

**BOARD OF TRUSTEES**  
Anthony M. Bartolotta, Supervisor  
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Gary Wall, Trustee



5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238 Fax: (248) 674-4097  
[www.waterfordmi.gov](http://www.waterfordmi.gov)

**DEVELOPMENT SERVICES  
DEPARTMENT**

Jeffrey M. Polkowski, AICP  
Director

Dave Hills  
Superintendent of Building  
Division

Scott Alef  
CDBG Coordinator

## MEMORANDUM

Date: November 27, 2024  
To: Honorable Township Board Members  
From: Jeffrey Polkowski, Director of Development Services  
RE: Case No. 2025-Z-002 1711 N Telegraph Rezoning  
Location: HT-2, High Tech Industrial and Office to M-1, Light Industrial  
Applicant: North side of N Telegraph Rd, south of Dixie Hwy  
Adlers Service Inc

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The subject property was zoned M-2 from 1950 until 2011 when it was rezoned to HT-2, High Tech Industrial & Office. The applicant is seeking to rezone the property to M-1, Light Industrial since the property is not large enough to meet the Zoning Ordinance's requirements for M-2, General Industrial that went into effect in 2010.

Historically, the HT-1 and HT-2 zoning districts have been underperforming zoning districts due to the incompatible nature of office and industrial uses. Because of this, it has become common practice in recent years to allow these HT properties to be absorbed by the adjacent zoning districts surrounding them on a case-by-case basis.

### **Planning Commission Recommendation and Findings**

The Planning Commission reviewed this proposed rezoning at the regularly scheduled meeting on November 26, 2024 and resolved unanimously to forward a favorable recommendation to the Township Board.

### **Motions**

Based upon the Planning Commission's favorable recommendation at the November 26, 2024 regular meeting of the Planning Commission, should the Board want to consider adopting the requested rezoning, the appropriate motion would be to introduce the attached Ordinance and schedule it for possible adoption at the January 13, 2024 meeting. However, if the Board does not want to adopt the requested rezoning, the appropriate motion would be to not introduce the Ordinance and deny the zoning amendment.

Should you have any questions prior to the meeting please do not hesitate to reach out to me.



WATERFORD TWP DEVELOPMENT SERVICES  
REZONING REVIEW

PRSA 24-10-03  
November 26, 2024

**Project Name:** 1711 N Telegraph Rezoning

**Project #:** PRSA 24-10-03

**Project Type:** Rezoning Review

**PC Agenda:** November 26, 2024 Regular Agenda

**Report By:** Justin Daymon

<b>Proposed Use</b>	existing Distressed Vehicle Storage Yard & Transporter (§3-806.5.C.(5))		
<b>Address</b>	1711 N Telegraph	<b>Parcel ID</b>	13-13-401-032
<b>Applicant</b>	Adlers Service Inc 630 E Walton Pontiac, MI 48340	<b>Property Owner</b>	James Reed 1400 Earnest Ct Pontiac, MI 48340
<b>Current Zoning</b>	HT-2, High Tech Industrial and Office	<b>Proposed Zoning</b>	M-1, Light Industrial
<b>Frontage</b>	400 ft off of neighboring property along N Telegraph Rd	<b>Property Size</b>	1.78 acres
<b>General Location</b>	North side of N Telegraph Rd, south of Dixie Hwy		
<b>Master Plan Designation</b>	Industrial		
<b>Current Use</b>	Distressed Vehicle Storage Yard & Transporter (§3-806.5.C.(5))		
<b>Zoning History</b>	1950 – Manufacturing-2 1963 – M-2, General Industrial 2011 – HT-2, High Tech Industrial & Office		
<b>Surrounding Development</b>			
<b>North</b>	M-1, Light Industrial		
<b>East</b>	C-4, Extensive Business		
<b>South</b>	M-1, Light Industrial		
<b>West</b>	M-1, Light Industrial		

### Project Summary

The subject property was zoned M-2 from 1950 until 2011 when it was rezoned to HT-2, High Tech Industrial & Office. The applicant is seeking to rezone the property to M-1, Light Industrial since the property is not large enough to meet the Zoning Ordinance's requirements for M-2, General Industrial that went into effect in 2010.

### Master Plan Compatibility

The proposed project is in accordance with the current Master Plan's designation of the property as Industrial.

### Zoning District Conformity

The subject property meets the Zoning Ordinance's requirements for the M-1, Light Industrial zoning district.

### **Planning Commission Approval Recommendation Guidelines**

The following is a summary of Section 4-009.3 of the Zoning Ordinance and the Planning Commission's approval recommendation guidelines that have been established for rezoning application requests:

Where the purpose and effect of the proposed amendment is to change the zoning classification of a particular property, the Planning Commission shall make its recommendations to the Township Board based upon the evidence presented to it in each specific case with respect to the following matters:

- A. The requested zoning change is consistent with the adopted Master Plan, as amended.

***Staff Comment: The rezoning request is consistent with the Master Plan.***

- B. The requested zoning change is consistent with existing uses and zoning classifications of properties within the general area of the subject zoning lot.

***Staff Comment: The subject property abuts other property zoned M-1, Light Industrial on two of three sides.***

- C. The subject zoning lot's physical suitability to provide all dimensional and site requirements for the range of uses permitted under the proposed zoning classification.

***Staff Comment: The subject property is able to meet the applicable zoning requirements.***

- D. The trend of development in the general area of the subject zoning lot is consistent with the requested zoning change.

***Staff Comment: The requested zoning change is consistent with the trend of development in the general area.***

- E. The Township and other public agencies possess the capacity to provide all utility and public services that would be required for the range of uses permitted under the proposed zoning classification.

***Staff Comment: Public utilities are available to the site and the Township along with other related public service agencies possess the capacity to provide all utility and public services to the property.***

- F. The requested zoning change and the resulting range of uses permitted under the proposed zoning classification will not result in any significant environmental impacts.

***Staff Comment: This rezoning will not result in any significant environmental impacts.***

- G. Whether the amendment will be detrimental to the public interest.

