

**PLANNING DIVISION
APPLICATION FORM**



DEVELOPMENT SERVICES DEPT
5200 Civic Center Dr
Waterford, MI 48329
248-674-6238
planning@waterfordmi.gov

Office Use Only

Property Address or PIN: _____

Related Application Numbers

PBUS: _____ PCR: _____ Date Received: _____
PSP: _____ PRSA: _____ Fees Due at Submittal: _____

ALL FIELDS MUST BE FILLED OUT (UNLESS OTHERWISE NOTED) FOR APPLICATIONS TO BE COMPLETE. INCOMPLETE APPLICATIONS WILL CAUSE DELAYS IN PROCESSING.

Application Types - The following is meant to provide a general explanation of some of the types of procedures covered by this application. Please visit www.waterfordmi.gov to see the [Zoning Ordinance](#) and [Code of Ordinances](#) for further details regarding these procedures and their requirements.

Business Registration: All businesses & organizations are required to complete the Business Registration process, as evidenced by receiving a Certificate of Occupancy, prior to beginning operations. Additional levels of review may be required prior to the Business Registration review beginning. Business Registrations are not transferrable.

Change of Use: Change of Use reviews are required when the use of a zoning lot is proposed to be changed from its current permitted use classification and no expansions or improvements are proposed aside from interior remodeling and/or most façade improvements.

Site Plan Review: Site Plan Review is required when new projects, modifications, and/or improvements are proposed on a zoning lot (not including interior remodeling to existing, permitted, buildings shown on an approved site plan). Major Site Plan Review is required for projects exceeding one acre in scope.

Special Approval: Special Approval is required, in addition to any other applicable processes, when a use that requires Special Approval from the Planning Commission, or modification to an existing Special Approval Use, is proposed.

Fees - *please note that some processes will have additional fees that cannot be determined until after an application has been submitted, all fees must be paid in full prior to attending Planning Commission Meeting.* Projects that require a new street address need to apply for that at the Fire Dept (\$75 fee, 248-673-0405).

Business Registration: \$100	Minor Site Plan ^{2&3} : \$1,250	Master Plan/Zoning Ordinance Amendment ⁵ : \$1,000
Change of Use: \$550	Major Site Plan ^{2&3} : \$1,550	Planned Unit Development ^{1,2,3} : \$2,500
Small Domestic Livestock ¹ : \$250	Special Approval ¹ : \$1,000 Modification/Renewal ¹ : \$600	Hardship Planned Unit Development ^{1,2,3,5} : \$2,500
Concept Plan: \$550	Rezoning ^{1&4} : \$1,200	Special Accommodation Use ^{1,2,3} : \$1,250

¹Notification fees for up to 25 notices are included with the application fee. Any additional notices required after 25, will have a charge of 77 cents per notice added to the application.

²Engineering related site plan review fees are calculated by the engineer upon review of the site plan and based on the criteria listed in the Fee Schedule. Said fees are added to the application once determined.

³Initial fee includes original site plan review and two subsequent reviews to any revised submissions. Any additional reviews of resubmissions required after three will have a fee of \$500 per review.

⁴Rezoning that involve nonresidential parcel combinations that result in a parcel eligible for a more intensive zoning district within the same zoning class are exempt from the listed application fee.

⁵Subject to additional Legal Consultant fees of \$150 per hour, or \$1,000 minimum, whichever is greater.

The following is meant to provide a general explanation of the typical submittal requirements as well as guidance and information regarding the procedures covered by this application and frequently asked questions. Additional requirements may apply. Please see the Zoning Ordinance and Code of Ordinances for further details regarding these procedures and their requirements.

Submittal Requirements

Business Registration & Change of Use: Application, a copy of business' LLC or Partnership Certificate/Articles of Incorporation, and any applicable licenses (daycare, vehicle dealer, masseuse, etc).

All processes involving the review of a site plan: Application and a digital copy of the site plan. Two 24" x 36" physical copies of the site plan are required once final site plan approval has been granted.

All processes involving a public hearing of the Planning Commission: Nine physical copies of all submittal documents including 11" x 17" copies of any applicable site plans.

Procedure Summary

Business Registrations: The business registration process involves application review and/or property inspections from the Planning Dept, Dept of Public Works, Fire Dept, Building Dept (Building, Electrical, Plumbing, Mechanical), and any other department deemed necessary. A Certificate of Occupancy cannot be issued until all involved departments have approved their review and/or inspection. BUSINESSES MAY NOT OPEN UNTIL THEY HAVE RECEIVED A CERTIFICATE OF OCCUPANCY THROUGH THE BUSINESS REGISTRATION PROCESS.

