



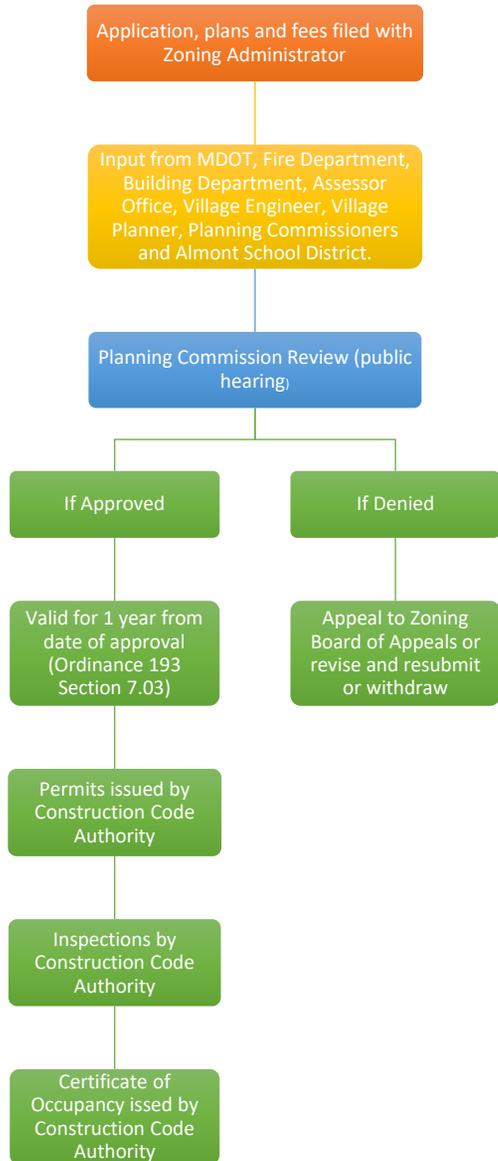
Village of Almont Guide to Development

This guide to development is an overview of the development review processes in the Village of Almont. Within it you will find an explanation of the review processes, polices, steps and other relevant information for development in our community. Links to web pages and contact information can be found throughout the guide for easy access to the most up-to-date forms, applications, and other pertinent information.

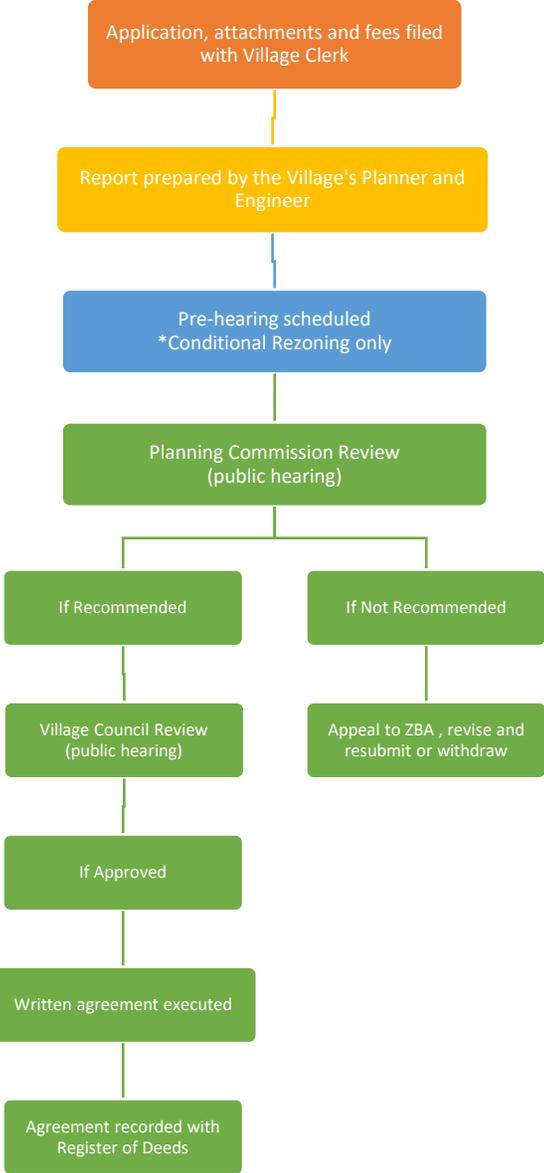
The Village of Almont's Guide to Development is general. It is not a substitution for professional guidance or negate responsibility to speak with Village staff. Each case is unique and may require modification of the general processes. This guide is not intended to include all requirements of ordinances or codes. We encourage you to review the Village of Almont's Zoning ordinance and other municipal ordinances as well as talk to staff about your project as applicable