***Staff Comment: The proposed rezoning would not be detrimental to public interest.***

### **Summary/Conclusions**

The proposed rezoning is in accordance with the Master Plan's goals for the area and the Zoning Ordinance's requirements for the proposed zoning district. The property was previously zoned as an even more intensive industrial district for decades and the proposed rezoning would remove a non-conformity since the historical use of the property is not permitted under the current zoning district.

**Recommendation and Planning Commission Action**

Following the required public hearing, the Planning Commission shall provide a recommendation to the Township Board on the rezoning request. In making this recommendation, the Planning Commission shall consider the approval recommendation guidelines referenced above. Staff has attached a motion template for your use in formulating your recommendation.

Upon your review, if you have any questions or require additional information prior to Tuesday's meeting, please contact this office.

**MOTION TEMPLATE FOR PLANNING COMMISSION CASE NO. 24-10-03,****Proposed Zoning Map Amendment to Rezone From:  
HT-2, High Tech Industrial & Office to M-1, Light Industrial****Motion:**

I move to forward a **favorable/unfavorable [Strike One]** recommendation in Case No. 24-10-03 on to the Township Board, to rezone the subject parcel #13-13-401-032 from HT-2, High Tech Industrial & Office to M-1, Light Industrial based on the following findings and conclusions under the Ordinance approval recommendation guidelines which are based on assessment of the information and statements presented in this case by or for the Township Staff, Applicant, and members of the public.

**Findings:**

- A. The requested zoning change **is / is not [Strike One]** consistent with the adopted Master Plan as amended.
- B. The requested zoning change **is / is not [Strike One]** consistent with existing uses and zoning classifications of properties within the general area of the subject zoning lot.
- C. The subject zoning lot **is / is not [Strike One]** physically suitable to provide all dimensional and site requirements for the range of uses permitted under the proposed zoning classification.
- D. The trend of development in the general area of the subject zoning lot **is / is not [Strike One]** consistent with the requested zoning change.
- E. The Township and other public agencies **do / do not [Strike One]** possess the capacity to provide all utility and public safety services that would be required for the range of land uses permitted under the proposed zoning classification.
- F. The requested zoning change and the resulting range of uses permitted under the proposed zoning classification **will not / will [Strike One]** result in any significant environmental impacts.
- G. The proposed zoning amendment **will not / will [Strike One]** be detrimental to the public interest.

STATE OF MICHIGAN  
COUNTY OF OAKLAND  
CHARTER TOWNSHIP OF WATERFORD  
ORDINANCE NO. 2025-Z-002

**ZONING ORDINANCE MAP AMENDMENT**

An ordinance to amend the Waterford Township Zoning Ordinance by rezoning a parcel of property with conditions on its use and development as authorized by MCL 125.3405 and amending the Zoning Map.

THE CHARTER TOWNSHIP OF WATERFORD ORDAINS:

**Section 1 of Ordinance**

The portion of the parcel of property that is assigned tax parcel number 13-13-401-032, legally described below, with current address of 1711 N Telegraph Rd, is rezoned from HT-2, High Tech Industrial & Office to M-2, Light Industrial with the Zoning Map that is adopted by and made part of the Waterford Township Zoning Ordinance in Section 3-101, to be changed and amended to reflect this rezoning.

**Section 2 of Ordinance**

The effective date of this ordinance shall be on the 8th day after publication, or a later date as provided in the Michigan Zoning Enabling Act for when a petition for voter referendum on this Ordinance and/or a notice of intent to submit such a petition is timely filed with the Township Clerk.

**CERTIFICATION**

I certify that this Zoning Ordinance Map Amendment Ordinance was adopted by a majority vote of the members of the Board of Trustees of the Charter Township of Waterford at a meeting duly called and held on January 13, 2025.

CHARTER TOWNSHIP OF WATERFORD

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Date

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Kimberly Markee, Township Clerk

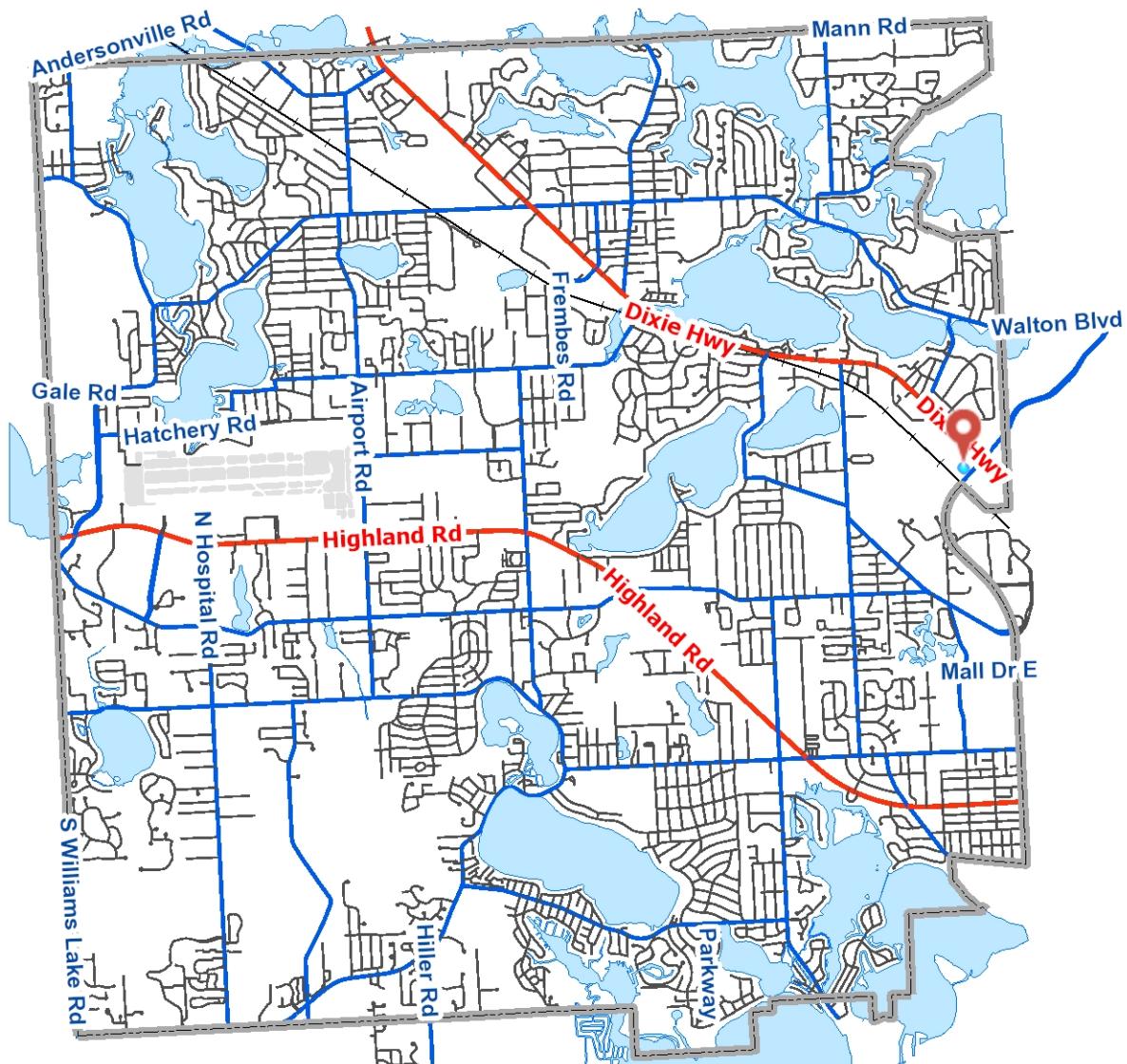
**LEGAL DESCRIPTION ATTACHMENT TO ORDINANCE 2025-Z-002**

