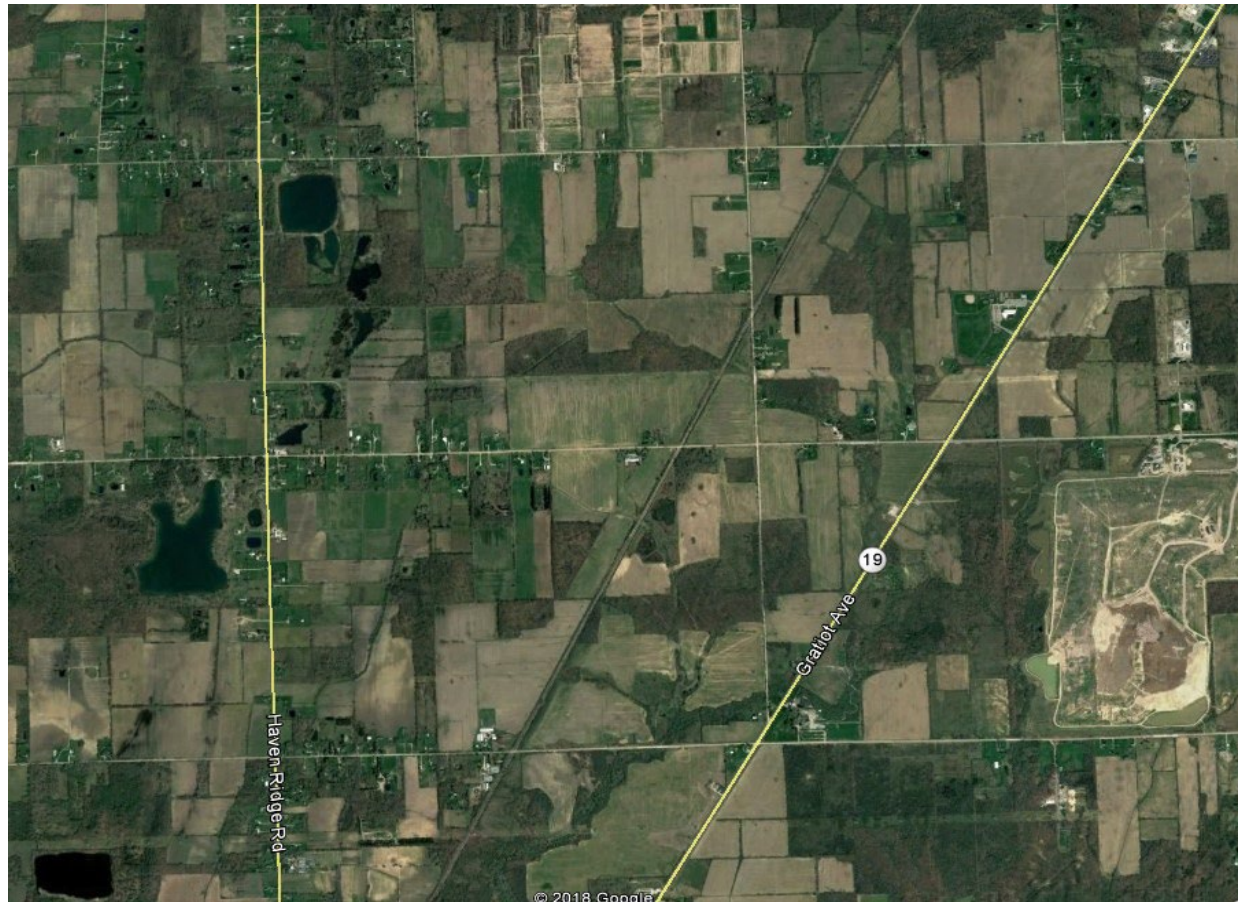




LENOX TOWNSHIP

M i c h i g a n



Development Review Guidebook

January, 2023

Introduction



This Development Review Guidebook has been produced for information purposes in order to assist property owners, the development community, and the general public. It is intended to be a user-friendly tool to assist in navigating through Lenox Township's development application and review process. In this Guidebook you will find application forms and requirements, submittal checklists, easy-to-follow review process flow charts, and answers to commonly asked questions.

This document is not an ordinance. It is important to note that the ordinances of the Township should be thoroughly researched before reaching any conclusions on questions related to development. Each case is unique and may require modification of the general process.

Contents

Introduction

Site Plan Review

Special Land Use Review

Rezoning

Zoning Board of Appeals

Planned Unit Developments

Fee Schedule

Applications

Introduction

Where do I start?

Prior to formal submission, it is strongly suggested that applicants contact the Lenox Township Planner to request a pre-application meeting to discuss the proposed project or application, and to obtain valuable information regarding ordinances, codes and procedures. In some situations, attendance by other departments or the Township's engineering consultant may also be requested.