Overview of Development Review Processes

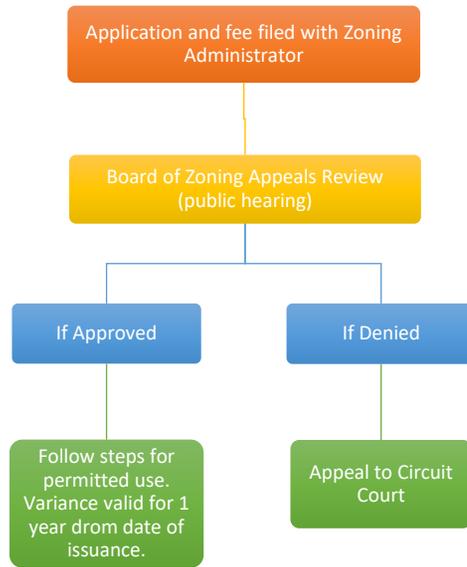
Site Plan Approval Process for Commercial, Industrial, Multi-Family Residential and Parking



Submitting Rezoning Request



If Variance is Required



Special Land Use



Village of Almont General Contact Information

Website: www.almontmichigan.gov

Address: 817 N. Main Street, Almont, MI 48003

Phone Number: 810-798-8528

Hours of Operation: Monday-Wednesday 7:00am-5:00pm, Thursday 8:00am-6:00pm

Key Points of Contact

The following table lists the contact information of persons involved in the development review process as well as their primary responsibilities.

Department	Key Contact	Title	Telephone #	Email Address	Primary Responsibilities
Village Municipal Staff	Kimberly Keesler	Clerk	810-798-8528	kkeesler@almontvillage.org	Zoning and site plan applications and fees
Village Municipal Staff	Michael Connors	Village Manager	810-798-8528	Mconnors@almontvillage.org	Zoning compliance, zoning and site plan applications, water and sewer, business licenses,
Downtown Development Authority	Kimberly Schall	Director	810-798-8125	kschall@almontdda.com	Economic development assistance/ site selection
Department of Public Works	Bryan Treat	Supervisor	810-798-8528	bryandpw@yahoo.com	Water and sewer
Building Department	Nikki Welch	Construction Code Authority	810-667-0420	nwelch@constructioncodeauthority.com	Zoning and building permits, rental licenses, inspections

Approval Authorities

The following table details the reviewing body has the ultimate decision-making power for each of the listed development review processes.

	Planning Commission Approval	Village Council Approval	Zoning Board of Appeals	Administrative Approval	Construction Code Authority
Rezoning		X			
Planned Unit Development	X				
Special Land Use	X				
Site Plan	X				
Zoning Compliance				X	
Variances			X		
Permits					X
Building/Rental Inspections					X

Boards & Commissions Meetings

Below are the meeting schedules for each of the boards and commissions involved with development review processes.

Planning Commission

Meets first Thursday of the month, 7:30pm at the Village Municipal Offices (817 N. Main Street Almont, MI 48003)

Zoning Board of Appeals

Meets second Thursday of the month as needed, 7:00pm at the Village Municipal Offices (817 N. Main Street Almont, MI 48003)

Village Council

Meets first and third Tuesday of the month, 7:30pm at the Village Municipal Offices (817 N. Main Street Almont, MI 48003)

Planning & Zoning- Useful Website Links

Below you will find planning and zoning documents and links to other useful information.

