

FLOW CHART -- SITE CONDOMINIUM

- 1. HIRE ATTORNEY TO DRAW UP "NOTICE OF PROPOSED ACTION"**
-FILE NOTICE WITH APPROPRIATE AGENCIES AS SPECIFIED IN SECTION 71 OF THE CONDOMINIUM ACT
- 2. FILE NOTICE WITH THE SOUTH HAVEN TOWNSHIP CLERK.**
- 3. OBTAIN "ZONING PERMIT APPLICATION" AND "SITE PLAN REVIEW" FORMS FROM THE TOWNSHIP ZONING ADMINISTRATOR**
-CHECK ON THE ZONING DISTRICT REQUIREMENTS FOR MINIMUM LOT SIZE IN THE ZONING DISTRICT:
-OBTAIN A COPY OF THE ZONING ORDINANCE AND REVIEW SECTIONS ON CONDOMINIUMS FOR REQUIRED DOCUMENTS, AND SITE PLAN REVIEW FOR REQUIRED INFORMATION
- 4. HIRE SURVEYOR TO DRAW UP PRELIMINARY SITE CONDOMINIUM PLAN.**
- 5. SHOW PRELIMINARY PLAN TO THE FOLLOWING PERSONS OR AGENCIES:**
-SOUTH HAVEN TOWNSHIP ZONING ADMINISTRATOR
-SOUTH HAVEN DISTRICT FIRE CHIEF
-VAN BUREN COUNTY DRAIN COMMISSIONER
-VAN BUREN COUNTY ROAD COMMISSION MANAGER, AND/OR MICHIGAN DEPARTMENT OF TRANSPORTATION DISTRICT OFFICE (IN KALAMAZOO).
IF PUBLIC SEWER & WATER IS NOT AVAILABLE CONTACT:
VAN BUREN COUNTY HEALTH DEPARTMENT
IF THE PROPOSED DEVELOPMENT AREA INCLUDES LAKE MICHIGAN SHORELAND AREAS OR BLUFF, CONTACT:
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY - GREAT LAKES SHORELANDS SECTION (IN LANSING)
IF THE PROPOSED DEVELOPMENT INCLUDES STREAMS, LAKES OR WETLANDS, CONTACT:
MICHIGAN DEPARTMENT OF NATURAL RESOURCES (IN PLAINWELL)
NOTE: REVIEWS AND LETTERS OF APPROVAL OR NO JURISDICTION WILL BE REQUIRED IF APPLICABLE.

6. IF THERE WILL BE AN INTERNAL ROADWAY (PRIVATE ROAD) SUBMIT COMPLETE DESIGN PLANS TO THE TOWNSHIP CLERK FOR APPROVAL BY THE TOWNSHIP BOARD (SEE PRIVATE ROAD ORDINANCE). A COPY WILL BE NEEDED FOR THE FIRE CHIEF.

NOTE: THE TOWNSHIP BOARD MEETS THE SECOND WEDNESDAY OF EACH MONTH AND THEY WILL NEED THE ROAD APPLICATION 14 DAYS BEFORE THE MEETING.

7. SUBMIT COMPLETED APPLICATION FORMS, PLANS AND FEES TO THE TOWNSHIP ZONING ADMINSTRATOR AT LEAST FOURTEEN (14) DAYS BEFORE THE PLANNING COMMISSION MEETING (FIRST THURSDAY OF EACH MONTH)

NOTE: IF THE PLANS DO NOT MEET THE REQUIREMENTS OF THE ORDINANCE, THE APPLICATION WILL NOT BE SUBMITTED TO THE PLANNING COMMISSION

8. THE PLANNING COMMISSION CAN RECOMMEND APPROVAL, APPROVAL WITH CONDITIONS OR REJECTION OF THE PLAN. IF SIGNIFICANT CHANGES ARE REQUIRED, THE APPLICATION MAY BE TABLED. THOSE CHANGES MUST BE SUBMITTED TO THE ZONING ADMINISTRATOR AT LEAST 14 DAYS BEFORE THE NEXT PLANNING COMMISSION MEETING.

THE APPLICANT OR A REPRESENTATIVE MUST BE PRESENT TO ANSWER QUESTIONS AT ALL MEETINGS.

9. IF RECOMMENDED FOR APPROVAL OR APPROVAL WITH CONDITIONS THE PLAN WILL BE SUBMITTED TO THE TOWNSHIP BOARD AT THEIR NEXT MEETING (SECOND WEDNESDAY)

NOTE: ALL CHANGES REQUIRED BY ANY COUNTY OR STATE AGENCY AFTER THE TOWNSHIP BOARD HAS ACTED MUST BE RESUBMITTED TO THE TOWNSHIP PLANNING COMMISSION PER STEP 7.