T3N, R9E, SEC 13 PART OF SE 1/4 BEG AT PT DIST S 89-35-00 W 1328.10 FT & S 00-18-00 W 945.35 FT FROM E 1/4 COR, TH S 00-18-00 W 559.40 FT, TH N 43-34-00 W 400.03 FT, TH N 45-57-00 E 387.67 FT TO BEG 1.78 A 5/18/87 FR 019



PRSA 24-10-03

Location Map



1:72,224



12,037.3

0

6,018.65

12,037.3 Feet

SOURCES: The Charter Township of Waterford and Oakland County, MI.  
Oakland County parcel data, Updated weekly.

DISCLAIMER: Information depicted hereon is for reference purposes only. It was compiled from the best available resources which have varying degrees of accuracy. This map is not a legally recorded map nor a survey and is not intended to be used as such. The Charter Township of Waterford assumes no responsibility for error that arise from this map.



PRSA 24-10-03

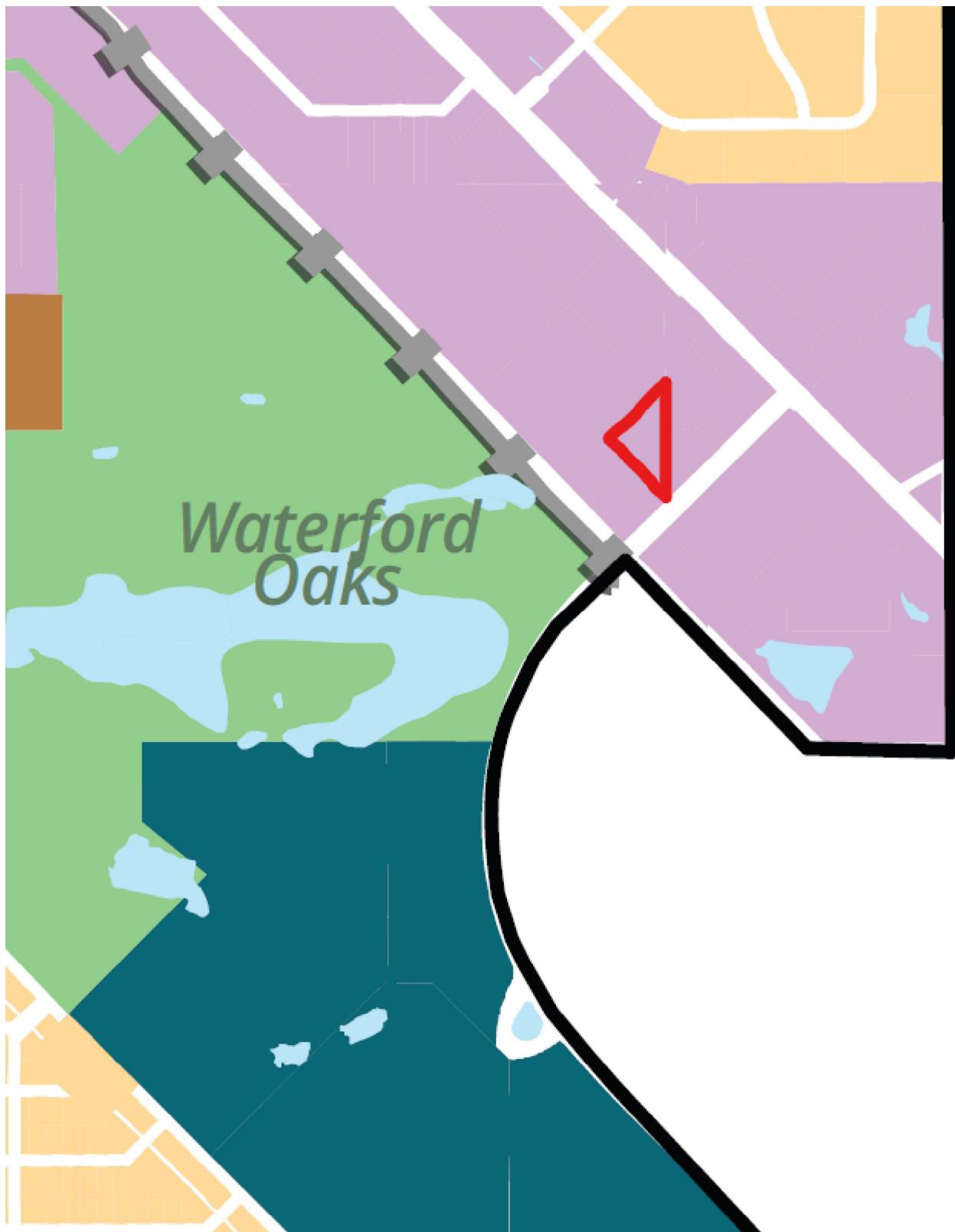
Aerial Map



SOURCES: The Charters Township of Waterford and Oakland County, MI. Oakland County parcel data, Updated weekly.