The Village's Zoning Ordinance (Ordinance 193):

<https://almontvillagemi.documents-on-demand.com/Document/c5f9359d-05c2-e511-8980-001fbc00ed84/Ordinance%20193%20-%20Zoning%20Ordinance%20Amendment.pdf>

Zoning Map of the Village:

<https://www.almontmichigan.gov/1/324/files/ZoningMap.pdf>

Zoning Table of Uses (Ordinance 193, Section 9.07)

<https://almontvillagemi.documents-on-demand.com/Document/c5f9359d-05c2-e511-8980-001fbc00ed84/Ordinance%20193%20-%20Zoning%20Ordinance%20Amendment.pdf>

Almont Township and Village of Almont Joint Master Plan:

https://www.almontmichigan.gov/1/324/files/CompleteMasterPlanDraft080613_opt.pdf

Schedule of Fees:

<u>GENERAL MUNICIPAL FEE SCHEDULE</u>	
Notary Services	No charge for residents - \$5.00 for non-residents
NSF Fee (For Bounced Payment Checks)	\$30.00 per check
Refuse Collection Fee	\$152.98 per annum
Drakeshire Subdivision Lighting	Cost of lights as well as a 5% administrative fee
Garage Sale Permit (Supports Homecoming)	\$10.00 per Participating Address
Pavilion Rental (Resident of Village/Township)	\$50.00 for One Day + \$50 Deposit
Pavilion Rental (Non-Resident)	\$100.00 for One Day + \$50 Deposit
Police Report	\$5.00 Minimum per Report
PBT Test	\$10.00
Vehicle Release Fee	\$15.00

FIBER OPTIC INFRASTRUCTURE FEE SCHEDULE

Connection Fee (Per Parcel)	\$2,000
Inspection Fee (Per Connection)	Costs Incurred
Maintenance Fee	As Established by Resolution (Currently None)
Delinquent Maintenance Fee Penalty	10% as Provided by Village Ordinance

ORDINANCE ENFORCEMENT FEE SCHEDULE

Weed/Grass Removal	\$50 Administrative Fee and Costs Incurred
Nuisance/Blight Removal	\$50 Administrative Fee and Costs Incurred
Hazardous Materials Removal	\$50 Administrative Fee and Costs Incurred
Annual Junk Yard License	\$50 Annual Fee
Rental Inspection – First Inspection	Refer to CCA Schedule
Rental Inspection – Re-Inspection	Refer to CCA Schedule
Property Maintenance Code – Administrative Fee	\$75 per Citation Issued
Construction Board of Appeals Hearing	\$850 per Meeting
Note: All expenses incurred for the removal of weeds or grass will be calculated by either using the total charge for a vendor to do the work or by using a minimum of one hour of labor/equipment charges for DPW employees if the work is done by the Village.	

PLANNING, ZONING, AND ECONOMIC DEVELOPMENT FEE SCHEDULE

ZBA – Single Family Res. Variance Request	\$100 Application Fee and \$150 Escrow Deposit
ZBA – Non-Single Family Res. Variance Request	\$200 Application Fee and \$300 Escrow Deposit
ZBA – Temporary Use Application/Request	\$400 Application Fee and \$500 Escrow Deposit
ZBA – Violation Hearing	\$500 Violation Charge
ZBA – Administrative Appeal	\$100 Application Fee and \$150 Escrow Deposit
ZBA – Text/Map Interpretation	\$100 Application Fee and \$150 Escrow Deposit
Site Plan Review	\$200 Application Fee and \$1,250 Escrow Deposit
Site Plan Review (Amendment to Existing Plan)	\$200 Application Fee and \$500 Escrow Deposit

