



Bloomfield Township Planning Division
P.O. Box 489 4200 Telegraph Road
Bloomfield Hills, MI 48303-0489
Phone (248) 433-7795 ■ Fax: (248) 433-7729
Website: <http://www.bloomfieldtwp.org>

REZONING/ORDINANCE AMENDMENT APPLICATION – PLANNING

INSTRUCTIONS - When this completed application is filed in conjunction with: 1) a sealed survey, 2) statement indicating why the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such change will not be detrimental to the public welfare, nor to the property rights of other persons located in the vicinity, 3) Five (5) complete sets of the site plans along with a CD in PDF format if applicable, or all supporting documentation for a zoning ordinance amendment, and 4) application fee, it will serve to initiate processing of the application in accordance with the review procedures described in the Zoning Ordinance. Please review those Ordinances before submitting this application to assure compliance with the various provisions. Please complete each applicable section of this application in accordance with the Rules for Site Plan Submission or relevant documentation for the amendment request. Incomplete applications will delay the review process. Complete application submittal packages shall be filed with the Planning Division at least twenty-eight (28) days before the scheduled meeting.

GENERAL INFORMATION

Project name: _____

Assessor's sidwell number (s): _____

Project address or location: _____

Gross acreage: _____ Street frontage: _____

Note: The person listed below as the contact person will be contacted to attend staff review meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of all relevant staff and consultant reports if applicable.

Applicant Name _____

Business name and address _____

City _____ State _____ Zip code _____ Phone number _____

Fax: _____ E-mail: _____

Property Owner(s) Name _____

City _____ State _____ Zip code _____ Phone number _____

Fax: _____ E-mail: _____

Contact person (choose one) ☐ architect ☐ contractor ☐ attorney ☐ other _____

Name _____

Business name and address _____

City _____ State _____ Zip code _____ Phone number _____

Fax: _____ E-mail: _____

REZONING APPLICATION - 2

Property Rezoning Information

Proposed Zone District(s) _____

Existing Zone District(s) _____

Master Plan Recommended Use: _____

Type of project: _____

Lot Dimensions: _____

Legal Description From Attached Sealed Survey: _____

Please complete the following information as applicable to the subject property and proposed site plan changes in accordance with the Zoning Ordinance, Chapter 42:

Project Information

Building Height: _____ Parapet Height: _____ Peak Height: _____

Total Sq. Ft. of Building (s): _____ Total Number of Floors: _____

Total Sq. Ft. of each floor: _____

Total Usable Sq. Ft. per Floor: _____

Number of Residential Units: _____ Total Sq. Ft. per Unit: _____

Percentage of Lot Coverage for Residential Projects: _____

Total Open Space Provided for Residential Projects: _____

Number of Parking Spaces Required by Use: _____

Total parking Spaces Provided: _____ Typical Parking Space Dimension: _____

Total Barrier-Free Parking Spaces Provided: _____ and Dimensions: _____

Loading Space Dimension and Location: _____

Drive Aisle Width: _____ Location of Fire Lanes: _____

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Building Setbacks : Front Setback: _____
 Side Setbacks: _____ and _____
 Rear Setbacks: _____

Waterfront Setbacks (If applicable): _____

Parking Setbacks: Front Setback: _____
 Side Setback: _____ and _____
 Rear Setback: _____

Screening: Dumpsters: _____
 Ground Equipment: _____
 Rooftop Screening: _____

Design Information (in accordance with Sections 42-6.4 and 42-7.13)

Landscape Materials and Watering Systems (provide complete landscape/planting plan): _____

Fences and/or Walls: _____

Locations of Required Underground New Utility Services: _____

Building and Site Lighting (provide photometric plan and fixture specifications): _____

Building materials (provide sample material board): _____

Building wall sign or ground signs: _____

Sign dimensions: _____

Sign location: _____

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APPLICATION SIGNATURE:

By signing this application, the project property owner, applicant and contact person are indicating that all information contained within the application, all accompanying plans, and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless signed by the property owner. A review fee is required at the time of application in accordance with the fee schedule as adopted by the Board of Trustees and a complete site plan package as described in the Zoning Ordinance, Section 42-6.1.

I hereby authorize the employees and representatives of Bloomfield Township to enter and conduct an investigation of the above referenced property.