Consent Agenda Applications: Most applications that do not involve a public hearing (changes of use and site plan reviews that do not require Special Approval) are placed on the Planning Commission's consent agenda of the next available Planning Commission meeting where the Planning Commission may, at its discretion, choose to review and comment on any consent agenda item. Those applications cannot be approved until after they have been presented to the Planning Commission on a consent agenda. Applicants with cases on a consent agenda are encouraged to attend the relevant Planning Commission meeting in case the Planning Commission chooses to review their application in further detail.

Regular Agenda Applications: All applications that require a public hearing (Special Approvals, Rezoning, Master Plan/Zoning Ordinance amendments, Planned Unit Developments, etc), or are otherwise required by the Zoning Ordinance to receive approval from the Planning Commission, are placed on the Planning Commission's regular agenda of the next available Planning Commission meeting. Applicants with cases on a regular agenda are expected to attend the relevant Planning Commission meeting(s) to answer any questions the Planning Commission may have.

Planning Commission 2026 Meeting Calendar & Application Deadlines: The regular agenda of Planning Commission meetings is limited to a maximum of six cases per agenda. Applications are placed on the next available agenda in order of application date.

MEETING DATE	DEADLINE	MEETING DATE	DEADLINE
Tues - 01/27/2026	Fri - 01/02/2026	Tues - 07/28/2026	Fri - 07/03/2026
Tues - 02/24/2026	Fri - 01/30/2026	Tues - 08/25/2026	Fri - 07/31/2026
Tues - 03/24/2026	Fri - 02/27/2026	Tues - 09/22/2026	Fri - 08/28/2026
Tues - 04/28/2026	Fri - 04/03/2026	Tues - 10/27/2026	Fri - 10/02/2026
Wed - 05/27/2026	Fri - 05/01/2026	Wed - 11/18/2026	Fri - 10/20/2026
Tues - 06/23/2026	Fri - 05/29/2026	Wed - 12/16/2026	Fri - 11/20/2026

<u>Project Information</u> (Project Location/Subject Property)	
Business/Organization Name	Business/Organization Type (e.g. retail, plumber, etc)
Property Address	
<u>Applicant/Contact Person Information</u>	
Name	Phone Number
Address	
City/Township/Village	State & ZIP Code
Email Address	
<u>Property Owner Contact Information</u>	
Check if property owner's contact information is identical to the applicant information listed above.	
Name	Phone Number
Address	
City/Township/Village	State & ZIP Code
Email Address	
<u>Site Plan Designer Contact Information</u> only required if a site plan is submitted	
Name	Phone Number
Company Name	
Address	
City/Township/Village	State & ZIP Code
Email Address	

Narrative - Describe the business, the expected number of employees, and how the property will be used with special care to detail any outdoor use (storage, display, dining patio, playground, etc). Additional pages may be attached if needed.

Will the project you are applying for involve any type of outdoor use (storage, display, patio, playground, etc) other than customer parking? If yes, include description below.

Yes No

Multi-Tenant Commercial Property Parking Calculations This section is only required for properties with shared parking. Additional sheets may be attached if necessary. (Not required for applications that only involve business registrations.)

UNIT ADDRESS	BUSINESS NAME/TYPE	UNIT SQUARE FOOTAGE	OTHER	REQ'D PARKING (OFFICE USE ONLY)
TOTAL REQUIRED:		TOTAL PROVIDED:		

Affidavit of Ownership and Consent to Property Inspection

I (WE), the undersigned, recognize an application has been made 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 in this application. 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:

All persons having ownership interest in the subject property, or an agent authorized to sign in their stead, must sign this document to authorize the filing of the application. **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 if needed.**

PROPERTY OWNERS' SIGNATURE(S) (below)

<u>NAME</u>	<u>ADDRESS</u>	<u>EMAIL</u>	<u>TYPE OF</u> <u>OWNERSHIP INTEREST</u>	<u>SIGNATURE</u>
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1.

2.

3.

4.

APPLICANT CERTIFICATION & SIGNATURE

I do hereby swear that all of the statements, signatures, descriptions, attachments, 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.

Name (print above)	Address	Telephone #	Birth Date	Drivers License #
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Signature:

NOTARY USE ONLY:

Subscribed and sworn to before me this ____ day of _____, _____

Notary Public, State of _____

County of _____

My Commission Expires: _____

This checklist is designed to assist businesses in their efforts to identify and comply with state and county environmental permit requirements. This checklist is not to be considered an exhaustive list of all applicable regulations and/or requirements. Applicants are responsible for ensuring they comply with the requirements of all applicable departments and agencies at the Municipal, County, State, and Federal levels.

