
7. The Zoning Administrator shall maintain a file of all referenced documents at the Township Offices for review upon request by all involved parties.

Reviewed by Zoning Administrator: October 19, 2009

Approved by the Township Board: October 20, 2009

Certified a true copy by _____
Bonnie Quick, Glen Arbor Township Clerk