Special Land Use Request	\$350 Application Fee and \$1,250 Escrow Deposit
Subdivision/Condominium – Tentative Plat/Plan	\$350 Application Fee and \$2,000 Escrow Deposit
Subdivision/Condominium – Final Prelim. Plat/Plan	\$350 Application Fee and \$2,000 Escrow Deposit
Subdivision/Condominium – Final Plat/Plan	\$250 Application Fee and \$2,000 Escrow Deposit
Subdivision/Condominium – Amend Existing Plan	\$250 Application Fee and \$1,000 Escrow Deposit
Petition to Change Zoning Map or Ordinance Text	\$150 Application Fee and \$200 Escrow Deposit
Right of Way Application Fee	\$50
Zoning Compliance Permit	Refer to CCA Schedule
Sign Review/Permit (New Sign)	Refer to CCA Schedule
Sign Review/Permit (Substantial Alteration)	Refer to CCA Schedule
Temporary Sign Review/Permit	Refer to CCA Schedule
Special Requests/Reviews	Costs Incurred and Admin. Fee of 5% of Total Costs
After-the-Fact Surcharge	\$100 If Work Intentionally Started Without Permit
Parcel Combination Application/Permit	\$25
Parcel Split Application/Permit	\$25
Zoning Compliance Letters	\$15 Per Parcel
Industrial Facilities Tax (Initial Application Fee)	\$500 for Each New Application
Note: All escrow deposits are used to pay for professional services from a planner and/or engineer selected by the Village. Unused funds would be returned following the final disposition of an issue.	
Note: All submissions to the Village are subject to additional charges and all costs incurred by the Village must be paid in full (including any costs incurred beyond any established escrow amount).	
Note: Fees would not apply for petitions to change the zoning ordinance and/or map if initiated by the Village of Almont.	

WATER AND SEWER SYSTEM FEE SCHEDULE (EFFECTIVE JULY 1, 2018)

Fixed Charge – Water Service (3/4" Meter)	\$51.90 per quarter
Fixed Charge – Water Service (1.0" Meter)	\$72.67 per quarter
Fixed Charge – Water Service (1.5" Meter)	\$129.76 per quarter
Fixed Charge – Water Service (2.0" Meter)	\$212.81 per quarter
Fixed Charge – Water Service (3.0" Meter)	\$441.19 per quarter

Fixed Charge – Water Service (4.0" Meter)	\$773.38 per quarter
Fixed Charge – Water Service (6.0" Meter)	\$1,686.90 per quarter
Fixed Charge – Sewer Service (3/4" Meter)	\$61.05 per quarter
Fixed Charge – Sewer Service (1.0" Meter)	\$97.68 per quarter
Fixed Charge – Sewer Service (1.5" Meter)	\$198.41 per quarter
Fixed Charge – Sewer Service (2.0" Meter)	\$344.93 per quarter
Fixed Charge – Sewer Service (3.0" Meter)	\$747.86 per quarter
Fixed Charge – Sewer Service (4.0" Meter)	\$1,333.94 per quarter
Fixed Charge – Sewer Service (6.0" Meter)	\$2,945.66 per quarter
Consumption Charge – Water Service	\$5.73 per 1,000 gallons
Consumption Charge – Sewer Service	\$9.08 per 1,000 gallons
Consumption Charge – SSO	\$2.35 per 1,000 gallons
Water Connection Fee (3/4")	\$1,500 (Indirect) or \$1,800 (Direct)
Water Connection Fee (1")	\$2,100 (Indirect) or \$2,400 (Direct)
Water Connection Fee (1 1/2")	\$2,700 (Indirect) or \$3,000 (Direct)
Water Connection Fee (2")	\$3,250 (Indirect) or \$3,550 (Direct)
Water Connection Fee (4")	\$3,750 (Indirect) or \$4,050 (Direct)
Water Connection Fee (6")	\$4,000 (Indirect) or \$4,300 (Direct)
Water Connection Fee (8")	\$4,500 (Indirect) or \$4,800 (Direct)
Water Connection Fee (12")	\$5,000 (Indirect) or \$5,300 (Direct)
Sewer Connection Fee (4")	\$1,750 (Indirect) or \$2,000 (Direct)
Sewer Connection Fee (6")	\$2,250 (Indirect) or \$2,500 (Direct)
Sewer Connection Fee (8")	\$2,750 (Indirect) or \$3,000 (Direct)
Water Turn-Off Charge	\$25.00
Water Turn-On Charge	\$25.00
Service Fee for Water Shut Off Administration	\$50.00
Meter & Equipment	Cost of Meter and Equipment (Varies by Size)
Construction Water Use Fee	As Established by Resolution (Currently None)
Outside Irrigation Meters	Cost of Meter/Equipment; \$14.24 quarterly fixed charge and consumption charge as listed above
DPW Utility Inspection	\$50.00 per Inspection
DPW Utility Re-Inspection	\$25.00 per Inspection
Fire Hydrant Maintenance (Privately Owned) Utility Repairs	\$250.00 Annually