Signature of Property Owner(s)	Date
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Print Name of Property Owner(s)	Date
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Signature of Applicant	Print Name of Applicant	Date
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Signature of Contact Person	Print Name of Contact Person	Date
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Office Use Only

Date Filed: _____ Application accepted by: _____

Fee Paid: _____ Receipt Number: _____

Planning Commission Meeting Date: _____

Planning Commission Recommendation: _____

Township Board meeting date: _____

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REZONING SUBMITTAL CHECKLIST

- ☐ The completed site plan application
- ☐ A narrative explaining the request.
- ☐ A sealed Topographic Plan/Property Survey including surface configurations shown by contours, and all existing conditions.
- ☐ Five (5) complete sets of the site plan indicating the following:
 - ☐ Building and parking setbacks
 - ☐ Footprint of building
 - ☐ Locations of ingress/egress, traffic circulation, loading space
 - ☐ Parking layout and number of spaces, including handicap
 - ☐ Locations of ground mounted mechanicals and screening, including a/c units, generators, transformers, etc.
 - ☐ Screening of rooftop mechanicals units
 - ☐ Screening walls – height and materials
 - ☐ Retaining walls – height and materials
 - ☐ Location of accessory structures, i.e. dumpster
- ☐ Floor Plan including square footage of each floor (gross & net) and uses
- ☐ Roof Plan showing mechanical units and screening
- ☐ Photometric Plan displaying light poles, wall packs, bollards, etc., showing the number, location, height, wattage and design. *Note: All exterior building-mounted and ground-mounted light fixtures shall be directed downward and use "fully shielded cut off" fixtures to conceal the light source from adjoining properties.*
- ☐ Elevations including a colored rendering with landscaping. Label north, south, east and west. Indicate height of building, architectural details and materials, and landscaping.
- ☐ Materials board to include examples of walls, roofing, trim and architectural details. Please label all samples.
- ☐ Landscape Plan to include existing, removed, and proposed placement of all plantings, noting species, size and number. See Tree Preservation regulations and Parking Lot Tree requirements.
- ☐ Site and building photos on digitally.
- ☐ Traffic Impact Study, and/or Parking Analysis, prepared by a Traffic Engineer for all new development, including proposed significant site, building, and/or land use changes as determined by the Director. Scope of work for the Traffic and/or Parking Study to be approved by the Township's Traffic Engineer prior to submission.



Bloomfield Township

Schedule of Planning Fees

4200 Telegraph Road P.O. Box 489 Bloomfield Township, MI 48303-0489

(248) 433-7795

Effective date: July 1, 2021

Request	Fee
Site Plan Review	
Non Residential	\$1,860 + \$10/1,000 gross bldg. sq. ft.
Residential	\$ 2,050 + \$25 per unit
Rezoning/Zoning Ordinance Amendment	\$1,500
(Site Plan Review, Rezoning, & Zoning Ordinance Amendment includes the following: \$50 Ordinance, \$127 Clerk, \$85 Fire, and \$285 Engineering/commercial or \$475 Engineering/residential fees)	
Design Review Board	
Design/Site Improvements/Sign	\$250+ \$50 Ordinance fee
Special Use Permit	\$200+ \$50 Ordinance fee
Special Event (DRB review)	\$250+ \$50 Ordinance fee
Plus \$95.00 Engineering Review (if applicable)	
Plus \$85.00 Fire Review (if applicable)	
Special Event (reoccurring)	\$200
Subdivision (Plat) Review	\$2,050 + \$25/per lot
(Includes \$475 Engineering, \$127 Clerk, \$85 Fire and \$50 Ordinance fees)	
Special Land Use	\$1,570
(Includes \$127 Clerk, \$85 Fire and \$50 Ordinance fees)	
Lot Split	\$1,350
Lot Line Adjustment	\$250/per lot
(Lot Split and Lot Line Adjustment includes \$95 Engineering, \$127 Clerk, and \$85 Fire fees)	
Zoning Board of Appeals (each application fee includes \$125 Ordinance fee)	
Residential	
Variance Request	\$325 or After the fact \$650
Permission Request	\$225 or After the fact \$450
Commercial	
Variance Request	\$500 or After the fact \$1,000
Permission Request	\$500 or After the fact \$1,000
Plus \$95.00 Engineering review (if applicable)	

