

BOARD OF TRUSTEES
Anthony M. Bartolotta, Supervisor
Kim Markee, Clerk
Steve Thomas, Treasurer
Jeff Gilbert, Trustee
Sam Harris, Trustee
Marie E. Hauswirth, Trustee
Gary Wall, Trustee



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

**DEVELOPMENT SERVICES
DEPARTMENT**

Jeffrey M. Polkowski, AICP
Director

Rick Hutchinson
Superintendent of Building
Division

Scott Alef
CDBG Coordinator

MEMORANDUM

Date: August 5, 2025
To: Honorable Township Board Members
From: Jeffrey Polkowski, Director of Development Services
RE: Case No. 2025-Z-012
4468 W Walton Blvd
O-1, Local Office to C-3, General Business
Location: North side of W Walton Blvd, west of Sashabaw Rd
Applicant: Alaa Anbari

The applicant is seeking to rezone the subject property to C-3, General Business to increase the amount of potential tenants he could rent a portion of the building to, including a proposed personal grooming establishment.

Planning Commission Recommendation and Findings

The Planning Commission reviewed this proposed rezoning at the regularly scheduled meeting on July 29, 2025 and resolved unanimously to forward a favorable recommendation to the Township Board.

Motions

Based upon the Planning Commission's favorable recommendation at the July 29, 2025 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 August 25, 2025 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 25-07-02
JULY 29, 2025

Project Name: W Walton Blvd Rezoning

Project #: PRSA 25-07-02

Project Type: Rezoning Review

PC Agenda: July 29, 2025 Regular Agenda

Report By: Justin Daymon

Proposed Use	Personal Grooming Establishment (§3-705.3.C.)		
Address	4468 W Walton Blvd	Parcel ID	13-03-452-028
Applicant	Alaa Anbari 4468 W Walton Blvd Waterford, MI 48329	Property Owner	Anbari Commercial Developments, LLC 4468 W Walton Blvd Waterford, MI 48329
Current Zoning	O-1, Local Office	Proposed Zoning	C-3, General Business
Frontage	150 ft along W Walton Blvd	Property Size	0.68 acres
General Location	North side of W Walton Blvd, west of Sashabaw Rd		
Master Plan Designation	Corridor Commercial		
Current Use	Professional Medical Care Office (§3-603.3.B.)		
Zoning History	(1950) Residential-1 (1963) R-O1, Restricted Office (1972) R-1A, Single Family (1975) R-O1, Restricted Office (2010) O-1, Local Office		
Surrounding Development			
North, East, & West	O-1, Local Office		
South	(across Walton Blvd) R-1C, Single-Family Residential/O-1, Local Office		

Project Summary

The applicant is seeking to rezone the subject property to C-3, General Business to increase the amount of potential tenants he could rent a portion of the building to, including a proposed personal grooming establishment.

Master Plan Compatibility

The proposed rezoning is in accordance with the Master Plan's Future Land Use designation of the subject property as Corridor Commercial.

Zoning District Conformity

The proposed rezoning conforms to the requirement of the Zoning Ordinance for the C-3, General Business 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 proposed zoning change is consistent with the existing uses and zoning of the surrounding properties.

- 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 lot appears able to meet all applicable requirements of the Zoning Ordinance.

- 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 request should 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 the public interest.

Summary/Conclusions

The proposed rezoning would expand the potential uses of the subject property. There are relatively few permitted uses within office zoning districts when compared to commercial districts. The market for buildings and properties zoned for office has shifted as several businesses that would normally make use of such properties have changed to sharing spaces and allowing employees to, at least partially, work from home. These market changes have made it more difficult for some office properties to attract or maintain tenants. As such, staff would anticipate seeing an influx of requests to rezone office properties to commercial in the coming future.

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. 25-07-02,
Proposed Zoning Map Amendment to Rezone From:
O-1, Local Office to C-3, General Business**

Motion:

I move to forward a **favorable/unfavorable [Strike One]** recommendation in Case No. 25-07-02 on to the Township Board, to rezone the subject parcels #13-03-452-028 from O-1, Local Office to C-3, General Business 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.