	Cost of Labor, Fringe Benefits, Materials & Equipment used + 20% Service Fee
DPW (Non-Emergency) After Hours Fee	Cost of Labor, Fringe Benefits, Materials & Equipment used + 20% Service Fee
Water Hauling	\$35.60 per 1,000 gallons + \$225 Non-refundable Deposit
Late Payment Penalty	10% as Provided by Village Ordinance
Missed Appointment (Inconvenience Fee)	\$25.00
Assessment of Delinquent Bills to Taxes	\$50.00 per account per tax year
Note: Inspection Fees; Connection Fees; and Tap-In Fees shall apply on a per unit basis for apartment complexes; mobile home parks; condominium complexes or other multi-use buildings.	
Note: Indirect Connection Fees Apply to Structures Connecting to Infrastructure Funded by a Developer Whereas Direct Connection Fees Apply to Structures Connecting to Infrastructure Funded by the Village	
Note: Flat rate fees can be stopped by a property owner requesting that the water meter be pulled. A \$100 charge applies for each meter pulled and a \$100 charge applies for each meter re-installed.	

<u>WATER AND SEWER SYSTEM DEBT SERVICE SCHEDULE (EFFECTIVE JULY 1, 2018)</u>	
Debt Service Charge (3/4")	\$27.73 per quarter
Debt Service Charge (1")	\$38.82 per quarter
Debt Service Charge (1.50")	\$69.33 per quarter
Debt Service Charge (2")	\$113.70 per quarter
Debt Service Charge (3")	\$235.71 per quarter
Debt Service Charge (4")	\$413.19 per quarter
Debt Service Charge (6")	\$901.25 per quarter
Note: Debt service charges are charged to Township residents/entities that receive Village water/sewer service to pay for those water/sewer system improvements that are funded through Village millages. These charges are based on the size of the meter servicing such accounts.	

GRANT ADMINISTRATION FEE SCHEDULE

MSHDA Rental Rehab Grant Applications	\$500 application fee, \$1,000 escrow deposit
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Note: The \$1,000 escrow deposit may be returned upon successful completion of the application process. The deposit will otherwise be applied toward administration, public hearing notices, and other costs incurred by the Village for the fulfillment of grant obligations.

Please note all building department services are contracted with Construction Code Authority. Please refer to CCA schedule for rental and building inspection fees and zoning administrative service fees.

Construction Code Authority- Building Department Services Information:

<http://www.constructioncodeauthority.com>

Building Permits and Inspections are issued by CCA. We strongly encourage you to refer to their website for current and/or additional information.

Review Processes

Below you will find an explanation of each review process including steps, policies and other relevant information.

Special Land Use Process

1. Application, site plans and fees filed with the Zoning Administrator Mr. Connors at the Village Municipal Offices
 - a. Site Plan Application can be found at the end of the guide
 - b. Site plan submission requirements can be found in the Village of Almont Zoning Ordinance (Ordinance 193 Section 7.02): <https://almontvillagemi.documents-on-demand.com/Document/c5f9359d-05c2-e511-8980-001fbc00ed84/Ordinance%20193%20-%20Zoning%20Ordinance%20Amendment.pdf>
 - c. Please refer to the Planning, Zoning & Economic Development section of the Village's Fee Schedule listed above applicable fees.
2. Notice of public hearing sent to all property owners that are within 300 feet of the property and published in a newspaper of general circulation. All notices shall be done no less than 15 days before the Planning Commission Meeting.
3. Application reviewed by the Planning Commission and either approved, approved with conditions or denied
 - a. Review standards can be found in the Village of Almont Zoning Ordinance (Ordinance 193 Section 8.02), Decision process (Section 8.03), and Conditions (Section 8.04): <https://almontvillagemi.documents-on-demand.com/Document/c5f9359d-05c2-e511-8980-001fbc00ed84/Ordinance%20193%20-%20Zoning%20Ordinance%20Amendment.pdf>