Important Contacts

Lenox Township Offices
63775 Gratiot Ave.
Lenox, MI 48050
586-727-2085

Macomb County Department of Roads
117 S. Groesbeck Highway
Mount Clemens, MI 48043
586-469-8671

Macomb County Public Works
21777 Dunham Rd.
Clinton Township, MI 48036
586-731-5990

Macomb County Health Department
43525 Elizabeth Rd.
Mount Clemens, MI 48043
586-469-5235

State of Michigan Department of
Environmental Quality
27700 Donald Ct.
Warren, MI 48092
586-756-3700

Site Plan Review

When is a site plan required?

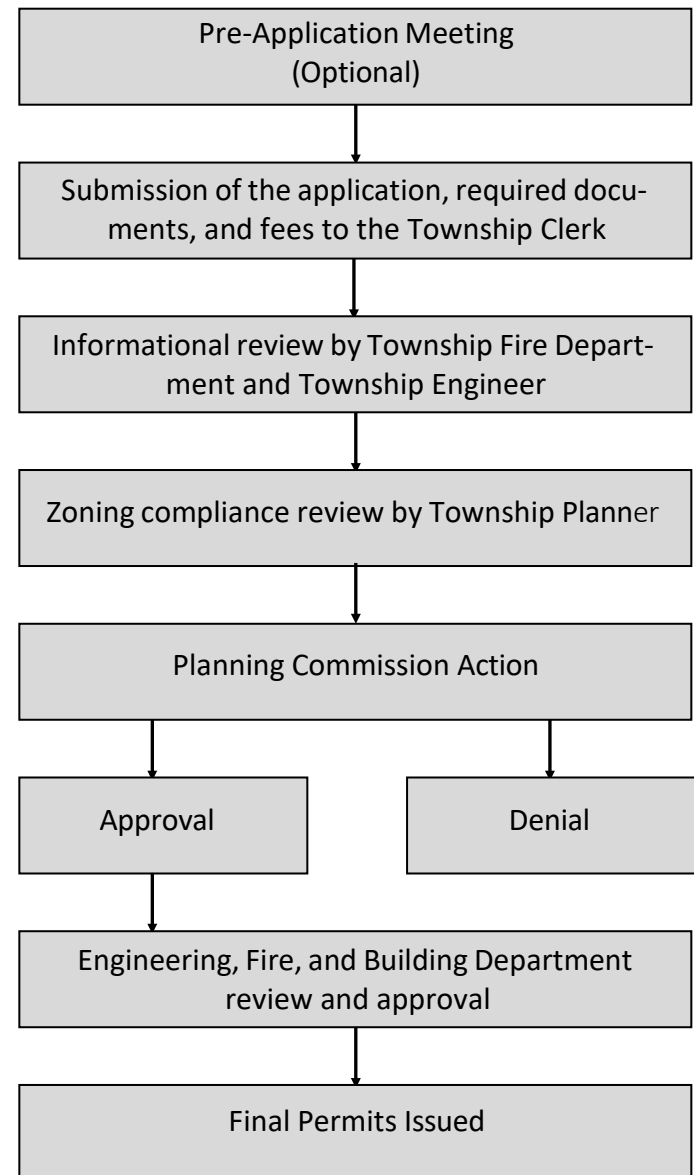
A site plan is required for review and approval by the Lenox Township Planning Commission for any new construction, significant change in an existing use, modification to a structure other than routine maintenance and upkeep, significant change in floor plans, significant modification of parking or landscaping, or any other significant change in any existing development or use, other than individual single family homes used as a residence. A “significant” change, as described above, will be determined by the Planning Commission after consideration of potential impacts of the proposed change in relation to the requirements of the Lenox Township Zoning Ordinance and other applicable Township regulations.

Why is site plan review required?

Site plan review provides the Township with an opportunity to review the proposed use of a site in relation to all applicable Township ordinances and plans. Site plan review also provides the Township with an opportunity to review the relationship of the plan to surrounding uses, accessibility, pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, screening, and other relevant factors which may have an impact on health, safety, and general welfare.

What is the site plan review process?

The chart on the right depicts the typical site plan review process. In Lenox Township, site plans are approved by the Planning Commission, and do not require Township Board action.



Site Plan Review

What is required to begin the Site Plan review process?

The following items must be submitted to the Lenox Township Clerk:

- ☐ Twelve (12) copies of completed Site Plan Application Form
- ☐ Twelve (12) copies of completed Application Information Form
- ☐ Twelve (12) copies of applicable site plans, floor plans, elevation plans, and landscape plans
- ☐ One (1) digital copy of the Site Plan Application, Applicant Information Form, and all submitted plans and documents in PDF format
- ☐ Required fees, as established by the Township Board

What information must be included on a site plan?

The following checklist is generally intended to assist applicants in preparing a complete site plan. Additional information must be obtained from the zoning ordinance.