PRSA 25-07-02 Location Map



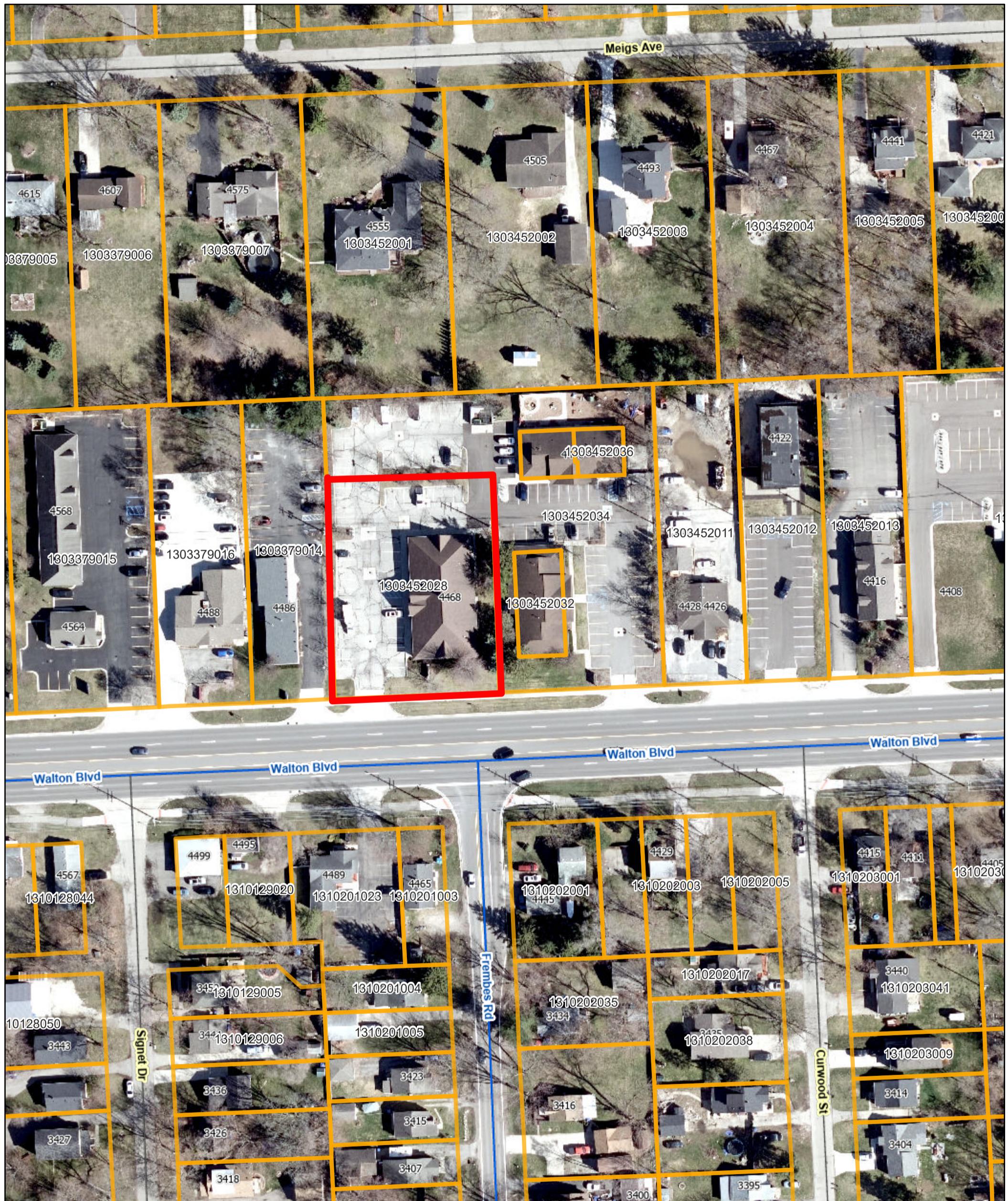
7/25/2025, 12:53:59 PM

1:16,011

A number line representing distance in kilometers. The line starts at 0 and ends at 1.1 km. Tick marks are placed at intervals of 0.17 km. The labels are: 0, 0.17, 0.35, 0.28, 0.55, 0.7 mi, and 1.1 km.