Variance Request Process

1. Application and fees filed with the Zoning Administrator, Mr. Connors at the Village Municipal Offices
 - a. Variance Request Application can be found at: <https://www.almontmichigan.gov/1/324/files/doc01900720120821134846.pdf>
 - b. Please refer to the Planning, Zoning & Economic Development section of the Village's Fee Schedule listed above applicable fees.
2. Notice of public hearing sent to all property owners that are within 300 feet of the property and published in a newspaper of general circulation. All notices shall be done no less than 15 days before the Zoning Board of Appeals Meeting.
3. Application reviewed by the Zoning Board of Appeals and either approved or denied.
 - a. If approved, variance shall be valid for 1 year from date of approval. If commencement of use does not occur within 1 year of the ZBA decision the approval shall expire.
 - b. If denied, applicant may file an appeal with the circuit court.

Rezoning Request Process

1. Application and fees filed with the Zoning Administrator, Mr. Connors at the Village Municipal Offices.
 - a. Rezoning Application can be found at the end of the guide
 - b. Please refer to the Planning, Zoning & Economic Development section of the Village's Fee Schedule listed above applicable fees.
2. (For conditional rezoning only) Pre-hearing scheduled between applicant and Planning Commission
3. Notice of public hearing sent to all property owners that are within 300 feet of the property and published in a newspaper of general circulation. All notices shall be done no less than 15 days before the Planning Commission Meeting.
4. Application reviewed by the Planning Commission and recommendation prepared for Village Council.
5. Recommendation provided to Village Council for their approval or denial (public hearing).

6. If approved, written rezoning agreement executed by Village Council and reviewed by the Village Attorney for legal sufficiency. Agreement shall be recorded with the Lapeer County Register of Deeds and receipt of it being recorded shall be provided to Village Council.

Site Plan Application Process for Properties Zoned Commercial, Multiple-Family Residential, Industrial and Parking

1. Application, site plans and fees filed with the Zoning Administrator Mr. Connors at the Village Municipal Offices.
 - a. Site Plan Application can be found at:
 - b. Site plan submission requirements can be found in the Village of Almont Zoning Ordinance (Ordinance 193 Section 7.02), Site plan Planning Standards (Section 7.01), Condominium Approval (Section 7.04), Architectural Standards (7.05):
<https://almontvillagemi.documents-on-demand.com/Document/c5f9359d-05c2-e511-8980-001fbc00ed84/Ordinance%20193%20-%20Zoning%20Ordinance%20Amendment.pdf>
 - c. Please refer to the Planning, Zoning & Economic Development section of the Village's Fee Schedule listed above applicable fees.
2. Proposed site plan is sent to the following departments, agencies and consultants for input: MDOT (for sites located along M-53/Van Dyke), Fire Department, Building Department, Assessor Office, Village Engineer (as needed), Village Planner (as needed), Planning Commissioners and Almont School District.
3. Notice of public hearing sent to all property owners that are within 300 feet of the property and published in a newspaper of general circulation. All notices shall be done no less than 15 days before the Planning Commission Meeting.
4. Application reviewed by the Planning Commission and either approved, approved with conditions or denied
 - a. If approved, permits obtained through Construction Code Authority. Must pass building and final inspections by Construction Code Authority before Certificate of Occupancy issued.
 - i. Site plans are valid for 1 year from the date of approval. If physical improvement of the site is not in progress and diligently pursued to completion at the end of a year the approval shall be null and void unless renewed or extended by Planning Commission.
 - b. If denied, applicant may revise and resubmit, withdraw or appeal decision to the Village Zoning Board of Appeals.

Building and Rental Inspections

Inspections are scheduled directly with Construction Code Authority by leaving a voicemail on their answering machine at 810-664-0981 or contacting their office at 810-667-0420. Inspector hours are listed on CCA's website under the Inspections Tab.

Building Permits

All Commercial and Residential Building Permits are handled by Construction Code Authority. Applications and fee schedules for commercial and residential zoned property are posted on the CCA website under their respective tab. Additional permits or documentation may be required before obtaining Building Permits from the CCA. Please contact the CCA for verification. Please note permits are good for 6 months from the date of issuance provided one inspection has been done in a six month period.

