



Waterloo Township

Located at: 9773 Mt. Hope Rd. Munith, MI 49259

517-596-8200 office/517-596-8600 fax

Hours: 9:00 AM - 1:00 PM Monday, Tuesday, Thursday &

Friday, Wednesday 1:00 - 5:00PM

[www.waterlootwpmi.com](http://www.waterlootwpmi.com)

## PUBLIC HEARING NOTICE WATERLOO TOWNSHIP

The Waterloo Township Planning commission will hold a Public Hearing on Tuesday, July 17, 2018 at 7:00pm at the Waterloo Township Offices located at 9773 Mt. Hope Road, Munith, MI 49259. The purpose of the Public Hearing is to receive input on proposed text changes to Sections 4.03, 4.04, and 6.05 of the Waterloo Township Zoning Ordinance. A copy of the proposed text changes may be viewed at the Township Offices during regular business hours or online at the Township's website. ([www.waterlootwpmi.com](http://www.waterlootwpmi.com))

Written comments should be mailed to: Waterloo Township Office, 9773 Mt. Hope Road, Munith, MI 49259 or dropped off at the offices during regular business hours prior to July 16, 2018.

Individuals with disabilities requiring auxiliary aids or services should contact the Waterloo Township Board by writing or calling the Clerk's Office, 9773 Mt. Hope Rd., Munith, MI 49259. Phone: 517-596-8400

Ralph Schumacher  
Planning Commission Secretary

Interim amendments to current Waterloo Township Zoning Ordinance.

*Amend Article 4, Section 4.03 B by inserting the bolded text as shown below:*

**B. Review:** The Zoning Administrator shall review the application materials for completeness and compliance with the standards of this Ordinance. If such materials are not complete or do not adequately portray proposed construction and use of the property, the materials shall be returned to the applicant with a written notice identifying the inadequacies. **Specifically that the Office of Zoning Administration when considering a Zoning Application is unsure if the submitted drawings are adequate to make an official determination that the proposal will conform to the provisions of this Ordinance they may require that the applicant submit a current certified survey of the specific parcel boundaries that are judged to be inadequate.** Upon receipt of completed and adequate application materials, the Zoning Administrator shall review the application materials and determine their conformity with the applicable provisions of this Ordinance.

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*And by amending Section 4.04 B by inserting the bolded text as shown below:*

**B. Zoning Administrator Review and Distribution:** The Zoning Administrator shall record the date of receipt of the application and site plan. The Zoning Administrator shall review the application materials for completeness. If such materials do not appear complete, the materials shall be returned to the applicant with a written notice identifying the inadequacies. **Specifically that the Office of Zoning Administration when considering a Zoning Application is unsure if the submitted drawings are adequate to make an official determination that the proposal will conform to the provisions of this Ordinance they may require that the applicant submit a current certified survey of the specific parcel boundaries that are judged to be inadequate.** Upon receipt of completed and adequate application materials, the Zoning Administrator shall transmit seven (7) copies thereof to the Planning Commission; five (5) copies thereof to the Township Board, and the remaining shall be transmitted to other review bodies as may be deemed desirable such as, but not limited to public agencies and engineering and planning staff and consultants. At least one (1) copy shall be retained by the Zoning Administrator.

*And by amending Section 6.05 by inserting the bolded text as shown below:*

**If an applicant is seeking a variance from a common neighboring property line, the applicant must provide an official survey to verify the existing property line.**