- Override 1
- Waterford Road Layer
- MAIN
- PRIMARY
- SECONDARY; SPLIT
- Clinton River
- Township Boundary Line

PRSA 25-07-02 Aerial Map



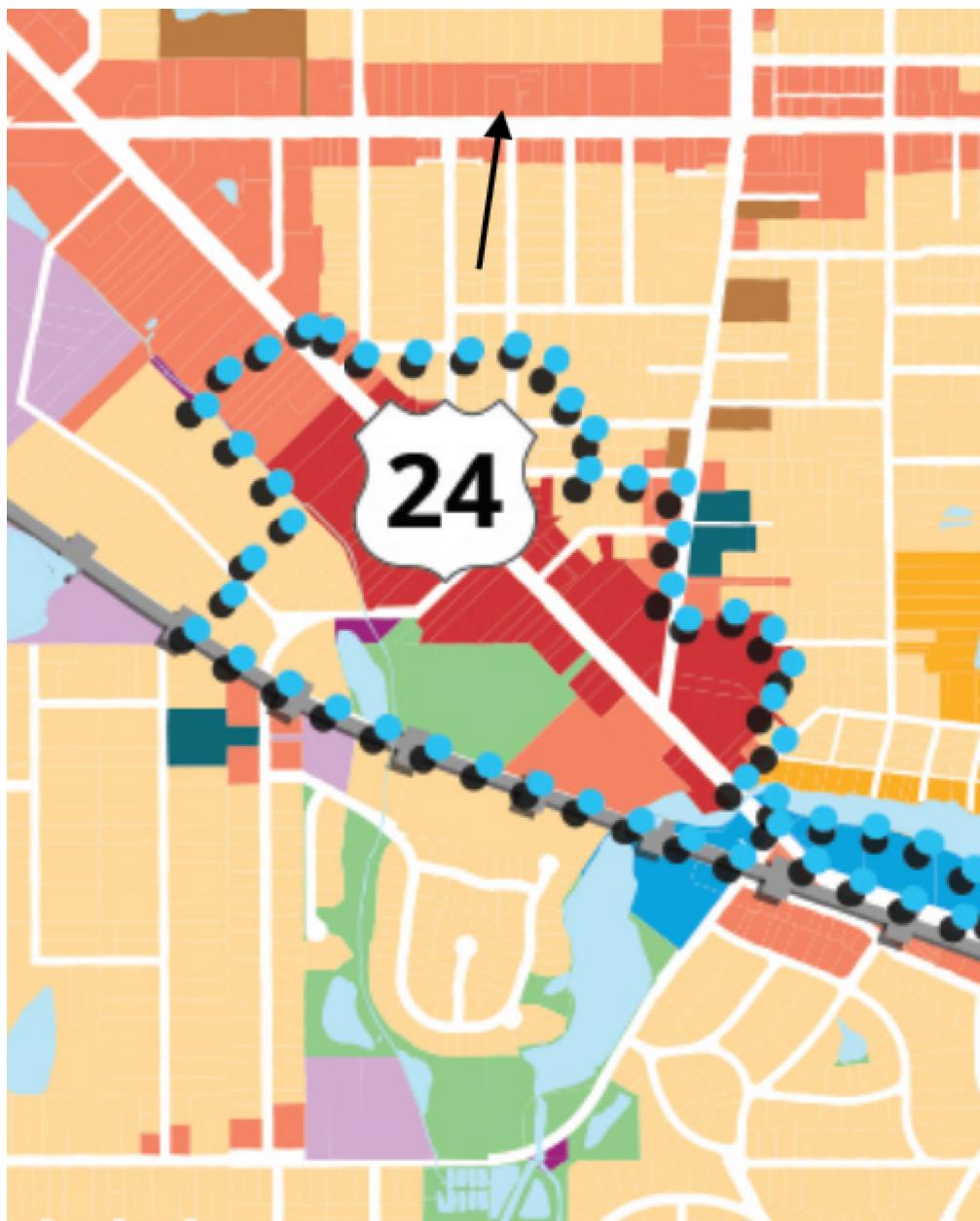
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- OC Tax Parcel Stacked
- SECONDARY; SPLIT
- Override 1
- Building Footprints - Labels
- Lakes
- PRIMARY
- Waterford Road Layer