Wireless Communication Facility	\$1,430
(Includes \$285 Engineering, \$85 Fire and \$127 Clerk fees)	
Zoning Compliance Letter	\$75
Online application fee	\$2

1. Revised submittals for review shall be half the initial fee for each occurrence.
2. Consulting Review Fees – The applicant shall be responsible for any costs incurred by consultants, including but not limited to traffic and environmental, contracted by the Township to review the proposed site plan as determined by the Department pursuant to Chapter 2, Article V, Division 2, Section 2-111- 2-117.
3. Site plan fees submitted for Planning Commission review includes an initial review by the Design Review Board.
4. Other Township Department Review Fees – The applicant shall be responsible for additional review fees from Township Departments/Divisions, including but not limited to Engineering and Environmental Services, Fire, Public Services, Building or Ordinance, if applicable, as adopted by the Township Board.

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Site Plan Review Fee Schedule for property only involved in the Development Agreement as part of the Pontiac/Bloomfield 425 Agreement.

Multiple-family Residential Building	\$600 + \$20 for each proposed unit
Non-Residential Building	\$600 + for the first 1,000 sq. ft. of gross building area of proposed building, Plus \$20 for each additional 1,000 sq. ft. OR fraction thereof of proposed building
Parking Lots or Change of use	\$350 + plus \$20 for each additional acre
Administrative Parking Lot or Change of Use	(i.e. must satisfy all applicable ordinance standards) \$200 + plus \$20 for each additional acre.
Adopted: 12-09-02; Revised: 01-01-07	

SCHEDULE OF 2026 PLANNING COMMISSION MEETINGS

Meetings begin at 6:30 p.m. on the first and third Monday of each month, except when the Monday is a holiday, in which case the meetings are usually held the next Wednesday. Meetings are held at the Township Hall, 4200 Telegraph Road.

In the event a meeting date needs to be changed or is cancelled, the Commission members will be notified along with applicants and a notice will be posted at Township Hall.

January 5 January 19	July 6 July 20
February 2 February 16	August 3 August 17
March 4 March 16	September 9 September 21
April 6 April 20	October 5 October 19
May 4 May 18	November 2 November 16
June 1 June 15	December 7 December 21

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SECTION 3.

Plans and data displaying the proposed developed condition of the site, including topographic alterations, improvements, facilities and structures. The site plan shall show complete and detailed information with exact dimensions, which when approved by the Planning Commission shall be understood to represent a firm commitment, and from which actual site development shall not deviate excepting upon approval by the Planning Commission of a REVISED SITE PLAN.

ARTICLE IV

Information concerning existing condition of site and surrounding area

The following information displaying the characteristics of the site and its surroundings shall be provided:

SECTION 1. Property Survey:

There shall be supplied a property survey, presented on a drawing at suitable scale, signed and sealed by a Registered Land Surveyor with notation of the date of survey. The property survey information may be presented on the required topographic survey drawing. If on a separate drawing, the property survey shall be submitted in twelve (12) legible copies.

SECTION 2. Topographic survey:

There shall be supplied a topographic map made, signed and sealed by a Registered Land Surveyor or Civil Engineer licensed to practice in Michigan. Accurate photogrammetric surveys made under the direction of and verified by and with supplemental details and data added by one of the foregoing will be acceptable, and shall include:

A. Scale and Sheet Size

The topographic survey shall be presented on plan or map drawn to a standard engineer's scale not smaller than 50 feet to one inch. Plan sheets shall be not larger than 24 x 36 inches. Additional matching sheets shall be used if the area covered at the scale used exceeds the 24 x 36 inch size. An additional 8 ½ x 11 inch plan is also required:

B. Datum

All elevations shall be on U.S.C & G.S. datum.