If you have questions regarding this form, please contact Justin Makin, DPW Engineering Supervisor, at jmakin@waterfordmi.gov or (248) 618-7458.

Phone # & Email Address: _____

Please check the regulations which you think may apply to your business.

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- Y N** Will the facility generate between 100 kilograms/month (25 gallons or 220 pounds) and 1,000 kilograms/month (250 gallons or 2,200 pounds) of hazardous waste? If **yes**, the facility may be a small quantity generator, subject to federal and state regulations. An EPA identification number should be obtained from the Michigan Department of Environment, Great Lakes, and Energy (special forms are available) and a manifest (shipping paper) should be used to transport waste off-site.
- Contact the EGLE, Waste Management Division, Southeast Michigan District Office (586) 753-3700*
- Y N** Will the facility involve the transport, on-site treatment, storage, or disposal of hazardous waste generated in quantities of 1,000 kilograms (250 gallons 2,200 pounds) or more per month? If **yes**, one or more permits will be required.
- Contact the EGLE, Waste Management Division, Southeast Michigan District Office at (586) 753-3700*
- Y N** Will the project involve burning, land filling, transferring, or processing any type of solid non-hazardous waste on-site?
- Contact EGLE, Waste Management Division, Southeast Michigan District Office (586) 753-3700*
- Y N** Will the project involve the installation, construction, reconstruction, relocation or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants?
- Contact EGLE, Air Quality Division, Southeast Michigan District Office (586) 753-3700*
- Y N** Will the project involve any man-made change in the natural cover or topography of land, including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth's change disturb an area of one (1) acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is **yes**, a soil erosion and sedimentation control permit is required.
- Contact Oakland County Water Resources Commissioner's Office, Waterford, (248) 858-5389*
- Y N** Does the project involve any work (dredging, filling, construction) proposed in a river, stream, creek, ditch, wetland, or floodplain, or within 500 feet of an inland lake, river, stream, creek or ditch?
- Contact Waterford Township Engineering Division (248) 674-6238; and EGLE, Land & Water Management Division, Southeast Michigan District Office (586) 753-3700*
- Y N** Will any hazardous chemicals, hazardous wastewater or hazardous waste in any quantity be discharged to the Great Lake Water Authority (GLWA) Wastewater Treatment System? If **yes**, more information may need to be provided to determine if pretreatment requirements apply.
- Contact Waterford Township, Department of Public Works (248) 674-2278*
- Y N** Will an on-site wastewater treatment system or septic system be installed? Will septic be stored on-site prior to off-site disposal?
- For sanitary sewage Contact Oakland County Water Resources Commissioner's Office (248) 858-0958; for septic, contact Oakland County Health Division, Environmental Health Services (248) 858-1280; and for industrial/commercial wastewater in any quantity, or more than 10,000 gallons/day of sanitary sewer Contact EGLE, Waste Management Division, Southeast Michigan District Office (586) 753-3700*
- Y N** Is this facility (or any facility under your ownership) currently involved in any compliance discussion with the Michigan Department of Environment, Great Lakes, and Energy or the Michigan Attorney General's Office?
- Contact EGLE, Environmental Assistance Center (800) 662-9278*
- Y N** Is this facility/property (or any facility/property under your ownership) included on the Act 307 Priority List, "Michigan Sites of Environmental Contamination" or subject to corrective action under the Leaking Underground Storage Tank (LUST) program?
- Contact EGLE, Environmental Assistance Center (800) 662-9278*

Note: For assistance with permits and approvals from EGLE, including permit coordination among EGLE divisions, contact the Environmental Assistance Center (800) 662-9278 or visit Michigan.gov/EGLEPermits.

Part 2: Hazardous Substances Reporting Form

Please check the applicable answer to the questions below to the best of your ability.

- Y N** 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 it with your site plan. **If no, stop here and return to the Planning Department.**
- Y N** Will hazardous substances or polluting materials be reused or recycled on site?
- Y N** 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 include as a detail on the site plan (for projects requiring site plan review).
- Y N** 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 the EGLE, Southeast Michigan District Office at (586) 753-3700.
- Y N** 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).
- Y N** 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 details on the site plan.

Additional information may be requested from the Township to assure the site plans comply with local, county and state environmental protection requirements.

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

Common Name (Trade Name)	Chemical Name	Maximum Quantity on hand at one time	Type of Storage Containers

Key: Liq=Liquid / P. Liq = Pressurized Liquid / S = Solid / G = Gas / P.G. = Pressurized Gas / AGT = Above Ground Tank / DM = Drum(s) / UGT = Underground Storage Tank / CY = Cylinder(s) / CM = Metal