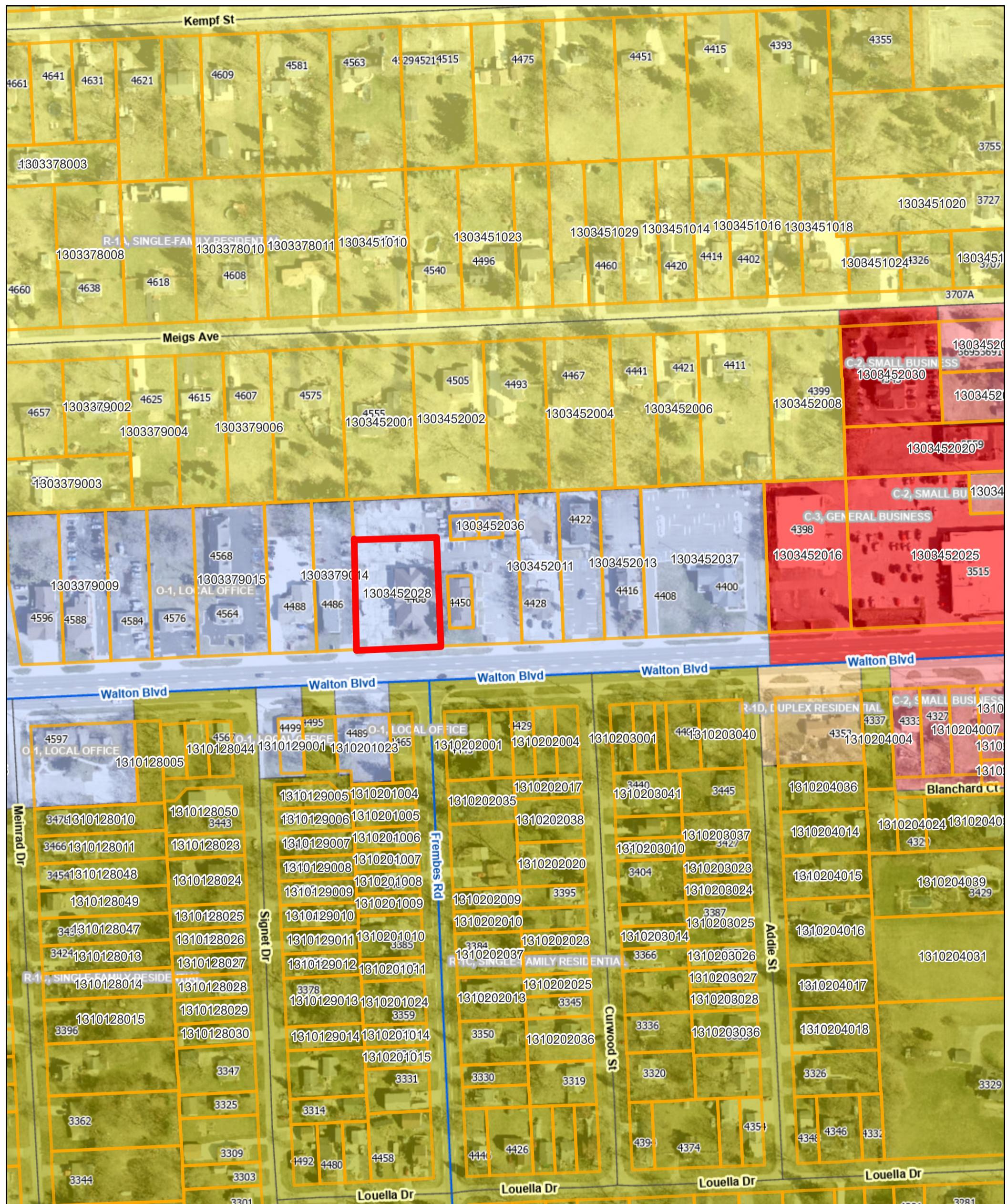
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0 0.01 0.02 0.04 0.07 km
0 0.02 0.04