- ☐ Applicant's name and address
- ☐ Applicant's representative name and address
- ☐ Seal of the registered architect, landscaped architect, professional planner, or engineer who prepared the plans
- ☐ Name of proposed development
- ☐ Common description of the property and complete legal description
- ☐ Dimensions of land (width, depth, acreage, and frontage)
- ☐ Existing zoning and zoning of adjacent properties
- ☐ Location map, drawn at a scale of 4" = 1 mile
- ☐ A site plan scale of not less than 1" = 50 foot if the subject property is five acres or less, and 1" = 100' if over five acres
- ☐ Date and north point
- ☐ Location of all existing and proposed structures and uses.
- ☐ All aisles, drives, and parking areas (including number of spaces)
- ☐ Screening and/or protective walls
- ☐ Principal and accessory buildings
- ☐ Location of existing and proposed rights-of-way, widths of all abutting streets, alleys, easements, and off-site driveways within 300 feet
- ☐ Types of facing materials to be used on the structures
- ☐ Typical floor plans
- ☐ Density calculations
- ☐ Interior sidewalks and sidewalks within right-of-way
- ☐ Exterior lighting locations, and method of screening
- ☐ Trash receptacle locations, and method of screening
- ☐ Drive or street approaches, including acceleration, deceleration and passing lanes
- ☐ Utilities located on or serving the site
- ☐ Loading and unloading areas
- ☐ Designation of fire lanes
- ☐ General location of proposed storm water drainage and retention facilities.
- ☐ Location of drainage courses, floodplains, and wetlands
- ☐ Existing and proposed topography
- ☐ Outside storage areas
- ☐ Location of any existing underground storage tanks
- ☐ Existing and proposed sign locations

Site Plan Review

When are materials due?

All required materials for site plan approval must be submitted a minimum of 21 days prior to the regularly scheduled monthly Planning Commission meeting, which typically meets on the fourth Monday of each month at 6:30 PM.

What happens after approval of the site plan?

Upon approval of a site plan by the Planning Commission, the Clerk's office will notify the Building Department in writing that they may proceed with the review and approval of building permit and construction applications. Revisions and/or changes required by the Planning Commission as a condition of approval, must be made to the plans and resubmitted to the township Clerk, before notification is made to the Building Department.

The Township Planner, Ordinance Officer, or Building Inspector may make periodic investigations of developments with approved site plans. Non-compliance with any required conditions may result in the township taking necessary enforcement action.

Do I need to attend meetings?

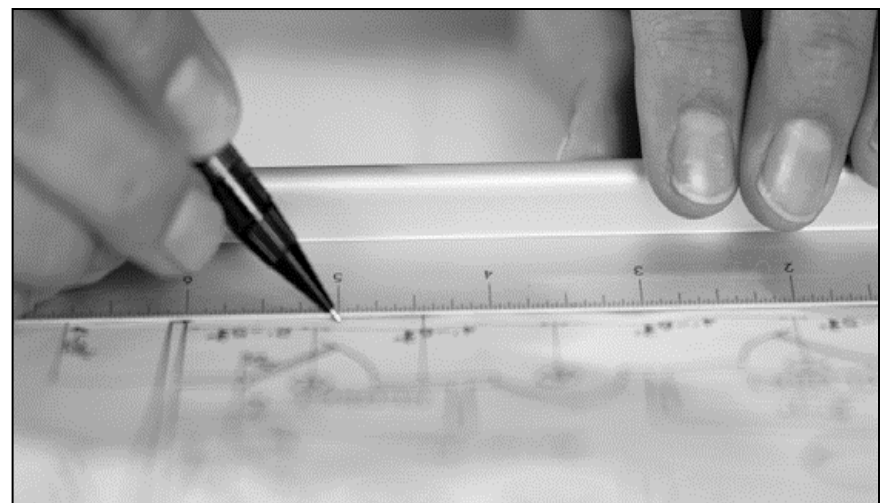
You will be notified of the Planning Commission meeting that your site plan will be considered. It is strongly recommended that you or a representative be in attendance to answer any questions that may arise. Otherwise, action may be postponed to a subsequent meeting.

How long is site plan approval valid?

Upon approval of a site plan by the Planning Commission, a building permit must be requested by the applicant within twelve (12) months, or the site plan shall be declared invalid. Extensions may be granted at the discretion of the Planning Commission.

Does site plan approval allow me to begin construction?

No, site plan approval does not authorize construction. Site plan approval indicates compliance with the zoning ordinance. Following site plan approval, permits to allow construction or begin the requested use, must be sought through appropriate Township departments and other agencies.