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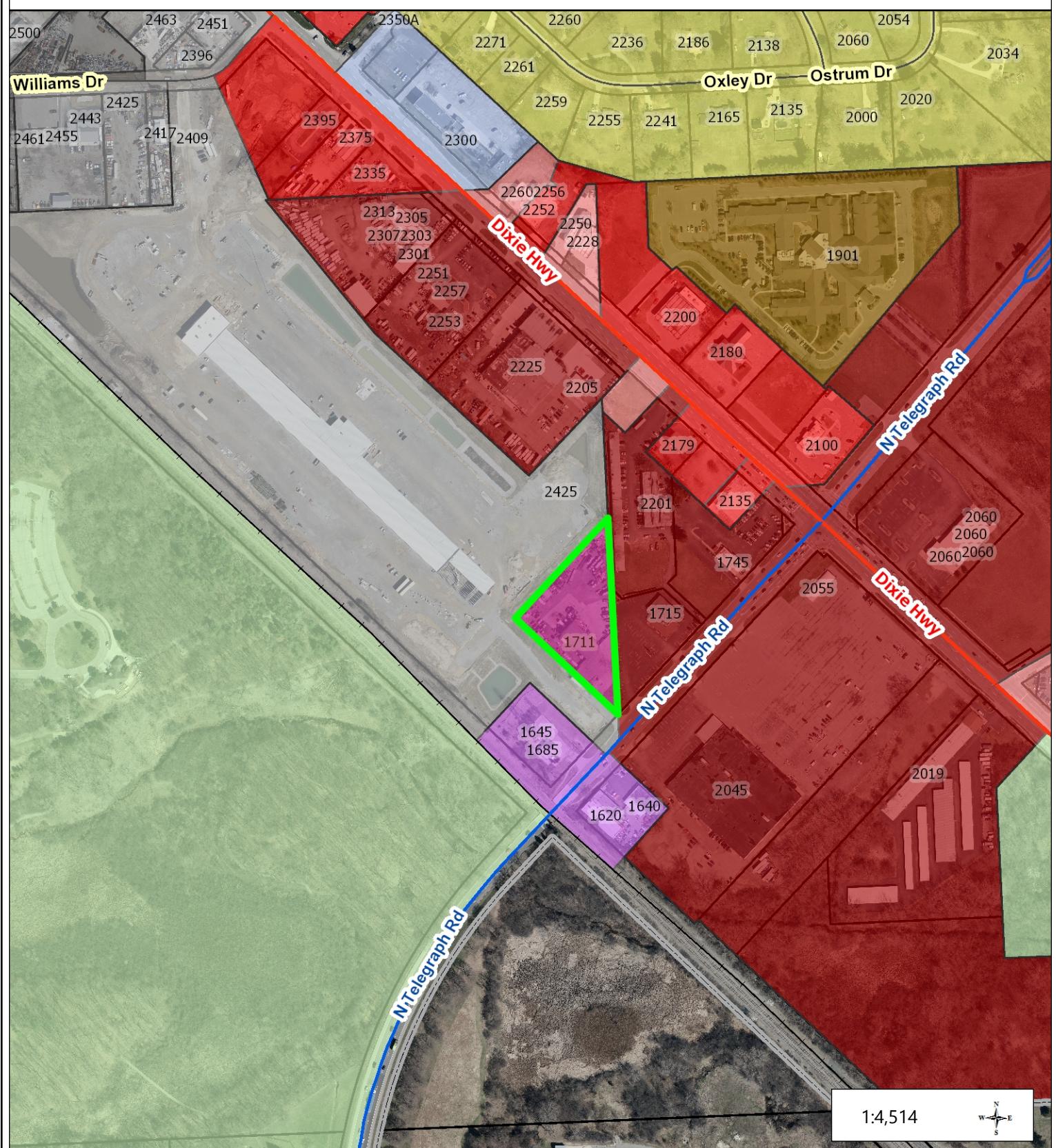
PRSA 24-10-03  
Master Plan Map