PRSA 25-07-02 MASTER PLAN MAP



PRSA 25-07-02 Zoning Map

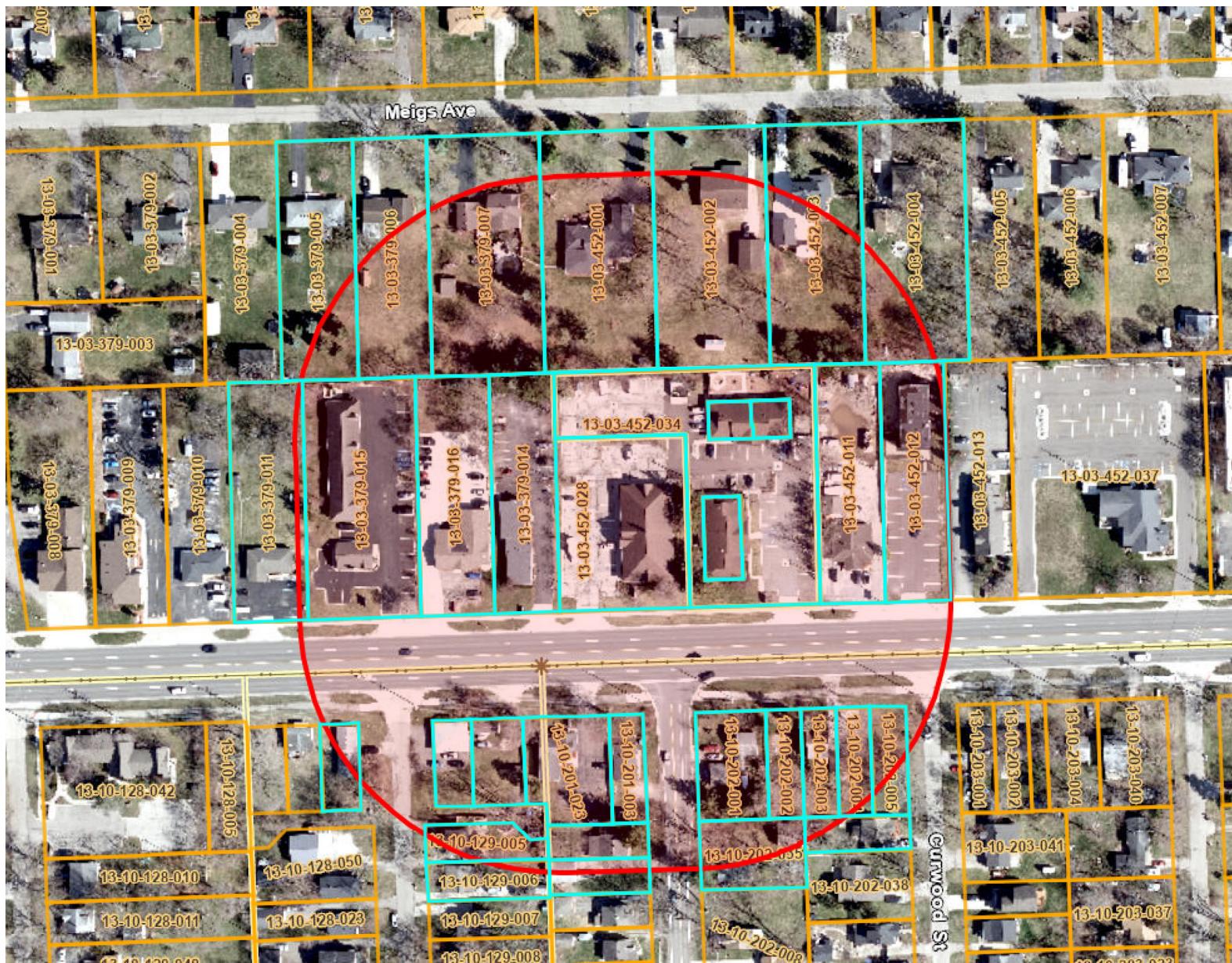


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0 0.02 0.04 0.09 mi
0 0.04 0.07 0.14 km

ArcGIS Web AppBuilder
Christopher J Donais | Oakland County Application Services |



