

**Atlas Township Planning Commission
Review Application**

For office staff only:

Application No: _____

Application Fee: _____

Date Submitted: _____

Public Notice Sent: _____

Date Accepted: _____

Public Hearing Date: _____

Check Applicable Line

___Rezoning ___Site Plan ___Conditional Use ___Site Condo ___Plat ___PUD ___Comm. Dev.

This application, plans (13 copies and 1 Digital), fees and all other pertinent information must be submitted to the Township Clerk's Office. Any changes in the original submission shall require new application and re-processing. **Supplemental verbal statements changed or corrected copies will not be accepted at the Planning Commission Meeting.**

Applicant's Name(s): _____ Phone No: _____

Applicant's Address: _____

Email Address: _____

Property Owner's Name(s): _____

Property Owner's Address: _____

Name of Proposed Development: _____

Parcel No.: 02- _____ - _____ - _____ No. of Acres: _____ Current Zoning: _____

Summary of Intended Use: _____ Phone No: _____

Address of Preparer: _____

If the Applicant is not the legal owner, please state basis of representation: _____

Note: Applications **WILL NOT** be accepted until all required information is provided. Once accepted this application will be submitted to the Atlas Township Planning Commission for consideration at the next regular scheduled meeting provided is it submitted within the deadline dates for the scheduled meeting. Otherwise, the application will be placed on the agenda within the timing for the date the application was received.

The undersigned deposes that the foregoing statements and accompanied information are true and correct. By signing these applications, you are hereby granting permission to the Atlas Township Planning Commission, Zoning Board of Appeals and other Township Representatives that may be required to physically inspect the subject property.

Signature of Applicant

Date

Signature of Legal Owner (If not applicant) Date

Please Print or Type Name

Please Print or Type Name

**Atlas Township Planning Commission
Review Application (Cont.)
Requirements**

- A. In the event Planner, Engineering or Legal fees exceed the amount remitted the applicant will be billed for the differences.
- B. Building or other permits will not be issued until all fees are paid in full.
- C. In the event the applicant requests that a hearing be postponed or an application be tabled the applicant will be billed 50% of the original fee for the rescheduled hearing.
- D. Recommended professional oversight. When the Township Board approves oversight on a project, the applicant will hold an escrow account with Atlas Township for professional engineering.

The below listed items must be provided when applying for Planning Commission Review:

- 1. Review Application completed.
- 2. Fees paid.
- 3. Copy of paid tax bill.
- 4. Warranty deed or notarized copy of same.
- 5. Certified engineering survey.
- 6. Driveway permits from Genessee County Road Commission (when applicable).
- 7. Public utility easement (usually 12' across front).
- 8. Road accessibility.
- 9. Compliance with Zoning Ordinances for width and depth requirements.
- 10. Compliance with all local and State Ordinances. Including Genessee County Health Dept., Drain Commission, Sheriff's Dept and Atlas Township Fire Dept.

Note:

- a. See Atlas Township Zoning Ordinance, Section 22.10 (Administrative) for a complete list of requirements for specific requests and applications.
- b. The following must be shown on surveys; all buildings and distances from lot lines and required setbacks. All ponds, wetlands, floodplains, public easements, and deeded private easements must be clearly identified. The zoning of the property being developed, and all adjacent property must be clearly identified.
- c. The applicant's signature on the Planning Commission Review Application indicates acceptance of all conditions outlined in the application and the Ordinance.

Signature of Applicant

Date

Atlas Township Site Plan Review Checklist

Project Name & Number

	Shown on Plan	YES NO	Not Applicable	Comments
1. A completed application form				
2. Site Plan is drawn at proper engineering scale:				
3. Site Plan has a Cover Sheet Containing:				
a. Name and address of project	_____	_____	_____	_____
b. Name, address, and seal of Engineer	_____	_____	_____	_____
c. Complete and current legal description And size of property	_____	_____	_____	_____
d. Location sketch	_____	_____	_____	_____
e. Title block with north arrow & date	_____	_____	_____	_____
4. Site Plan has existing condition sheets containing:				
a. All existing lot lines and dimensions Including set back lines and existing Or proposed easements	_____	_____	_____	_____
b. Existing topography (minimum contour interval of 2 feet)	_____	_____	_____	_____
c. Location of existing natural features And waterways	_____	_____	_____	_____
d. Outline of existing woodlands	_____	_____	_____	_____
e. Soil characteristics	_____	_____	_____	_____
f. Zoning and current land use of Property and abutting properties	_____	_____	_____	_____
g. Location of buildings and structures Within property and within 400 feet Of property lines	_____	_____	_____	_____
h. Aerial photograph	_____	_____	_____	_____
i. Wetland determination by a Recognized consultant.	_____	_____	_____	_____
j. Location of all existing structures, Pavements, street names, utilities, and	_____	_____	_____	_____

Right-of-ways	_____	_____	_____	_____
5. Site plan contains proposed project information including:	Shown on Plan			
	YES	NO	Not Applicable	Comments
a. Footprint, dimensions, setback & floor plan of proposed building				
b. Design elevation drawings				
c. Impervious surface ratio & percent Of building coverage	_____	_____	_____	_____
d. Design of proposed sidewalks and bike paths	_____	_____	_____	_____
e. Layout & dimensions of proposed Lots, street, and drives	_____	_____	_____	_____
f. Location & design of deceleration or Passing lane	_____	_____	_____	_____
g. Traffic impact study	_____	_____	_____	_____
h. Existing & proposed locations Of utility services	_____	_____	_____	_____
k. Location of outdoor trash containers	_____	_____	_____	_____
l. Parking, storage, & loading/unloading Areas	_____	_____	_____	_____
m. Details of exterior lighting	_____	_____	_____	_____
n. Location & description of all signs	_____	_____	_____	_____
o. Location of woodlands & trees	_____	_____	_____	_____
p. Boundaries of wetlands & trees	_____	_____	_____	_____
q. Environmental impact assessment	_____	_____	_____	_____
r. Description of any deed restrictions	_____	_____	_____	_____
s. Site plan submittal information for a Mobile home park	_____	_____	_____	_____
t. Soil erosion control measures	_____	_____	_____	_____