PRSA 24-10-03

## Zoning Map



752.3

0

376.17

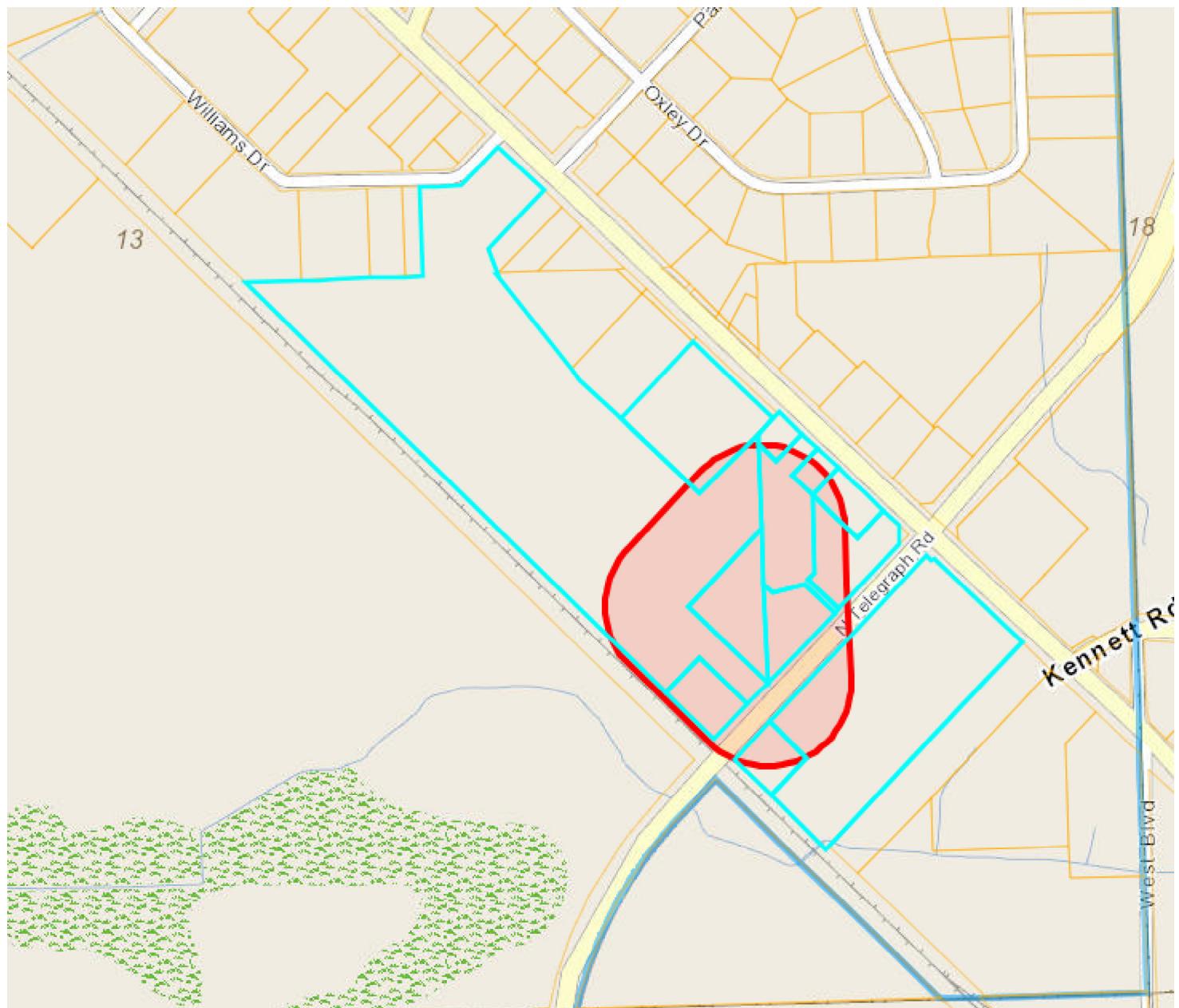
752.3 Feet

1:4,514



SOURCES: The Charters Township of Waterford and Oakland County, MI. Oakland County parcel data, Updated weekly.

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Project Number	Extra Addresses	PIN	CVTTAXC	CVTTAXDESCRIPTION	NAME1	NAME2	POSTALADDRESS	POSTALCITY	POSTA POSTALZIP5
PRSA 24-10-03	Agency Addresses				Kajal Patel, PE / MDOT	MDOT Oakland	800 Vanguard Dr	Pontiac	MI 48341
PRSA 24-10-03	Agency Addresses				Canadian National Railway Co		PO Box 8100, Station A, 935 de l Montreal	Que H3C 3 N4	
PRSA 24-10-03	Agency Addresses				DTE		1 Energy Plaza	Detroit	MI 48226
PRSA 24-10-03	Agency Addresses				Consumers Energy		1 Energy Plaza Dr	Jackson	MI 49201
PRSA 24-10-03	Review	PIN	CVTTAXC	CVTTAXDESCRIPTION	NAME1	NAME2	POSTALADDRESS	POSTALCITY	POSTA POSTALZIP5
PRSA 24-10-03	Review	1313401032 W		CHARTER TOWNSHIP OF WATERFORD JAMES REED	REBECCA JOAN	1400 ERNEST CT		PONTIAC	MI 48340
PRSA 24-10-03		1313476001 W		CHARTER TOWNSHIP OF WATERFORD 1620 TELEGRAPH LLC			1620 N TELEGRAPH RD	WATERFORD	MI 48328
PRSA 24-10-03		1313401010 W		CHARTER TOWNSHIP OF WATERFORD MARTINEZ REAL ESTATE LLC			1715 N TELEGRAPH RD	WATERFORD	MI 48328
PRSA 24-10-03	Review	1313401012 W		CHARTER TOWNSHIP OF WATERFORD RAJINDER SINGH	GURMIT KAUR	20905 RICHMOND DR		NORTHVILLE	MI 48167
PRSA 24-10-03		1313401030 W		CHARTER TOWNSHIP OF WATERFORD MAJIC INC.			2225 DIXIE HWY	WATERFORD	MI 48328
PRSA 24-10-03	Review	1313476008 W		CHARTER TOWNSHIP OF WATERFORD DIXIE PROPERTIES			28580 ORCHARD LAKE RD STE 1	FARMINGTON HILLS	MI 48334
PRSA 24-10-03		1313401020 W		CHARTER TOWNSHIP OF WATERFORD COGENT COMMUNICATIONS HOLDINGS INC PRC3331 W BIG BEAVER RD				TROY	MI 48084
PRSA 24-10-03	Review	1313401009 W		CHARTER TOWNSHIP OF WATERFORD L P HOTEL GROUP LLC			5038 SOMERTON DR	TROY	MI 48085
PRSA 24-10-03	Review	1313401036 W		CHARTER TOWNSHIP OF WATERFORD PROPERTIES DELUXE IV LLC			5619 N BEECH DALY RD	DEARBORN HEIGHTS	MI 48127
PRSA 24-10-03	Review	1313401029 W		CHARTER TOWNSHIP OF WATERFORD DEDA VULAJ			5975 REA CT	WEST BLOOMFIELD	MI 48322
PRSA 24-10-03	Review	1313401035 W		CHARTER TOWNSHIP OF WATERFORD DFL- DET LLC			6450 POE AVE STE 311	DAYTON	OH 45414
PRSA 24-10-03	Extra Addresses	1313401032 W		CHARTER TOWNSHIP OF WATERFORD OCCUPANT			1711 N TELEGRAPH RD	WATERFORD	MI 48328
PRSA 24-10-03	Extra Addresses	1313401029 W		CHARTER TOWNSHIP OF WATERFORD OCCUPANT			1745 N TELEGRAPH RD	WATERFORD	MI 48328
PRSA 24-10-03	Extra Addresses	1313476008 W		CHARTER TOWNSHIP OF WATERFORD OCCUPANT			2045 DIXIE HWY	WATERFORD	MI 48328
PRSA 24-10-03	Extra Addresses	1313401036 W		CHARTER TOWNSHIP OF WATERFORD OCCUPANT			2135 DIXIE HWY	WATERFORD	MI 48328
PRSA 24-10-03	Extra Addresses	1313401012 W		CHARTER TOWNSHIP OF WATERFORD OCCUPANT			2179 DIXIE HWY	WATERFORD	MI 48328
PRSA 24-10-03	Extra Addresses	1313401009 W		CHARTER TOWNSHIP OF WATERFORD OCCUPANT			2201 DIXIE HWY	WATERFORD	MI 48328
PRSA 24-10-03	Extra Addresses	1313401035 W		CHARTER TOWNSHIP OF WATERFORD OCCUPANT			2425 DIXIE HWY	WATERFORD	MI 48328