Project Number	Extra Addresses	PIN	CVTTAXCODE	CVTTAXDESCRIPTION	NAME1	NAME2	POSTALADDRESS	POSTALCITY	POSTALSTATE	POSTALZIP5	
PRSA 25-07-02	Agency Addresses				Cheryl Bush, OC Intl. Airport	Oakland County	6500 Patterson Pkwy	Waterford	MI	48327	
PRSA 25-07-02	Agency Addresses				The Road Commission for Oakland County		31001 Lahser Road	Beverly Hills	MI	48025	
PRSA 25-07-02	Agency Addresses				DTE		1 Energy Plaza	Detroit	MI	48226	
PRSA 25-07-02	Agency Addresses				Consumers Energy		1 Energy Plaza Dr	Jackson	MI	49201	
PRSA 25-07-02	Review	PIN	CVTTAXCODE	CVTTAXDESCRIPTION	NAME1	NAME2	POSTALADDRESS	POSTALCITY	POSTALSTATE	POSTALZIP5	
PRSA 25-07-02	Review	1303452028 W		CHARTER TOWNSHIP OF WATERFORC	ANBARI COMMERCIAL DEVELOPMENTS LLC		1625 BRANDYWINE DR	BLOOMFIELD HILLS	MI	48304	
PRSA 25-07-02	Review	1303379016 W		CHARTER TOWNSHIP OF WATERFORC	BRIAN JACOBS	GARY JACOBS	2021 E M 21	OWOSO	MI	48867	
PRSA 25-07-02	Review	1303379011 W		CHARTER TOWNSHIP OF WATERFORC	SEBI FISHTA		2707 ALDRIN DR	LAKE ORION	MI	48360	
PRSA 25-07-02	Review	1310201023 W		CHARTER TOWNSHIP OF WATERFORC	N & R REAL ESTATE		3011 SAINT JUDE DR	WATERFORD	MI	48329	
PRSA 25-07-02		1310202035 W		CHARTER TOWNSHIP OF WATERFORC	MICHAEL ARMSTRONG		3434 FREMBES RD	WATERFORD	MI	48329	
PRSA 25-07-02		1310129006 W		CHARTER TOWNSHIP OF WATERFORC	ANNA LAMERE-EDGAR		3444 SIGNET DR	WATERFORD	MI	48329	
PRSA 25-07-02		1310202017 W		CHARTER TOWNSHIP OF WATERFORC	RICHARD R SUVANTO		3445 CURWOOD ST	WATERFORD	MI	48329	
PRSA 25-07-02		1310201004 W		CHARTER TOWNSHIP OF WATERFORC	ELVA L FLORES	JUAN F FLORES	3445 FREMBES RD	WATERFORD	MI	48329	
PRSA 25-07-02		1310129005 W		CHARTER TOWNSHIP OF WATERFORC	ALEJANDRA MEDINA-SERRANO		3452 SIGNET DR	WATERFORD	MI	48329	
PRSA 25-07-02	Review	1310202003 W		CHARTER TOWNSHIP OF WATERFORC	PAUL ROHL	TERESA ROHL	3690 LAKESHORE DR	WATERFORD	MI	48329	
PRSA 25-07-02		1303452012 W		CHARTER TOWNSHIP OF WATERFORC	OAKLAND FINANCIAL GROUP LLC		4422 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Review	1303452036 W		CHARTER TOWNSHIP OF WATERFORC	BB PROPERTIES 1 LLC		4440 A W WALTON BLVD STE A	WATERFORD	MI	48329	
PRSA 25-07-02		1310202001 W		CHARTER TOWNSHIP OF WATERFORC	DONALD E CHETCUTI		4445 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02		1303452032 W		CHARTER TOWNSHIP OF WATERFORC	HEUERMAN REAL ESTATE LLC		4450 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02		1310201003 W		CHARTER TOWNSHIP OF WATERFORC	SAMANTHA TUBBS		4465 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02		1303452004 W		CHARTER TOWNSHIP OF WATERFORC	RYAN MCGILL	SANDRA MCGIL	4467 MEIGS AVE	WATERFORD	MI	48329	
PRSA 25-07-02	Review	1310129020 W		CHARTER TOWNSHIP OF WATERFORC	DANIEL L EDMUNDS		4489 MAJOR AVE	WATERFORD	MI	48329	
PRSA 25-07-02		1303452003 W		CHARTER TOWNSHIP OF WATERFORC	KAREN FRITZINGER	KARL FRITZINGER	4493 MEIGS AVE	WATERFORD	MI	48329	
PRSA 25-07-02		1310129001 W		CHARTER TOWNSHIP OF WATERFORC	RIETSCH PROPERTIES LLC		4499 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02		1303452002 W		CHARTER TOWNSHIP OF WATERFORC	CARL SCOTT JR	HOLLY SCOTT	4505 MEIGS AVE	WATERFORD	MI	48329	
PRSA 25-07-02		1303452001 W		CHARTER TOWNSHIP OF WATERFORC	DAVID M HORVATH		MARY A HORVA	4555 MEIGS AVE	WATERFORD	MI	48329
PRSA 25-07-02	Review	1303379015 W		CHARTER TOWNSHIP OF WATERFORC	BECKHAM BISE ENTERPRISES LLC		4568 W WALTON BLVD STE A	WATERFORD	MI	48329	
PRSA 25-07-02		1303379007 W		CHARTER TOWNSHIP OF WATERFORC	DAWN BLAYLOCK		4575 MEIGS AVE	WATERFORD	MI	48329	
PRSA 25-07-02		1303379006 W		CHARTER TOWNSHIP OF WATERFORC	ANNA WILSON	WILLIAM WILSC	4607 MEIGS AVE	WATERFORD	MI	48329	
PRSA 25-07-02		1303379005 W		CHARTER TOWNSHIP OF WATERFORC	WILLIAM L MYERS		4615 MEIGS AVE	WATERFORD	MI	48329	
PRSA 25-07-02	Review	1303452011 W		CHARTER TOWNSHIP OF WATERFORC	GOODE LIFE PROPERTIES		6260 TYLER WOODS TRL	WHITE LAKE	MI	48383	
PRSA 25-07-02	Review	1303379014 W		CHARTER TOWNSHIP OF WATERFORC	4486 W WALTON LLC		7178 ELDERWOOD CIR	CLARKSTON	MI	48346	
PRSA 25-07-02	Review	1310128044 W		CHARTER TOWNSHIP OF WATERFORC	ABRAHAM IAKOVIDES		924 GROVECREST	ROCHESTER HILLS	MI	48307	
PRSA 25-07-02	Extra Addresses	1303452011 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT		4428 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Extra Addresses	1310202003 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT		4429 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Extra Addresses	1303452035 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT		4440 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Extra Addresses	1303452028 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT		4468 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Extra Addresses	1303379014 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT		4486 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Extra Addresses	1303379016 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT		4488 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Extra Addresses	1310201023 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT		4489 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Extra Addresses	1310129020 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT		4495 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Extra Addresses	1303379015 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT		4564 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Extra Addresses	1310128044 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT		4567 W WALTON BLVD	WATERFORD	MI	48329	
PRSA 25-07-02	Extra Addresses	1303379011 W		CHARTER TOWNSHIP OF WATERFORC	OCCUPANT	OCCUPANT	4576 W WALTON BLVD	WATERFORD	MI	48329	
	LAMS	1303452011					4426 W Walton Blvd	WATERFORD	MI	48329	

