

**LOWELL CHARTER TOWNSHIP**  
**2910 Alden Nash SE**  
**Lowell, MI 49331**  
**Phone: 616-897-7600      Fax: 616-897-6482**  
*www.twp.lowell.mi.us*

**SITE CONDOMINIUM REVIEW PROCESS**

**For all site condominium requests a public hearing is held by the Planning Commission which makes a recommendation to the Township Board which makes the final decision.**

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**1.      Application Form and Fee Schedule**

An application form and fee schedule for site condominium review can be obtained from the Township offices. The application fee covers the cost of advertising the public hearing, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. The escrow fee covers the cost of the services provided by professional consultants retained by the Township to assist in analyzing the request.

**2.      Meeting Dates**

The Lowell Township Board of Trustees meets on the third Monday of each month at 7:00 P.M.

The Lowell Township Planning Commission meets on the second Monday at 7:00 P.M. and also at special meetings called by the Planning Commission.

Both the Board and Planning Commission meet in the public meeting room at the Lowell Township Hall, 2910 Alden Nash SE, Lowell, Michigan, 49331.

**3.      Processing Period**

An application usually takes about 60 to 75 days to process.

**4.      Information to be Submitted by the Applicant**

The applicant must submit a signed application form, application and escrow fees, and at least 8 copies of the preliminary site condominium plan to the Township Clerk . **The preliminary plan must be prepared in accordance with Section 3.9.4 of the Township Zoning Ordinance.**

The applicant shall also submit the site condominium plans to the Kent County Road Commission, Drain Commission and Health Department and the Michigan Departments of Natural Resources and Environmental Quality as required.

**Comments from these agencies will need to be provided to the Planning Commission before the Commission makes a recommendation to the Board.**

**5.      Set Public Hearing on Preliminary Plan**

All information submitted is distributed to the Planning Commission by the Clerk. Upon receipt of the required information the Planning Commission schedules a **public hearing** to consider the application.

Notice of this public hearing is then published in the Lowell Ledger and notices are also mailed to occupants and property owners within 300 feet of the boundaries of the subject property. The notice must be published and mailed at least 15 days before the public hearing

The mailing list is taken from the most recent Township assessment roll. A notice is also sent to any utility, airport or railroad that registers its name with the Township for purposes of receiving such notice.

In cases where property within 300 feet of the site to be rezoned is within another municipality, the Lowell Township Clerk will obtain a list of those property owners in the adjoining municipality which are within 300 feet of the subject property and mail them a notice

## **6. Project Review**

The project is reviewed by the Township Planner and Engineer for compliance with Township Ordinances. Reports may be prepared and sent to the Planning Commission before the meeting. The applicant is also sent a copy of any such reports.

## **7. Planning Commission Holds Hearing on Preliminary Plan**

The public hearing is held by the Planning Commission. The applicant and others in attendance are provided an opportunity to speak at the hearing. Following the public hearing, the Planning Commission will vote to approve, deny, modify, or perhaps table the project. **This vote is a recommendation to the Township Board.**

## **8. Preparation of Final Site Condominium Plan**

The applicant revises the Preliminary Plan according to the recommendations of the Planning Commission. This revised Plan is called the **Final Site Condominium Plan.**

## **9. Board Review of Final Plan**

The applicant submits 8 copies of the Final Site Condominium Plan to the Township Clerk who forwards copies to the Board. The Final Plan may be reviewed by the Planner and Engineer.

The Board may approve, deny or approve with conditions the Final Plan in accordance with the standards of the Site Condominium Ordinance. The Board may require a cash deposit, certified check or irrevocable letter of credit acceptable to the Board covering the estimated cost of the proposed improvements in accordance with Section 16f of the Township Zoning Act.

## **10. 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.

## **11. 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 Supervisor before any construction begins on site.

## **12. Changes to an Approved Site Condominium Plan**

Any major change to an approved site condominium plan shall be subject to the same review process as provided in this document for the original review of preliminary and final site condominium plans.

A major change is described in Section 3.9.13.a(2) of the Zoning Ordinance and consists of an increase in the number of units or project boundaries, a significant change in the site layout or utilities, or other similar changes deemed to be major by the Township Zoning Administrator.