Notice is hereby given of a public hearing to be held by the Waterford Township Planning Commission on **Tuesday, November 26, 2024 at 6:00 p.m.** in the Auditorium at 5200 Civic Center Dr., Waterford, MI 48329, to hear the following request:

**Case No. PRSA 24-10-03**

**Requesting:** Rezone the property from HT-2, High Tech Industrial & Office to M-1, Light Industrial  
**Property Location:** 1711 N Telegraph Rd  
**Property Zoned:** HT-2, High Tech Industrial & Office  
**Applicant:** Adlers Service, Inc

Members of the public will only be able to speak during any public hearing that is held at the meeting and during the public comment period at the end of the meeting and such comments will be limited to three minutes per person. To provide for orderly public participation, a person wishing to speak must first state their name and request to be recognized by the Chairperson of the meeting. The Chairperson will recognize all persons wishing to speak during a public hearing and the public comment period. Prior to the meeting, members of the public may contact the members of the Planning Commission to provide input or ask questions by email or mail to the Township employee/official and at the addresses listed below. Persons with disabilities in need of accommodations to be able to participate in the meeting should provide at least 24-hour advance notice to the listed Township employee by phone, email, or mail and an attempt will be made to provide reasonable accommodations.

Jeffrey M. Polkowski, AICP  
Director of Development Services  
Charter Township of Waterford  
5200 Civic Center Drive, Waterford, Michigan 48329  
[planning@waterfordmi.gov](mailto:planning@waterfordmi.gov)  
Phone: (248) 674-6238

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[planning@waterfordmi.gov](mailto:planning@waterfordmi.gov)  
Phone: (248) 674-6238

**PLANNING DIVISION  
APPLICATION FORM**



**DEVELOPMENT SERVICES DEPARTMENT**  
5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238  
Fax: (248) 674-4097  
planning@waterfordmi.gov

**Office Use Only**

**Related Application Numbers**

PBUS: \_\_\_\_\_ PCR: \_\_\_\_\_  
PSP: \_\_\_\_\_ PZBA: \_\_\_\_\_

PRSA: *24-10-03*

Date Received *10/23/24*

Planning Fees \_\_\_\_\_

Engineering Fee \_\_\_\_\_

New Address Fee \_\_\_\_\_

**I. Type of Request** (select all that apply)

<input type="checkbox"/> Business Registration	<input type="checkbox"/> Minor Site Plan	<input type="checkbox"/> Master Plan
<input type="checkbox"/> Change of Use	<input type="checkbox"/> Major Site Plan	<input checked="" type="checkbox"/> Rezoning
<input type="checkbox"/> Concept Plan	<input type="checkbox"/> Special Approval	<input type="checkbox"/> Text Amendment

<b>Fees</b>	
Business Registration	\$100
Change of Use	\$550
Concept Plan	\$550
Minor Site Plan	\$1,250
Major Site Plan	\$1,550
Special Approval	\$1,000
Master Plan Amendment	\$1,000
Rezoning / Text Amendment	\$1,200
Request for New Address (Fire)	\$75

*Additional fees may apply*

**II. Applicant Information**

Applicant Name Adlers Service Inc	Contact Person James Reed	
Address 630 E Walton	City Pontiac	
State & ZIP MI 48340	Home/ Office Phone 248-335-9541	Cell Phone 248-410-7977
Email Address jim@adlerstowing.com		

**III. Property Information**

Legal Description    Attached    On Site Plan

All new buildings or unit splits are required to make a Request for New Address	Requires New Address? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Street Name Building Faces: N Telegraph	New Address Assigned (Obtain from Fire Department)	
Property Owner James Reed	Property ID Number W-13-13-401-032			Lot Number
Owner Address 1400 Earnest Ct	Owner City Pontiac	Owner State & Zip MI 48340	Current Zoning HT-2	Proposed Zoning M-1
Property Address or General Location 1711 N Telegraph	Property Size (Acres)			Num. of Buildings 1
Frontage (feet and streets) Telegraph Rd ~300ft	Zoning Use Section			Building Use Code
Proposed Use Truck/Auto Repair (Existing Use)	#Residential Units	#Vehicle Repair Bays	#Salon/Barber/ Tattoo Stations	