C. Information Required:

The topographic map shall be drawn true to scale throughout and shall show at least the following information:

1. The surface configuration and elevation of the land and all abutting streets, highways and alleys.

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Rules for site plan submissions for all zoning districts

2. All existing structures on the site and on abutting property within such distance beyond the property lines as the topographic map is required to extend as herein provided for various sizes and types of sites. The dimensions, type of construction, and use of each structure shall be noted.
3. All single trees having trunk diameter of four (4) inches or more at four (4) feet above ground shall be shown and identified. Wooded areas shall be delineated by symbolic lines tracing the spread of outermost branches and shall be described as to the general sizes and kinds of trees contained.
4. All watercourses including defined intermittent drainage lines shall be located and identified as to the character and size.
5. All bridges and culverts, which provide passage of storm water onto or away from the site, under abutting roads, shall be shown with details of sections, length and elevation listed.
6. All recorded easements across the site shall be shown, as shall all evidence of possible unrecorded easements such as existing roadways, pipe lines, pole lines etc.
7. The details of improvement of abutting streets and thoroughfares shall be shown, including width and kind of surfacing, curbs, shoulders, and ditches (all with all dimensions and elevations requisite to provide a clear definition of existing conditions). Trees or plantings within street or highway right-of-way shall be shown.
8. All existing roadways or driveways entering abutting streets or thoroughfares from the site, or from adjoining land within the limits of survey overlaps listed, and all streets, roadways or driveways entering the opposite sides of abutting streets or highways within the same limits, shall be delineated on the map.
9. The use of properties on the opposite sides of abutting streets or thoroughfares, and of all properties abutting the site shall be noted on the map.
10. Where abutting thoroughfares have been officially designated for eventual widening, the existing centerline and the proposed future right-of-way lines shall be shown.
11. All existing utilities including storm and sanitary sewers, water mains, gas mains, electric and telephone lines located in streets, alleys or easements abutting the site shall be identified and shown in their true locations and the locations dimensioned in relation to right-of-way or easement lines. All visible utility structures, including manholes, well, shut-off boxes and catch basins shall be shown in their true locations. Field measured elevations of flow lines of storm and sanitary sewers shall be shown. Known proposed utility lines shall also be shown and identified.

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D. Extent of Topographic Survey and Map and Details of Representations of Land Configuration.

The extent and type of topographic survey and map shall be as follows:

1. For a site of not more than three (3) acres, excluding the existing right-of-way of any undedicated roadway and the declared future right-of-way of any existing roadway, the survey map shall extend to a distance of at least fifteen (15) feet beyond the lines between the site and abutting properties and shall cover abutting streets or thoroughfares to distances not less than one hundred (100) feet beyond the limits of the site.
2. For a site of more than three (3) acres and not more than ten (10) acres excluding the existing right-of-way of any undedicated thoroughfare and the declared future right-of-way of any existing thoroughfare, the survey and the map shall be extended at least forty (40) feet beyond the lines of abutting properties and shall cover abutting streets or thoroughfares to distances of not less than two hundred (200) feet beyond the limits of the site.
3. For a site of more than ten (10) acres the survey map shall be extended at least one hundred (100) feet beyond the lines of abutting properties and shall cover abutting streets, or thoroughfares to a distance of not less than two hundred (200) feet.
4. Surface configuration of the surveyed area shall be shown by contours which shall be at elevation intervals as follows:

<u>Rate of Slope Of Surface</u>	<u>Maximum Contour Interval</u>
Up to 3 feet in 100 feet	1 foot
Between 3 feet and 20 feet in 100 feet	2 feet
Greater than 20 feet in 100 feet	5 feet

Contour elevations shall be identified at sufficiently frequent intervals to make the map readily comprehensible. At each of the listed contour intervals, every fifth contour shall be accented. Elevation in figures shall be noted at highest points within hill top contours, at lowest points within depression contours and at control points between equal contours denoting "saddle" formation. Within street and thoroughfare rights-of-way contours shall be supplemented by noting in figures the elevation of all controlling points.

ARTICLE V. Site Plans – General Requirements

Section 1. Responsibility

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A site plan may be prepared under the principal direction of a Registered Architect, Registered Civil Engineer, Registered Community Planner, Registered Land Surveyor or Registered Landscape Architect licensed to practice in Michigan.

