



VILLAGE OF WOLVERINE LAKE  
 425 GLENGARY ROAD  
 WOLVERINE LAKE, MI 48390  
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**APPLICATION FOR:**

SITE PLAN APPROVAL  
 ENGINEERING REVIEW  
 INTERPRETATION OF USE LIST  
 SPECIAL USE APPROVAL  
 LOT SPLIT

FILE NUMBER: \_\_\_\_\_  
 DATE FILED: \_\_\_\_\_  
 APPLICATION FEE: \_\_\_\_\_  
 ESCROW DEPOSIT: \_\_\_\_\_  
 TOTAL PAID: \_\_\_\_\_

NAME OF PROPOSED DEVELOPMENT: \_\_\_\_\_

LOCATION AND DESCRIPTION OF PROPOSED DEVELOPMENT:

SECTION: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_ LOT NO.: \_\_\_\_\_  
 (OR) ACREAGE DESCRIPTION \_\_\_\_\_

LOCATED: \_\_\_\_\_

ZONING CLASSIFICATION OF PROPERTY: \_\_\_\_\_

NAME OF DEVELOPER: \_\_\_\_\_  
 BUSINESS ADDRESS: \_\_\_\_\_  
 CITY, STATE AND ZIP: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE AND ZIP: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_

1. Complete and submit the required application form.
2. Submit 15 copies of a site plan, with the detailed information requested on the attached sheets along with 3 copies of the proposed development preliminary floor plan(s) and elevations.
3. Submit the required application fee and the required escrow deposit for Planning and /or Engineering Consultant review fees. (If the Village is billed less than the escrow deposit, the balance will be refunded upon completion of your project; if billing is more than the escrow deposit, you will be notified that an additional deposit is required.)
4. Applications received by the Village Clerk five weeks preceding the next regularly scheduled Planning Commission meeting will be placed on the Agenda of such meeting. Applications received thereafter, will be placed on the Agenda of the Planning Commission for the following month. Regular meetings of the Planning Commission are held on the fourth Thursday of each month at 7:00 p.m. at the Village Offices.
5. The applicant and/or a representative are encouraged to attend the meeting at which their request will be heard.

**NOTE: A request for rezoning and for Uses Subject to Special Conditions normally requires a minimum of three months for processing. Site Plan Approvals, however, may be processed in two months. These time limits allow for review by Planning and/or Engineering Consultants and for any required Public Hearings.**

# VILLAGE OF WOLVERINE LAKE

## REQUIREMENTS FOR SUBMITTAL OF ALL APPLICATIONS FOR:

### SITE PLAN APPROVAL ENGINEERING REVIEW INTERPRETATION OF USE LIST SPECIAL USE APPROVAL

The following detailed information shall be submitted as part of the Site Plan drawing along with three (3) copies of preliminary building elevations:

1. The existing and proposed zoning.
2. The location and size of all structures including the location of entrances and loading points.
3. All outside dimensions of each structure, its distance from property lines, its area and its height.
4. The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.) and typical floor plans with square feet of floor area.
5. The area of the site in square feet excluding all existing right-of-ways.
6. The recorded and measured dimensions of all lot lines and location and design of all lots.
7. Structures, uses, zoning and other significant features of the immediately adjacent property(ies).
8. The location of all existing and proposed drives, parking areas and pedestrian circulation ways, including types of surfacing, parking layout and dimensions.
9. The dimensions of road widths and right-of-ways.
10. All existing easements and vacated easements and right-of-ways.
11. All required minimum setbacks from the existing or proposed right-of-ways and from adjacent properties.
12. The location of lawns, landscaped areas and outdoor recreation areas and how the landscaping is to be accomplished.
13. The locations, sizes and types of trees over 1 3/4 inches in diameter, before and after development.
14. The design and materials of construction of all free standing architectural walls, including typical cross sections and heights above ground on both sides of free standing walls.
15. The location, intensity and orientation of all exterior lighting.
16. The location, dimensions and lighting of all signs.
17. Photographs of the site and adjacent areas.
18. The location and capacity of wells and septic tanks servicing the site.
19. Topographic contours at two (2) foot intervals and any other characteristics of the site.

# VILLAGE OF WOLVERINE LAKE

## REQUIREMENTS FOR SUBMITTAL OF APPLICATIONS FOR:

### LOT SPLIT

1. Property Owner(s) or Authorized Agent(s) (authorization to be provided in written, notarized form to the Village) prepares legal descriptions and certified survey showing existing and proposed parcels, including all dimensions, existing and proposed structures, setbacks and square footage of each resulting parcel.
2. Property Owner(s) or Authorized Agent(s) submit information called for in item #1 above along with a letter requesting the lot split and required application and escrow fees to the Village Clerk. Letter shall include date of submittal, name, address and phone number of person(s) requesting the lot split and any other information the Applicant(s) feels needs to be considered.
3. Proposal shall be reviewed for conformance with Village ordinances and other appropriate requirements by the Village Clerk, Administrator and/or Building Official. In circumstances where conformance is in question the proposal may be submitted by the Village Clerk to appropriate Planning and/or Engineering Consultant for review with cost to be deducted from escrow amounts. If escrow balance is not sufficient to cover outside costs the Village Clerk may require additional fees to be paid prior to proceeding.
4. Upon review of materials submitted, and any additional information required by Village Administration, request for lot split with a memo of findings from the Village Administration will be forwarded directly to the Planning Commission at their next available meeting date to review and prepare a recommendation to the Village Council.
5. Upon the Village Council's receipt of a recommendation from the Planning Commission it may approve, deny, ask for additional information, refer, table or take whatever action it feels is appropriate with regard to the request. Requests may be re-referred to the Planning Commission, but not the Zoning Board of Appeals, for additional input and guidance. There shall be no Planning Commission fee on lot split matters referred to it directly by the Village Administration or the Village Council for recommendations to the Council.
6. If the request is approved by the Village Council, the Village Clerk shall make necessary revisions of Village records and will forward the split information to Oakland County. The County will then make the change on the Village and Township tax roll and send tax bills the next year reflecting the change.
7. If the request is denied by Village Council the Village Clerk shall advise the Applicant(s) in writing. The Applicant(s) shall have the option of taking the denial to the Zoning Board of Appeals for consideration after submittal of the necessary paperwork and fees.
8. After final Village Council action, either approval or denial, the Village Clerk shall return to the Applicant(s) all unused escrow fees along with an accounting of any fees used.