Business License Held By: (Business Registration Only)	<input type="checkbox"/> Individual (Attach copy of any Assumed Name Certificate) <input type="checkbox"/> Partnership or LLC (Attach a copy of Partnership or LLC Certificate) <input checked="" type="checkbox"/> Corporation (Attach a copy of Articles of Incorporation)
-----------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Fire Suppression Systems in Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes select the type(s):
<input type="checkbox"/> Sprinkler System-Fire	<input type="checkbox"/> Commercial Hood Suppression System	<input type="checkbox"/> FM 200 or Clean Agent (Computer Rooms)
<input type="checkbox"/> Fire Pump	<input type="checkbox"/> Paint Booth (Suppression)	<input type="checkbox"/> Fire Alarm
<input type="checkbox"/> Other (please describe): _____		

*With us there are no  
boundaries*

**IV. Site Plan Designer Information (only required if a site plan is submitted)**

Design Firm	Contact Person	
Address	City	
State & ZIP	Office Phone	Cell Phone
Email Address		

**V. Narrative Outlining Scope and Reason for Request (Additional pages may be attached)**

## Applying to rezone property from HT-2 to M-1 Light Industrial (previous zoning)

## VI. Affidavit of Ownership and Consent to Property Inspection

I (WE), the undersigned have made application to the Charter Township of Waterford for land use matters to be considered and decisions made by the: Planning Commission and /or Zoning Board of Appeals that will affect use of our property identified below. In order to enable the members of such decision-making body to make an informed decision on our request, I (WE), do hereby consent to allow the members of the decision-making body to inspect the subject property up to the date of the meeting of the decision-making body at which such body issues its final decision on MY (OUR) request, provided that such inspections are limited to: • gathering information specific to the requested action, • typical hours of daily human activity, unless specified otherwise below, and • the following restrictions:

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Property Address: 1711 N Telegraph, Waterford, MI 48328

Property Parcel No: W-13-13-401-032

**All persons having ownership interest in above-referenced property must sign this document to authorize the filing of the application. Proof of ownership in the form of deed, land contract, letter of authority or tax bill is required.**

**Failure to obtain all ownership signatures may void any approvals. Ownership interest includes owners, all parties in land contracts, and all parties in purchase agreements. Additional signature pages may be attached for owners exceeding four in number.**

	<u>NAME</u>	<u>ADDRESS</u>	<u>EMAIL</u>	<u>TYPE OF OWNERSHIP</u>	<u>INTEREST</u>	<u>SIGNATURE</u>
1.	Same as Below					
2.						
3.						
4.						

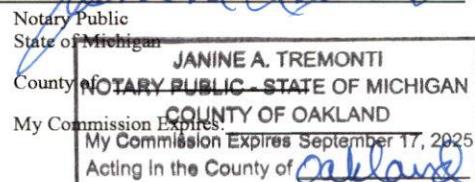
### APPLICANT CERTIFICATION

I do hereby swear all of the statements, signatures, descriptions and exhibits herewith submitted are true and accurate to the best of my knowledge and that I am to file this application and act on behalf of the signatories of the above authorization.

James G Reed      1300 Earnest      248-410-7977      1 - July - 1956      R30036727152  
Name (Please Print)      Address      Telephone Contact      Birth Date      Drivers License #

Signature

Subscribed and sworn to before me this 23 day of October 2024



## VII. Submission Requirements

In addition to submission requirements below, all applications require proof of Ownership, Letters of Authority on behalf of the Owner, Taxes Paid, and the Hazardous Substances Reporting Form.

Fees charged for Change of Use and Concept Plan will be applied to the Site Plan fees under the same review.

When plans are submitted, one copy must be a full sized 36 x 24". All other copies must be 11" x 17" unless noted.

Application Type	Requirements	Explanation
<b>Business Registration</b>	Application; \$100 fee	All new businesses or occupants to a commercial space.
<b>Change of Use</b>	Application; Business Registration Fee; additional \$550 fee; Property Unit List of Multiple-Tenant properties	Required if space is vacant or use type changes
<b>Concept Plan</b>	Application; \$550 fee; 1 digital and 1 physical copy of concept plan;	Required prior to Planning Commission review for Minor / Major Site Plan or Special Approval
<b>Minor / Major Site Plan</b>	Application; \$1,250 or \$1,550 fee per review type; 1 digital and 2 physical copies of 36 x 24" preliminary plan; 10 copies of 11" x 17" preliminary plan. 2 additional full size sets at Final Site Plan Review May require additional Business Registration / Change of Use at time of occupancy	Required for Final Site Plan Review and any prior to any exterior improvements.
<b>Special Approval</b>	Application; \$1,000 fee (\$600 fee for modifications or renewals); Change of Use/Minor/ Major Site Plan requirements and fees as necessary May require additional Business Registration at time of occupancy	Potentially required based on use type per zoning district
<b>Master Plan</b>	Application; \$1,000 fee; detailed explanation of changes; 1 digital and 11 physical copies of application and supporting documents	Request to modify the Master Plan
<b>Rezoning / Text Amendment</b>	Application; \$1,200 fee; detailed explanation of changes; 1 digital and 11 physical copies of application and supporting documents	Request to modify the zoning map or zoning ordinance text