Special Land Use Review

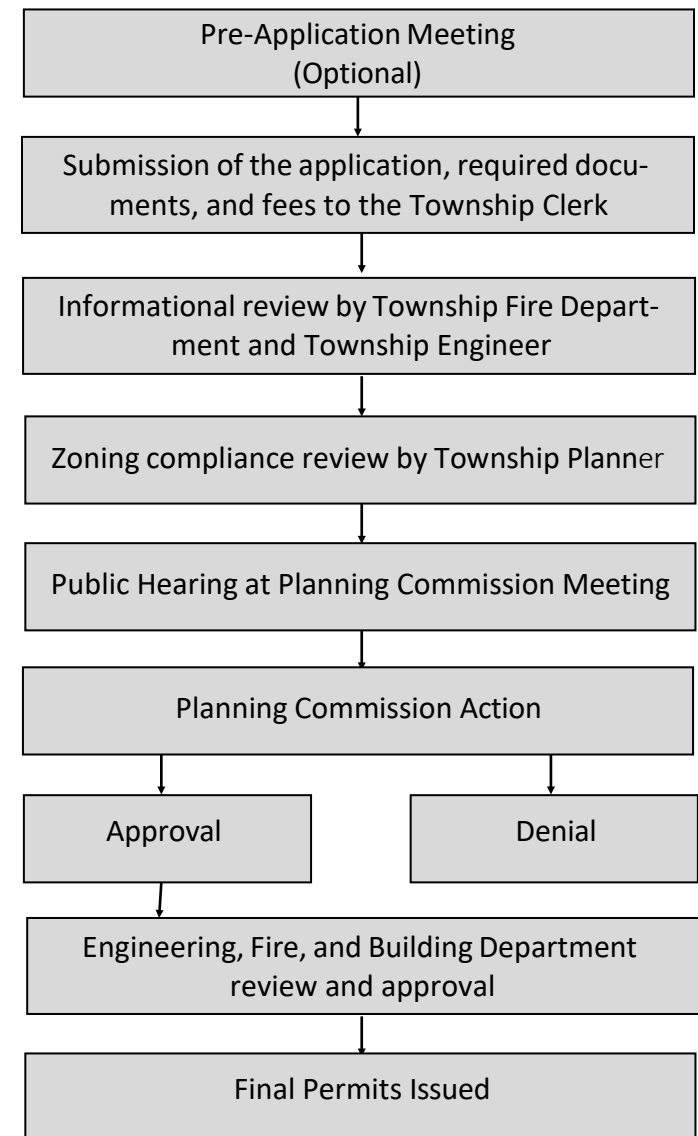
What is a Special Land Use?

Special Land Uses are authorized under the Michigan Zoning Enabling Act, P.A. 110 of 2006, as amended, and are those uses which may be compatible with other uses in some, but not all, locations within a particular zoning district. The Special Land Uses listed in the Township Zoning Ordinance may not always be permitted at all locations within a district. Special land uses are subject to the following:

- Specific use conditions listed in the ordinance
- Standards for all special land uses listed in Article 18 of the Township Zoning Ordinance
- Approval by the Planning Commission

What is the Special Land Use process?

The special land use review process generally follows the site plan review process with the addition of a public hearing before the Planning Commission.



Special Land Use Review

What is required to begin the Special Land Use review process?

The following items must be submitted to the Lenox Township Clerk:

- ❑ Twelve (12) copies of completed Special Land Use Application Form
- ❑ Twelve (12) copies of completed Application Information Form
- ❑ Twelve (12) copies of applicable site plans, floor plans, elevation plans, and landscape plans
- ❑ One (1) digital copy of the Special Land Use Application, Applicant Information Form, and all submitted documents/plans in PDF format
- ❑ Required fees, as established by the Township Board

What happens after approval of the Special Land Use?

Upon approval of a special land use by the Planning Commission, the Clerk's office will notify the Building Department in writing that they may proceed with the review and approval of building permit and construction applications. Revisions and/or changes required by the Planning Commission as a condition of approval, must be made to the plans and resubmitted to the Township Clerk, before notification is made to the Building Department.

Do I need to attend meetings?

You will be notified of the Planning Commission meeting that your special land use will be considered. It is strongly recommended that you or a representative be in attendance to answer any questions that may arise. Otherwise, action may be postponed to a subsequent meeting.

How long is Special Land Use Approval valid?

Upon approval of a special land use and accompanying site plan by the Planning Commission, a building permit must be requested by the applicant within one-hundred twenty (120) days or the special land use shall be declared invalid. Extensions may be granted at the discretion of the Planning Commission.

Does Special Land Use Approval allow me to begin construction?

No, special land use approval does not authorize construction. Special Land Use approval indicates compliance with the zoning ordinance. Following site plan approval, permits to allow construction or begin the requested use, must be sought through appropriate Township departments and other agencies.

Rezoning

What is a rezoning of property?

A rezoning is a change in the zoning classification of a specific property, it is an amendment to the Township's Official Zoning Map. Authority to rezone rests with the Township Board.

Who can initiate a rezoning request?

A rezoning may be initiated by the Township Board, the Planning Commission, or an owner of real property within the Township.