Notice is hereby given of a public hearing to be held by the Waterford Township Planning Commission on **Tuesday, July 29, 2025** at **6:00 p.m.** in the Auditorium at 5200 Civic Center Dr., Waterford, MI 48329, to hear the following request:

Case No. PRSA 25-07-02

Requesting: Rezoning the subject property from O-1, Local Office to C-3 ,General Business.
Property Location: **4468 W Walton Blvd**
Property Zoned: O-1, Local Office
Applicant: Alaa Anbari

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
Phone: (248) 674-6238

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Charter Township of Waterford
5200 Civic Center Drive, Waterford, Michigan 48329
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: 25-07-02

Date Received

7/7/25

Planning Fees

Engineering Fee

New Address Fee

I. Type of Request (select all that apply)

Business Registration Minor Site Plan Master Plan
 Change of Use Major Site Plan Rezoning
 Concept Plan Special Approval Text Amendment

Fees

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 <u>Alaa Anbari</u>	Contact Person <u>Alaa Anbari</u>	
Address <u>4468 w Walton Blvd</u>	City <u>Waterford Twp.</u>	
State & ZIP <u>MI 48329</u>	Home/Office Phone <u>248-618-3015</u>	Cell Phone <u>3136036130</u>
Email Address <u>alaa.anbari.dmd@gmail.com</u>		