Plan Elements	Concept	Preliminary
A. Name, address and telephone number of property owner.	✓	✓
B. Name, business address and contact information for all developers, engineers, attorneys, architects landscape architects, and registered land surveyors associated with the development of the concept plan.	✓	✓
C. Title block with project name and address/location of site.	✓	✓
D. North arrow.	✓	✓
E. Scale.	✓	✓
F. Legend.	✓	✓
G. Revision block ( <i>month, day and year of original submittal and subsequent revisions</i> ).	✓	✓
H. Existing zoning on subject parcel and neighboring properties.	✓	✓
I. A certified survey completed by a State of Michigan Licensed Land Surveyor, which indicates the legal description and recorded and measured dimensions of the property lines and other pertinent data as prescribed in Public Act 132 of 1970, Certified Surveys, as amended. The plan shall be drawn in accordance with the dimensions shown on this survey.	✓	✓
J. The location, dimensions, and proposed usage of all proposed permanent and accessory buildings and structures to be constructed, maintained, and used on the site. For all proposed residential use components of the concept plan, also include the proposed density calculation and number of each type of dwelling unit ( <i>one-bedroom units, two-bedroom units, etc.</i> ).	✓	✓
K. The location of all proposed transformer pads, dumpster enclosures and exterior appliance units on the site.	✓	✓
L. The location of all proposed exterior lighting to be used on the site.	✓	✓
M. The location of all proposed signs to be used on the site.	✓	✓
N. The location of all proposed landscaped areas, open space, and outdoor recreation areas to be dedicated and maintained on the site.	✓	✓
O. The location and addresses of buildings, uses and other significant features of immediately adjacent property within one hundred (100) feet of the subject zoning lot.	✓	✓
P. Location of existing and proposed public and private rights-of-way, drives, drive approaches ( <i>including acceleration, deceleration and passing lanes</i> ), nonmotorized pathways, any other vehicular and pedestrian circulation features within and adjacent to the parcel, all parking and loading areas indicating type of surfacing, and outdoor display areas where applicable.	✓	✓
Q. Location of all wetland, floodplain, drainage course, and natural feature boundaries.	✓	✓
D. Show all dimensional and numerical information, and three-dimensional details for items K through M listed under Concept Plan	✓	
E. Location map.	✓	
F. All required minimum setbacks from existing or proposed public or private rights-of-way and property lines.	✓	
G. Total lot area, net lot area, and buildable area of the zoning lot, as measured in square feet and acreage.	✓	
H. Grading plan.	✓	
I. The location, dimensions, and details for all walls, fences and berms as proposed and/or required by the Zoning Ordinance.	✓	
J. All curbing including size, type, location and detail.	✓	
K. The location, capacity, and details of all existing or proposed water, sanitary sewer, stormwater drainage, and other utilities serving the site with all information as required to conform with the Township Engineering Standards.	✓	
L. All existing easements and vacated easements and rights-of-way.	✓	
M. Front, side, and rear elevations of all proposed buildings.	✓	
N. All other items required by either the Zoning Official or the Building Official to comply with land regulation requirements contained in the <b>Waterford Code of Ordinances</b> .		✓

### VIII. Hazardous Substances Reporting Form

Site Plan No. \_\_\_\_\_

*Note: This form must be completed and submitted as part of the site plan for all facilities.*

Business Name	Business Owner
Mailing Address	
Location of Property	
Phone Number	Sidwell Number
Owner Signature	
Information Compiled By	

#### Part I: Management of Hazardous Substances and Polluting Material

<input type="checkbox"/> Y	Will the proposed facility store, use or generate hazardous substances or polluting materials (including petroleum-based products) in quantities greater than 100 kilograms per month (about 25 gallons per month) now or in the future? If yes, please complete the rest of this form and submit with your site plan. If no, stop here and return to the Planning Department.
<input type="checkbox"/> N	
<input type="checkbox"/> Y	Will hazardous substances or polluting materials be reused or recycled on site?
<input type="checkbox"/> N	
<input type="checkbox"/> Y	Will any hazardous substances or polluting materials be stored on the site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structures here and as a detail on the site plan.
<input type="checkbox"/> N	
<input type="checkbox"/> Y	Will new underground storage tanks be located less than 2,000 feet from drinking water wells serving two (2) or more establishments, or less than 300 feet from a single family drinking water well? If yes, contact Michigan Department of Environment, Great Lakes, and Energy (586) 753-3700.
<input type="checkbox"/> N	
<input type="checkbox"/> Y	Will hazardous waste or liquid industrial waste be transported off-site for treatment, disposal and/or recycling? If yes, please list the name, address and telephone number of your licensed transporter(s)
<input type="checkbox"/> N	
<input type="checkbox"/> Y	Will the interior of the facility have general purpose floor drains?* If yes, will the floor drains connect to: (Check One)
<input type="checkbox"/> N	
<input type="checkbox"/> Y	<input type="checkbox"/> Sanitary Sewer System <input type="checkbox"/> On-Site Holding Tank; or
<input type="checkbox"/> N	<input type="checkbox"/> System authorized by state groundwater discharge permit, which requires monitoring. Contact Waterford Township Department of Public Works (248) 674-2278; and Michigan Department of Environment, Great Lakes, and Energy, Waste Management Division, Southeast Michigan District Office (586) 753-3700
<i>*General purpose floor drains shall not be connected to a storm water drainage system, dry well or septic system.</i>	
<input type="checkbox"/> Y	Will hazardous substances or polluting materials be stored, used or handled out of doors near storm drains which discharge into lakes, streams or wetlands? If yes, describe the type of catch basins or spill containment facilities which will be used and provide detail on the site plan.
<input type="checkbox"/> N	
Additional information may be requested from the Township to assure the site plans comply with local, county and state environmental protection requirements. The Township may require Part II to be completed; only complete Part II if requested by the Township. Part II on reverse side.	

## Part II

### Types and Quantities of Hazardous Substances and Polluting Materials Which Will Be Used, Stored or Generated On-Site

Please list the hazardous substances and polluting materials (including chemicals, hazardous materials, petroleum products, hazardous wastes and other polluting materials) which are expected to be used, stored or generated on-site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages, if necessary, to list all hazardous substances and polluting materials.

Common Name (Trade Name)	Chemical Name (Components)	Maximum Quantity on hand at one time	Type of Storage Containers
1.			
2.			
3.			
4.			
5.			
6.			

#### Key

Liq. = Liquid  
DM = Drum(s)  
S = Solid  
G = Gas  
P. G. = Pressurized Gas  
TP = Portable Tank

AGT = Above Ground Tank  
P. Liq. = Pressurized Liquid  
UGT = Underground Storage Tank  
CY = Cylinders  
CM = Metal Container  
CW = Wooden/Composition Container

**IX. Multi-Tenant Commercial Property Unit List (For multi-tenant properties only. To be filled out by property owner or management company)**

**Principle Property Name:**

**Principle Property Address:**

**Property Parcel Numbers:**