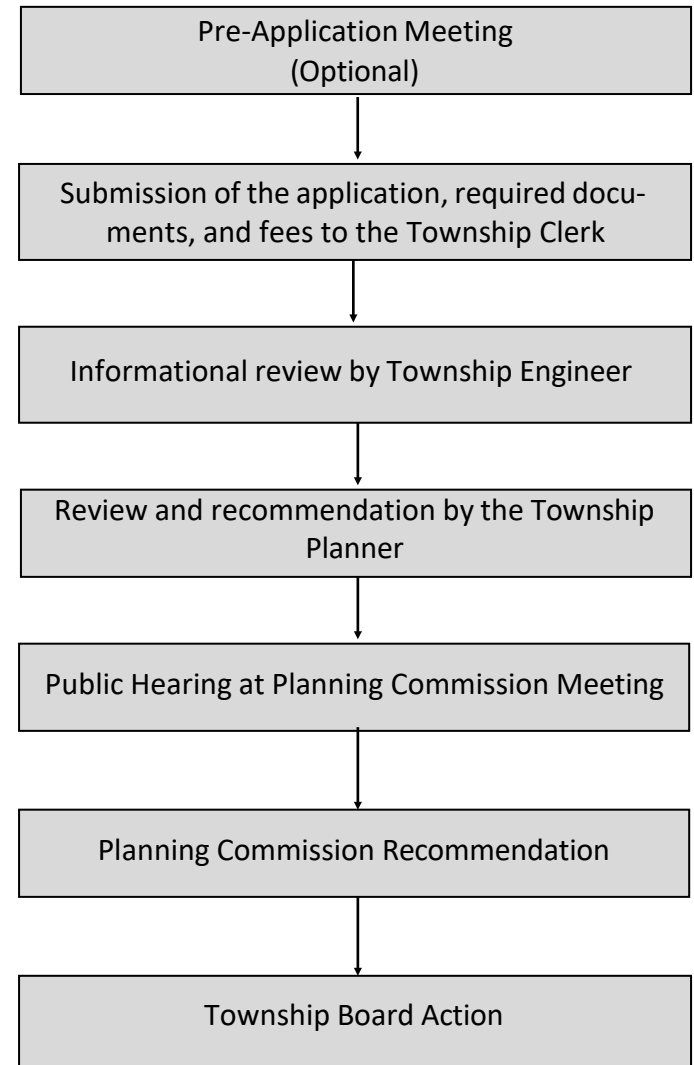
What is a Conditional rezoning?

A conditional rezoning is a rezoning request with a voluntary offer of conditions attached. As part of a conditional rezoning request, an owner of property may voluntarily offer in writing, and the Township may approve, certain use and development of land as a condition to the approval of a rezoning.

An offer of conditions submitted as part of a conditional rezoning request shall bear a reasonable relationship to the property for which rezoning is requested.

What is the Rezoning Process?

The following diagram depicts a typical rezoning process.



Rezoning

What is required to begin the rezoning process?

The following items must be submitted to the Lenox Township Clerk:

- ❑ Ten (10) copies of the completed Rezoning Application Form
- ❑ Ten (10) copies of the completed Application Information Sheet
- ❑ Ten (10) copies of a scaled sketch plan, illustrating the size and shape of the property, size and location of all existing and proposed buildings, streets, alleys, easements and other pertinent existing conditions, and the location and use of adjacent buildings within 150 feet.
- ❑ One (1) digital copy of the Rezoning Application, Applicant Information Form, the sketch plan, and all submitted documents in PDF format
- ❑ Required fees, as established by the Township Board

Do I need to attend meetings?

You will be notified of all meetings with your rezoning request on the agenda. It is strongly recommended that you or a representative be in attendance to answer any questions that may arise.

The Planning Commission and Township Board may take action on a request whether the applicant is in attendance or not. However, action may be postponed if the applicant is not available for questions.

Does rezoning allow me to begin my proposed land use and/or construction?

No, rezoning does not authorize construction or use of land. If your requested rezoning is approved, your specific development request will then need to be reviewed for conformance with applicable ordinance requirement through site planning and/or special land use. Permits to allow construction or use will be granted after the development review process is completed.

How long is approval of a rezoning valid?

Once approved, a rezoning is final and does not expire, even if the applicant who proposed the rezoning does not develop or otherwise use the land.



Zoning Board of Appeals

What is the Zoning Board of Appeals?

The Zoning Board of Appeals (ZBA) is a quasi-judicial body appointed by the Township Board. It is authorized to hear and decide matters as required by the Michigan Zoning Enabling Act and the Lenox Township Zoning Ordinance, which includes:

