

5. Application & Review Procedures

- Upon receipt of the required information and fee, the Township Zoning Administrator provides the application materials to the Planning Commission. This is also sent to the Township Planner, Engineer and Fire Chief for their review and reports.
- Reports are provided to the Planning Commission with a copy sent to applicant.
- Applicant presents project to Planning Commission at next scheduled meeting for Commission comments.
- At this meeting the Commission sets a date for public hearing.
- Notice of the public hearing is prepared by the Township Planner and the Clerk arranges for publication in the Lowell Ledger. The notice is also mailed to occupants and property owners within 300 feet of the boundaries of the proposed property. The notice must be published and mailed at least 15 days before the date of the public hearing.
- The public hearing is held by the Planning Commission. The applicant is expected to attend the hearing to present the project. Others in attendance are provided an opportunity to speak. Following the public hearing, the Planning Commission will vote to approve, deny, modify, or postpone the request. **This vote is a recommendation to the Township Board.**
- The applicant revises the Preliminary Plan according to the recommendations of the Planning Commission. This revised Plan is called the **Final Site Condominium Plan.**
- The applicant submits 8 copies of the Final Site Condominium Plan to the Township Zoning Administrator who forwards copies to the Board. The Board is not required to hold a public hearing on the Final Plan. Reports may be prepared by the Planner and Engineer.
- The Board may approve, deny or approve with conditions the Final Plan in accordance with the standards and requirements of Article 4 of the Township Subdivision Ordinance and other applicable procedures, standards and requirements of Article 17 of the Zoning Ordinance.

Approval of a site condominium project shall serve as conditional authorization to proceed with the division of the land on the basis of condominium ownership and the construction of the required improvements to the land in conformity with the approved plans. Site condominium approval shall not serve as the authorization of land uses and construction on individual units within the site condominium. Uses and construction on individual units are subject to authorization under applicable provisions in this Ordinance.

6. Master Deed

All conditions imposed by the Board in approving the site condominium shall be incorporated into the Master Deed. The Master Deed must be reviewed and approved by the Township Attorney before it is recorded with the Kent County Register of Deeds.

A copy of the site condominium Master Deed shall be provided to the Township Clerk within 10 days of recording this document with the Kent County Register of Deeds.

7. Construction

The applicant may proceed to construct the site condominium provided all conditions imposed by the Board have been complied with and all approvals have been obtained from other applicable government agencies. Documentation of these approvals must be provided to the Township Zoning Administrator before any construction begins on site.