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Street Name Building Faces: <u>Walton Blvd</u>	New Address Assigned (Obtain from Fire Department)	
Property Owner <u>Alaa Anbari / Anbari Commercial Developments LLC</u>	Property ID Number <u>W-13-03-452-028</u>	Lot Number <u></u>		
Owner Address <u>4468 w Walton Blvd</u>	Owner City <u>Waterford</u>	Owner State & Zip <u>MI 48329</u>	Current Zoning <u>0-1</u>	Proposed Zoning <u>C-3</u>
Property Address or General Location <u>4468 w Walton Blvd Suite C1 Waterford MI 48329</u>			Property Size (Acres) <u></u>	N. of Buildings <u>1</u>
Frontage (feet and streets) <u>w Walton</u>			Zoning Use Section <u>/</u>	Building Use Code <u>/</u>
Proposed Use	#Residential Units <u>0</u>	#Vehicle Repair Bays <u>0</u>	#Salon/Barber/Tattoo Stations <u>1</u>	

Business License Held By: <i>(Business Registration Only)</i>	<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 type="checkbox"/> Corporation (Attach a copy of Articles of Incorporation)
--	---

Fire Suppression Systems in Building	<input type="checkbox"/> Yes <input 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
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*)

Tenant would like to have a personal grooming business.

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:

.....
.....
.....

Property Address: 4468 W Walter Blvd Waterford, MI 48329
Property Parcel No: W-13-03-452-028

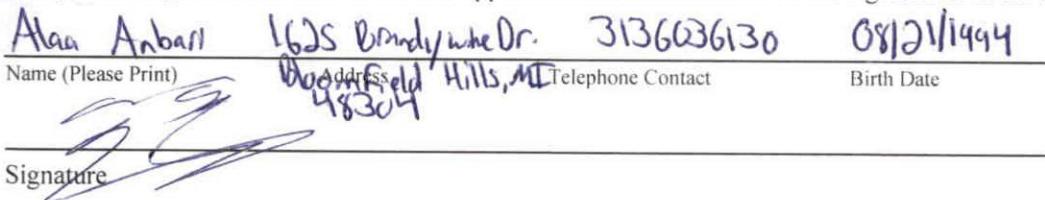
All persons having ownership interest in above-referenced property must sign this document to authorize the filing of the application. Proof of ownership in the form of deed, land contract, letter of authority or tax bill is required.

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.

	NAME	ADDRESS	EMAIL	TYPE OF OWNERSHIP INTEREST	SIGNATURE
1.	Alan Anbari	1625 Brandywine Dr.	Alananbari1981@gmail.com	Land Contract	
2.		Bloomfield Hills, MI			
3.		48304			
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.

Alan Anbari 1625 Brandywine Dr. 3136036130 081211494 AS16040001653
Name (Please Print) Address Telephone Contact Birth Date Drivers License #

Signature

Subscribed and sworn to before me this _____ day of _____

Notary Public
State of Michigan

County of _____

My Commission Expires: _____

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
Business Registration	Application; \$100 fee	All new businesses or occupants to a commercial space.
Change of Use	Application; Business Registration Fee; additional \$550 fee; Property Unit List of Multiple-Tenant properties	Required if space is vacant or use type changes
Concept Plan	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
Minor / Major Site Plan	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.
Special Approval	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
Master Plan	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
Rezoning / Text Amendment	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 (month, day and year of original submittal and subsequent revisions).	✓	✓
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 (one-bedroom units, two-bedroom units, etc.).	✓	✓
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 (including acceleration, deceleration and passing lanes), 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 Waterford Code of Ordinances .		✓

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:

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

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
<p><i>*General purpose floor drains shall not be connected to a storm water drainage system, dry well or septic system.</i></p>	
<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	
<p>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.</p>	

STATE OF MICHIGAN
COUNTY OF OAKLAND
CHARTER TOWNSHIP OF WATERFORD
ORDINANCE NO. 2025-Z-012

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 parcel of property that is assigned tax parcel number 13-03-452-028, legally described below, with current address of 4468 W Walton Blvd, is rezoned from O-1, Local Office to C-3, General Business 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 August 25, 2025.

CHARTER TOWNSHIP OF WATERFORD

Date

Kimberly Markee, Township Clerk

LEGAL DESCRIPTION ATTACHMENT TO ORDINANCE 2025-Z-012

T3N, R9E, SEC 3 EYSTER'S WOODHULL LAKE FARMS LOT 134 EXC N 75 FT 4-24-01 FR 009