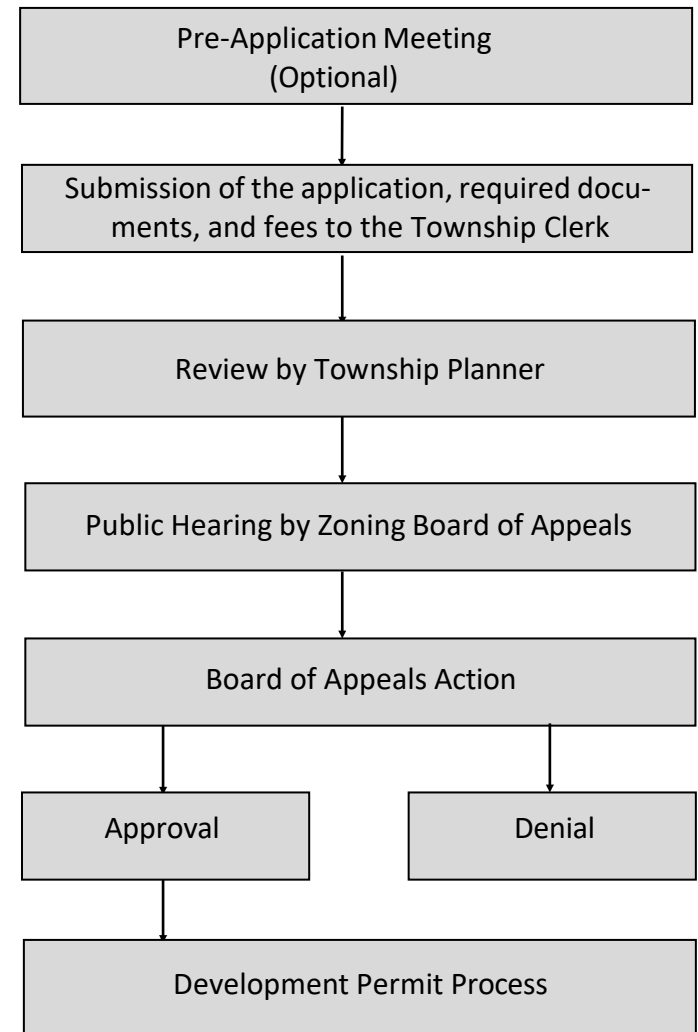
- Grant variances from the provisions of the zoning ordinance
- Hear and decide appeals of any order, decision, determination, or requirement made by the Planning Commission or any other body or official charged with administration or enforcement of the Zoning Ordinance.

What is required to apply for a variance?

- ☐ Ten (10) copies of the completed Zoning Board of Appeals Variance Application Form
- ☐ Ten (10) copies of the completed Application Information Sheet
- ☐ Ten (10) copies of applicable site plans, floor plans, elevation plans, or landscape plans
- ☐ One (1) digital copy of the Application, Applicant Information Form, and all supporting documents in PDF format
- ☐ Required fees, as established by the Township Board

What is the appeal process?

The following diagram depicts a typical appeal process.



Zoning Board of Appeals

What are the standards for ZBA review?

The ZBA may authorize a variance from the strict application of the zoning ordinance when the applicant demonstrates compliance with each of the following conditions:

- ❑ The variance is due to unique circumstances or physical conditions of the property and is not due to the applicant's personal or economic difficulty.
- ❑ The need for the variance was not self created.
- ❑ Strict compliance with the regulations would unreasonably prevent the property from being used for a permitted purpose.
- ❑ The variance shall be the minimum necessary to grant relief created by the practical difficulty.
- ❑ The variance will not cause an adverse impact on surrounding properties.
- ❑ There are exceptional or extraordinary circumstances applicable to the property that do not necessarily apply to other properties within the district.
- ❑ The variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same zoning district.
- ❑ The variance will not be materially detrimental to the public welfare or materially injurious to the property or zoning district in which the property is located.
- ❑ The granting of the variance will not adversely affect the purpose or objectives of the Township's Master Plan.
- ❑ The variance will not impact the health, safety, and welfare of the township or its residents.

Do I need to attend meetings?

You will be notified of all meetings with your variance request on the agenda. It is strongly recommended that you or a representative be in attendance to answer any questions that may arise.

The Zoning Board of Appeals may take action on a request whether the applicant is in attendance or not. However, action may be postponed if the applicant is not available for questions.

Does action by the ZBA allow me to begin construction?

ZBA action typically does not authorize construction. Following action, permits must be sought through appropriate departments and agencies.

Can I appeal a decision of the ZBA?

All decisions of the Zoning Board of Appeals are final. A party aggrieved by a decision may appeal to the circuit court in accordance with the procedures established by State Law.

Planned Unit Developments

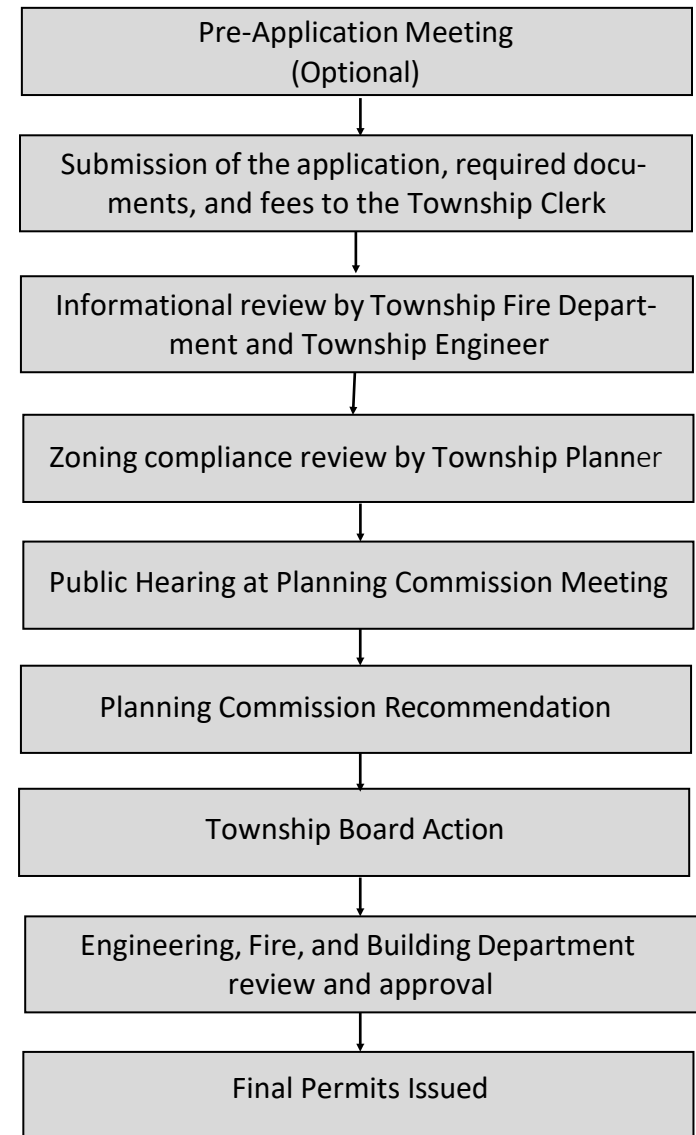
What is a Planned Unit Development?