SECTION 2. Details

- A. The site plan shall be prepared at the same scale and in the same arrangement as the topographic map, so as admit of ready comparison.
- B. Each sheet of the site plan shall show a north arrow and a notation of the drawing scale, north being at the top of the page where practical. The principal sheet of the plan shall show a graphic scale as well as scale in fixtures.
- C. The name of the proposed development and the name and address of the proprietor or responsible developer shall appear on each sheet of plan. Each sheet of plan shall bear a drawing number and date of completion.
- D. Any drawing altered after initial submission to the Planning Commission shall bear notation stating the date and nature of each revision.
- E. The survey dimensions of the site shall be shown on the site plan.
- F. All abutting thoroughfare and street rights-of-way with centerline indicated and all existing street improvements which will be undisturbed by the site development shall be reproduced on the site plan.
- G. All dividing lines between abutting properties shall be shown to a distance of at least twenty (20) feet from the boundaries of the site, and all topographic survey information relative to abutting properties shall be reproduced on the site plan for a distance of at least fifteen (15) feet beyond the limits of the site.

ARTICLE VI SITE PLAN

SECTION 1 Preparation:

With the requirements of the preceding Article 1 satisfied, a site plan shall present the proposed development to at least meet the minimum requirements set forth in the Zoning Ordinance: Section 42-3.1, Schedule of Regulations, Chapter 1, General Provisions and Article V, General Exceptions. The sections applying to all site plans would include, but are not limited to:

- 42-3.1. (including footnotes), Height, Bulk, Density
- 42-5.2. Parking Requirements
- 42-5.3. Off-street Parking, Space Layout

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42-5.5. Subsection 9, Lighting

42-5.8. Walls

42-5.9. Signs

42-6.4 and 42-7.13. Subsection 10, Rooftop Equipment

The plan shall be completely dimensioned and shall be specific relative to data required.

SECTION 2. General Details

The following data, where applicable, shall be presented with each site plan:

A. A statement of land area, in acres, and each land use type including:

1. Total area of site in question
2. Area in existing and proposed public or dedicated private streets, in each land use type.
3. Total area falling within sub-aqueous, swampy or submerged bottomland of lakes or streams.
4. Area of site plan eligible for computation of allowable density:
 $\text{Item (1) - (2) - (3) = (4)}$

B. A statement of density projected for site, including:

1. Number of total rooms and/or dwelling units projected for site eligible for computation of density.
2. A statement, with all computations included, indicating usable area for the computation of off-street parking needs, and the proposed number of spaces provided. The parking layout shall be fully dimensioned.
3. On a separate sheet, the following details shall be superimposed on the site plan:
 - a. Finished elevations of grading and paving shall be calculated to provide adequate slopes for surface drainage, and all control elevations shall be shown to .01 foot.
 - b. On-site roadways, if any, shall have all controlling elevations shown to .01 foot, and shall be completely dimensioned as to location, direction and geometrics.
 - c. The storm drainage system shall be shown in specific location on the plan, with catch basins, manholes and deflection points in ditches (if any) positioned by dimension. Controlling flow line elevations shall be shown.
 - d. On-site water mains, if any, shall be shown in specific location on the plan, with valves, fire hydrants, deflections in line any special appurtenances, and service connection locations positioned by dimensions.
 - e. On-site sanitary sewers, if any, shall be shown in specific locations on the plan, with manholes and building sewer connection locations positioned by dimensions. Controlling flow line elevations shall be shown.

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C. Structure Dimensions and Locations:

1. Each structure shall be completely dimensioned in plan or alternatively if the structure outline invokes many offsets or jogs, the plan may show rectilinear envelope within which the structure will be totally contained. If the latter alternative is adopted, spacing between envelopes and, property boundaries, roadways and other features shall be not less than the minimum spacing for structures in the same circumstances.
2. The location and orientation of each structure (or structure envelope) shall be positively fixed on the plan by dimensions and directions.