6. Miscellaneous

NOTES

[illegible]

ATLAS TOWNSHIP PLANNING COMMISSION AND ZONING BOARD OF APPEALS FEE SCHEDULE

PLANNING COMMISSION DEVELOPMENT REVIEWS	PLANNING	ATTORNEY	ADMINISTRATIVE	TOTAL FEES
SITE CONDOS	\$1025 + \$6/BLDG. SITE	\$825 + \$6/LOT (\$1000 MAX)	\$875 + \$6/BLDG. SITE	\$2,750 + \$18/LOT
REVISED SITE CONDO PLAN	50% OF INITIAL FEE	50% OF INITIAL FEE	50% OF INITIAL FEE	50% OF INITIAL FEE + TWP. EXP.
TENT. PRELIM PLAT	\$1025 + \$6/BLDG. SITE	\$825 + \$6/BLDG. SITE	\$825 + \$6/LOT	\$2,675 + \$18/LOT
REVISED PLAT REVIEW	50% OF INITIAL FEE	50% (\$500 MAX)	50% OF INITIAL FEE	50% OF INITIAL FEE
FINAL PLAT *OPTIONAL	\$700.00	\$500.00	\$775.00	\$1,975 + \$15/LOT
MULTI (INCL CONDO), MOBILE HOME CLUSTER	\$1,300 + \$6/DU	\$1,100 + \$6/DU	\$1,100 + \$6/DU	\$3,500 + \$18/DU
REVISED SITE PLAN (RE-REVIEW)	50% OF INITIAL FEE	50% (\$500 MAX)	50% OF INITIAL FEE	50% OF INITIAL FEE + TWP. EXP.
INDIVIDUAL COMMERCIAL, INDUSTR. OFFICE & OTHER NON-RESIDENTIAL	\$1025 + \$25/ACRE (OR FRACTION OF ACRE)	\$825 + \$25/ACRE	\$1,100	\$2,950 + \$50/ACRE
REVISED SITE PLAN	50% OF INITIAL FEE	50% (\$500 MAX)	50% OF INITIAL FEE	50% OF INITIAL FEE + TWP. EXP.
INDIVIDUAL RES SPR (ROAD, ETC.)	\$1,300	\$825	\$1,100	\$3,225
REVISED SITE PLAN	50% OF INITIAL FEE	50% (\$500 MAX)	50% OF INITIAL FEE	50% OF INITIAL FEE + TWP. EXP.
PROFESSIONAL SERVICE & ENGINEERING	RECOMMENDED BY BUILDING INSPECTOR AND PLANNING COMMISSION -- ESCROWED AMOUNT			
	**\$5,000 ESCROWED			\$5,000 +/-
MIXED USE OR PUD				
INITIAL REVIEW (PRELIM. REV)	\$1025 + \$25/ACRE	\$825 + \$25/ACRE	\$1,100	\$2,950 + \$50/ACRE
REVISED PLAN	50% OF INITIAL FEE	50% (\$500 MAX)	50% OF INITIAL FEE	50% OF INITIAL FEE + TWP. EXP.
FINAL SITE PLAN	\$950	\$550 + \$6/DU	\$1,025	\$2,675 + \$6/DU
ZONING CHANGE	\$1,200	\$600	\$875	\$2,675
CONDITIONAL USE	\$1,200	\$750	\$1,025	\$2,975
**LIMITED SITE REVIEW	\$900 + \$25/ACRE		\$800	\$1700 + \$25/ACRE
**CONDITIONAL USE & SITE REVIEW	\$2100 + \$25/ACRE	\$750	\$1,025	\$3875 + \$25/ACRE
ZBA REVIEWS				
VARIANCE (NON-USE)				
COMMERCIAL	\$1,025	\$550	\$675	\$2,250
RESIDENTIAL	\$350	\$150	\$525	\$1,025

SPECIAL PLANNING COMMISSION MEETING: \$500 + ANY PLANNER, ENGINEER, APPLICATION OR LEGAL/ADMINISTRATIVE FEES
SPECIAL ZONING BOARD OF APPEALS MEETING: \$500 + ANY PLANNER, ENGINEER, APPLICATION OR LEGAL/ADMINISTRATIVE FEES
SPECIAL TOWNSHIP BOARD MEETING: \$300 + ANY PLANNER, ENGINEER, APPLICATION OR LEGAL/ADMINISTRATIVE FEES

DU = DWELLING UNIT

**** AT SITE REVIEW COMMITTEES DISCRETION: EXISTING DEVELOPED SITES, INCLUDING CHANGES/ADDITIONS OF USE, SITE IMPROVEMENTS, AND/OR MINOR BUILDING ADDITIONS MAY BE BE SUBJECT TO LIMITED SITE REVIEW.**

In the event PLANNER/ENGINEER fees exceed the amount remitted the petitioner will be billed for the difference.
Building permits will not be issued until all fees are paid in full.

If the applicant pays a hearing fee, the hearing fee shall be added to the amount of the original fee for the scheduled hearing.

**ANY UNUSED PORTION OF ESCROW AMOUNT RETURNED IF MORE BILLED @ HOUR RATE

Amended 7/20/26