A Planned Unit Development (PUD) is a development option that provides a degree of flexibility in regard to the use, area, height, bulk, and placement regulations for large-scale developments. These may include, but are not limited to, housing developments, shopping centers, industrial parks, office uses and mixed use developments. Planned unit developments may be allowed when the following criteria are met.

- The site must be under the control of one owner or a group of owners with a unified development plan.
- The minimum PUD site shall be 20 acres.
- The site must have frontage along and access to a road capable of accommodating the anticipated traffic volumes..
- The development must be designed as an entity, intended to be developed in clearly identified stages.
- The property has irregular or unique physical constraints, or significant natural or historic features that might otherwise be lost through conventional development methods.
- The PUD will provide a complementary mixture of uses or housing types and amenities within a unique, high quality design as determined by the Planning Commission.
- The proposed type and density of use shall not result in and unreasonable increase in traffic or use of public services.

What is the Planned Unit Development process?

The following diagram generally depicts the PUD review process.



Planned Unit Developments

What is the needed to begin the Planned Unit Development review process?

The following items must be submitted to the Lenox Township Clerk:

- ❑ Twelve (12) copies of the completed Planned Unit Development Application Form
- ❑ Twelve (12) copies of completed Application Information Form
- ❑ Twelve (12) copies of applicable site plans, floor plans, elevation plans and landscape plans
- ❑ A traffic impact study, prepared by a registered engineer or certified planner.
- ❑ One (1) digital copy of the Planned Unit Development Application, Applicant Information Form, and all submitted plans and documents in PDF format
- ❑ Required fees, as established by the Township Board

Do I need to attend meetings?

You will be notified of all meetings with your PUD request on the agenda. It is strongly recommended that you or a representative be in attendance to answer any questions that may arise.

The Planning Commission or Township Board may take action on a request whether the applicant is in attendance or not. However, action may be postponed if the applicant is not available for questions.

Does PUD Approval allow me to begin construction?

No, planned unit development approval does not authorize construction. Following approval, permits to allow construction or begin the requested use, must be sought through appropriate Township departments and other agencies.

Can I amend an approved PUD plan?

Deviations from the approved PUD plan may only occur when an applicant or property owner who was granted approval notifies the Planning Commission of the proposed amendment in writing, accompanied by a site plan illustrating the proposed changes. The Planning Commission shall determine whether the change is major, warranting further review by the Township Board, or minor, allowing Planning Commission approval.



Development Review Fees

LENOX TOWNSHIP FEE SCHEDULE

	Township Admin	Planner	Engineering	Fire Dept	Total
Address Application			\$ 50.00		\$ 50.00
Cemetery Booklet	\$ 10.00				\$ 10.00
Construction Inspection <i>*Based on Construction Cost Estimate plus 15% and additional 20% Admin Fee</i>			6.35%		0.0635 \$ -
Contractor Pre-qualification (WS only)			\$ 125.00		\$ 125.00
Easement Review			\$ 292.80		\$ 292.80
Engineering Plan Review (All Developments) <i>*Based on Construction Cost Estimate plus 15% and additional 20% Admin Fee</i>			1.35%		0.0135 \$ -
Land Splits (per parcel # generated) <i>Plan/Eng is a one time fee</i>	\$ 100.00	\$100.00	\$ 146.40		\$ 346.40
Land Combinations	\$ 100.00	\$ 100.00	(if needed)		\$ 200.00
Master Plan Book	\$ 35.00				\$ 35.00
Mobile Home Permit (excludes electrical)	\$ 150.00				\$ 150.00
Moving Pond	\$ 1,000.00				\$ 1,000.00
Moving Building Inspection	\$ 150.00				\$ 150.00
Pond Bond	\$ 250.00				\$ 250.00