D. Dimensioning Systems

1. The position of a single structure on a site may be identified by dimensions from the boundary lines of the site. Roadways, parking areas, drainage lines and utility connections may be dimensioned with respect to the structure or to site boundaries, as may appear most useful. In either system the closest approach of any of these features to the structure or to any site boundary shall be dimensioned.
2. Multi-structure developments where the structures are placed in a totally rectangular arrangement, paralleling one site boundary line, structure positions may be identified by dimensions from the site boundaries and dimensions between structures. In such case a reference line, in a convenient location either parallel with or normal to the controlling boundary shall be shown on the plan and shall be monumented and preserved on the site as a means of locating and verifying the locations of structures and other features of the development. Roadways, parking areas and utility lines and utility service connections may be dimensioned from this reference line, and from structures. The closes approach of any of these features to a structure or to a boundary of the site shall be dimensioned.
3. In Large or complex developments, particularly where the arrangement of structures, roadways or utilities is not essentially rectangular, the site plan shall be controlled by a rectangular coordinate system, with North-South and East-West axis oriented in conformity with the bearings of the site boundary survey. The origin of coordinates shall be selected so that all of the site and abutting streets shall lie in the northeast quadrant (having positive coordinate) in the coordinate system.
 - a. Structures (or structure envelopes) shall be positioned by noting the coordinates of at least one corner, with the directions of exterior lines indicated by bearings. (One bearing, only, will suffice for a rectangular structure).
 - b. Control points of roadways shall be positioned by coordinates. Roadway tangents shall have bearings and lengths noted. Roadway curves shall be tangent circular curves, with radius, central angle and arc length noted.
 - c. Parking area control points shall be positioned by coordinates and parking area orientation shall be shown by bearings.
 - d. Points controlling location of utility lines shall be positioned by coordinates and

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- e. Points of closest approach of structures to structures or of structures, roadways, utility lines, parking areas or site boundaries to each other shall have calculated dimensions noted wherever the separation does not clearly exceed the permissible minimum.
- f. Monuments shall be placed and maintained on the site at intersections of principal coordinate lines, at intervals not exceeding four hundred (400) feet, to facilitate correct layout of the development and checking of construction for conformity to plan.
- g. The coordinate system may be applied to developments of relative minor size and complexity at the developer's option.
- h. Open space credit in plan for part of site. No final site plan shall show a density of development exceeding that allowable for the specific area of the plan being presented, excepting that credit may be taken in a second or subsequent partial site plan for excessive eligible open space included in a preceding partial site plan in the same development.
- i. Copies required. A site plan shall be submitted in twelve (12) legible copies. A full set of 8 ½ x 11 inch plans also required.
- j. Architectural Plans. To facilitate checking of density and parking space requirements, twelve (12) sets of fully dimensioned floor plans and building elevations shall be submitted with the site plan. A full set of 8 ½ x 11 inch plans are also required.

SECTION 3. Commitment of Approval of Final Site Plan:

Duration, Termination, Extension – Approval of a final site plan by the Planning Commission shall remain firm of a period of one year, during which construction of the development covered by the plan shall be initiated and carried on with reasonable diligence. If construction is not initiated within one year from the date of approval of the site plan such failure shall be considered abandonment of the plan and shall render its approval null and void. If construction, once started, under an approved site plan is discontinued for a period of one year, the underdeveloped portion of the plan shall be considered abandoned and its approval shall be null and void. If extended approval is desired for the site plan, upon which construction is not started within one year, or for the uncompleted portion of the site plan upon which work has been discontinued for one year, a new application shall be made to the Planning Commission who will reconsider the plan in light of regulations and conditions then existing. The duration of any extension of approval granted by the Planning Commission shall be determined by the Planning Commission, but in no case shall be more than one year, for any one extension.

ARTICLE VII FEES

Fees for review of site plans shall be submitted at time of application in accordance with the fee schedule adopted by resolution by the Bloomfield Township Board of Trustees.

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ARTICLE VIII ENGINEERING PLANS AND SPECIFICATIONS AND INSPECTION

Subsequent to site plan approval, and before any construction proceeds, complete engineering plans and specifications for construction of storm sewers and drains, sanitary sewers, water mains, roads and parking area improvements, all conformed to the Bloomfield Township standard requirements shall be submitted for review and approval by the Township and when required, by county and state agencies. Construction of any of the above improvements shall not be commenced until the requisite deposit to cover inspection costs has been paid to the Township and a Township Construction Permit is issued.

ARTICLE IX LANDFILL PERMIT

All grading called for by an approved site plan involving the filling of the site with a quantity of earth procured from off the site; a landfill permit shall be obtained in accordance with the provisions of the Bloomfield Township Code of Ordinances.

ARTICLE X BUILDING PERMITS

Every structure to be erected in pursuance of an approved site plan shall be subject to the regular Bloomfield Township requirements for submission of architectural plans, code compliance, inspection and inspection fees.