Date: _____
Application Number: _____
Review Fee: \$ _____

**VILLAGE OF ALMONT
SITE PLAN REVIEW APPLICATION**

PLEASE DIRECT ANY QUESTIONS TO THE ZONING ADMINISTRATOR AT (810) 798-8528

Applicant Information

Name: _____
Street Address: _____
City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property Owner (if different from applicant; if more than 1 list on separate sheet)

Name: _____
Street Address: _____
City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property for which site plan is requested

Street Address: _____
Nearest Crossroads: _____
Tax Parcel ID#: _____ Zoning District: _____

Brief description of the proposed use: _____

A site plan is required for this project per Section 7.02 of the zoning ordinance because:

- Construction of a new building other than a single or two-family residence or farm building or buildings accessory to them
- Construction of an addition to a of 1,000 S.F. to a building other than a single or two-family residence or farm building or buildings accessory to them
- Construction, use or establishment of a parking or storage area or expansion of existing parking lots of one thousand (1,000) square feet or more or ten (10%) percent over 12 months whichever is less.
- Special Land Use
- Substantial change in use or class of use
- The erection of, or addition to, any major utility service facilities, including towers, substations, pump stations or similar facilities.

Attach the following to the application:

15 copies of a site plan of the proposed site (see site plan checklist)

A copy of the Site Plan Informational Requirements Checklist

A separate sheet explaining how the site plan will meet the standards for approval (see attached checklist).

I hereby affirm that the above information is correct to the best of my knowledge.

Signature of Applicant

Printtype name

Date

Signature of Property Owner
(if different from applicant)

Printtype name

Date

(See reverse)

FOR OFFICE USE ONLY

Copies of site plan sent for review (attach comments)

	Date Sent	Date of Response
Michigan Department of Transportation	_____	_____
Fire Department	_____	_____
Building Department	_____	_____
Assessor's Office	_____	_____
Village Engineer	_____	_____
Village Planner	_____	_____
Almont School District	_____	_____
Planning Commission members	_____	_____

Site Plan Approval

- Site plan approved Site plan denied Site plan approved w/conditions
Date of Planning Commission meeting (minutes attached): _____

Remarks: _____

INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

REGULAR PLANNING COMMISSION MEETINGS are held at 7:30 p.m. on the 1st Thursday of each month at the Village Hall.

The deadline for filing applications is 20 days prior to the meeting.

HEARINGS WILL NOT BE SCHEDULED UNLESS ALL INFORMATION IS SUBMITTED AND FEE PAID BY THIS DEADLINE.

Applicant must attend the Village Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Letter explaining in detail exactly what your intended use of the property is.
2. Proof of ownership – DEED
3. Completed application form
4. Site plan of the property with the information listed in the attached site plan check list.
5. Application fee to cover costs for meetings, advertisements, mailings, etc.

ACTION:

Approved

Denied

Date: _____

Date: _____

Application No: _____

Review Fee: \$ _____

APPLICATION FOR REZONING

VILLAGE OF ALMONT

APPLICANT'S NAME: _____ **ADDRESS:** _____

CITY: _____ **ZIP:** _____ **PHONE:** _____

PROPERTY IDENTIFICATION NO.: _____

COMPLETE LEGAL DESCRIPTION: (Use opposite side or attach separately).

EXISTING ZONING: _____ **PROPOSED ZONING:** _____ **SIZE** _____

PROPOSED USE OF PROPERTY: _____

LEGAL OWNER: _____

Name

Address

Phone

If petitioner is not the owner, state basis for representative (i.e., Attorney, Representative, Option-to-Buy, etc.):

The applicant is required to submit a concept plan sketch, demonstrating the feasibility of developing the property for its intended use. The following information shall be required:

- Parcel size and shape.
- Size and general location of all building(s) to be included on site.
- Access to the site and arrangement of the parking area.
- Location and use of adjacent buildings.

Twelve (12) copies of the application and feasibility sketch shall be submitted to the Village at least fourteen (14) days prior to the regular Planning Commission meeting. The Planning Commission will set a public hearing for the following meeting. The applicant or representative must be present at the public hearing.

Signature of Applicant

Signature of Legal Owner (if not Applicant)

(Please print/type name below signature)

(Please print/type name below signature)