Pond Permit	\$ 175.00				\$ 175.00
Planned Unit Development	\$ 1,505.00	\$ 475.00	\$ 732.00	\$ 315.00	\$ 3,027.00
+ per acre charge		\$ 20.00	\$ 30.00		\$ 50.00
Plot Plan Review		\$ 100.00	\$ 292.80		\$ 392.80
Plot Plan Grade Survey			\$ 600.00		\$ 600.00
Pre-Construction Meeting/Pre-application Meeting *Engineering fees based on 2 hour minimum		\$ 125.00	\$ 292.80		\$ 417.80 \$ -
Rezoning	\$ 1,275.00	\$ 475.00	\$ 146.40		\$ 1,896.40
Sign Application Fee		\$ 250.00	\$ 100.00		\$ 350.00
Sign Bond		\$ 250.00			\$ 250.00
Sign Permit		\$ 100.00			\$ 100.00
Site Plan Review - Residential	\$ 925.00	\$ 375.00	\$ 439.20	\$ 315.00	\$ 2,054.20
+Per Acre charge		\$ 20.00	\$ 20.00		\$ 40.00
Site Plan Review - Resubmittal	\$ 100.00	\$ 85.00	\$ 146.40	\$ 80.00	\$ 411.40
Site Plan Review - Commercial/Industrial	\$ 925.00	\$ 375.00	\$ 439.20	\$ 315.00	\$ 2,054.20
+Per Acre		\$ 20.00	\$ 30.00		50
Plat/Condo Review - Prelim	\$ 925.00	\$ 375.00	\$ 585.60	\$ 315.00	\$ 2,200.60
+ Per Unit		\$ 20.00	\$ 20.00		\$ 40.00
Special Land Use	\$ 1,275.00	\$ 475.00	\$ 732.00	\$ 315.00	\$ 2,797.00
+ per acre charge		\$ 20.00	\$ 30.00		\$ 50.00

Special PCMeeting/Board of Trustees Meeting -Engineering Fees are minimum amount based on 2 hours min.	\$ 1,250.00	\$ 125.00	\$ 292.80	\$ 315.00	\$ 1,982.80
					\$ -
Subdivision Ordinance Book	\$ 15.00				\$ 15.00
Water/Sewer /extension - Cost Estimate			\$ 585.60		\$ 585.60
Tap Fee Calculation			\$ 146.40		\$ 146.40
Sewer Diversion Study				\$ 4,392.00	\$ 4,392.00
Zoning Board of Appeals or Variance	\$ 805.00	\$ 250.00	\$ 292.80		\$ 1,347.80
Zoning Ordinance Book	\$ 35.00				\$ 35.00

All Engineering Fees include a 20% admin fee unless otherwise noted.

Fees adopted by the Lenox Township Board of Trustees 10/3/2022.

*Other charges may be applied as deemed necessary for project completion.

Applications, Ordinances & Resources

APPLICATIONS

Application Information Sheet

Affidavit of Ownership

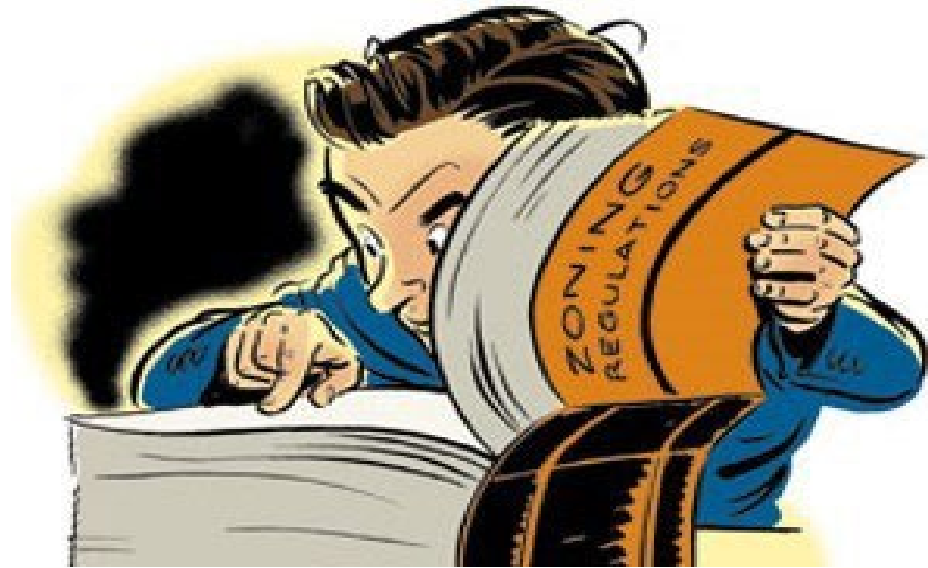
Site Plan Review Application

Special Land Use Application

Rezoning Application

Zoning Board of Appeals Application

Planned Unit Development Application



ORDINANCES

[Lenox Township Zoning Ordinance](#)

[Lenox Township Zoning Map](#)

[Lenox Township Sign Ordinance](#)

[Lenox Township Codified Ordinances](#)

OTHER RESOURCES

[Property Assessment Information](#)

[Population and Demographics \(SEMCOG\)](#)

[Mapping & Data \(Macomb County\)](#)

[Wetlands](#)

[Michigan Natural Resources Features Inventory](#)