

PLANNING & DEVELOPMENT SERVICES

4550 Walnut Lake Road
 West Bloomfield, MI 48323
 P. (248) 451-4818
 F. (248) 451-4874
 wbtownship.org



**WOODLAND OVERLAY DISTRICT
 PERMIT APPLICATION**

Application must be filled out completely

Project No. _____

I. Applicant Information			
Name		Telephone Number	
Address		Email Address	
City	State	Zip Code	Cost Estimate
II. Property Owner Information (if different from applicant)			
Name		Telephone Number	
Address		Email Address	
City	State	Zip Code	
III. Property Information			
Street Address			
Subdivision and Lot		Parcel ID #	
IV. Description of Work			
Describe the proposed project			
Purpose of work			
Amount and type of material to be or already deposited or removed, including structures			
Has any work been done within the woodland protected area prior to application? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have any previous Environmental Commission applications been submitted to the township for this property? <input type="checkbox"/> Yes (When: _____ Case #: _____) <input type="checkbox"/> No			
V. Signature			
Pursuant to Section 3.1.21 Woodland Conservation Overlay District of the Charter Township of West Bloomfield Zoning Ordinance, there shall be no cutting of trees or harvesting of forest products lying either wholly or partially within a woodland without there first having been a woodland permit applied for and a permit issued by the township. Violators shall be subject to fines and penalties as provided for in the ordinance. There shall be a woodland permit fee established by resolution for the township board. The woodland permit application shall be submitted to the Planning & Development Services Department and shall include the information as specified in the ordinance.			
I hereby affirm that the above information is correct to the best of my knowledge and grant permission for Township Officials and /or Township Staff to conduct an on-site inspection.			
I also certify that I have read and agree with the standard woodland overlay district permit conditions (please see last page).			

 Date

 Signature of Applicant

 Date

 Signature of Property Owner

WOODLAND OVERLAY DISTRICT PERMIT APPLICATION INSTRUCTIONS

1. Applications must be submitted on the attached form with all information typed or printed in ink. Additional pages may be attached, and any other information furnished which the applicant feels will aid the township in reaching its decision.
2. Unless a **grading permit** is also required, a person engaged in an earth change that disturbs one (1) or more acres of land **OR** is within five hundred (500) feet of any waters of the state and/or any wetland shall obtain a **soil erosion and sedimentation control (SESC) permit** in addition to the **Environmental Commission Permit**. An “SESC Permit Application” must still be made and permit issued pursuant to Part 91, PA 451 as amended. A letter of authorization from the property owner granting permission for the designated agent to apply for a SESC permit from the Township Development Services Department may be required.
3. Submit **three (3)** copies of a plot plan; drawn to scale, which shows the outline of the parcel(s) or lot(s), woodland areas, existing and proposed structures or land uses including size, setbacks and any other information as required by the ordinance.
4. The following fees apply:

Type of Improvement/Request	Fee
Single Family Properties, Essential Services, and Subdivision Associations	\$500.00 <i>(\$300.00 administrative fee + \$200.00 escrow)</i>
After the Fact Permit: Single Family Properties, Essential Services, and Subdivision Associations	\$800.00 <i>(\$600.00 administrative fee + \$200.00 escrow)</i>
Acreage Developments (Commercial, New Plats, Condominiums, etc.)	\$2,250.00 <i>(\$750.00 administrative fee + \$1,500.00 escrow)</i>
After the Fact Permit: Acreage Developments (Commercial, New Plats, Condominiums, etc.)	\$2,750.00 <i>(\$1,250.00 administrative fee + \$1,500.00 escrow)</i>

5. All applications, plot plans and fees must be filed with the Planning & Development Services Department **approximately 4 weeks prior** to a scheduled meeting. In the event of a back-log, the applicant will be scheduled for the next available meeting. Final scheduling for meetings will be done by the Planning & Development Services staff.
6. Regular meetings of the Environmental Commission are typically held the first and third Wednesday of every month at 6:30 p.m. **You or someone to represent you must be present** or your petition may risk the possibility of being denied.
7. If the request is approved, there will be a 21 day appeal period. During this time, anyone may appeal the decision to the township board. A letter in writing must be addressed and submitted to the Township Clerk along with a check for \$250.00. The letter must state the case number and what is being appealed. The Clerk’s Office will schedule you on the next available meeting. If no appeals have been recorded, the permit will then be issued. The permit is valid for two years from the date of approval.
8. **APPLICATIONS WILL NOT BE RECEIVED BY THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT UNLESS ALL REQUIRED PAPERWORK IS SUBMITTED AT THE SAME TIME. (i.e... plans, fees, and application)**

If you have any questions, please visit our website (wbtownship.org) or call the Planning & Development Services Department at (248) 451-4818.

STANDARD WOODLAND OVERLAY DISTRICT PERMIT CONDITIONS

1. **That this approval can only be based upon obtaining a Township Grading/Drainage and/or Soil Erosion and Sedimentation Control (SESC) Permit, if required by the Development Services Department; and**
2. That there be a **pre-construction meeting** between the Petitioner and the Environmental Manager and any contractors/subcontractors prior to any construction, and that minutes of this meeting be recorded to the file as part of the public record and **prior** to the pre-construction meeting the permit be posted on the property (roadside); and
3. That at the time of the pre-construction meeting, the exact location(s) of the request and the woodland preservation line be field staked by the petitioner or any contractor and to be measured and verified in the field by the Environmental Manager prior to installation; and
4. If required, that soil erosion and sedimentation control protection measures and woodland protection measures be installed and inspected by the Environmental Manager for proper location and installation prior to any construction; and
5. If required, that the applicant and his/her contractor(s) shall be responsible for maintaining all soil erosion and sedimentation control measures and woodland protection measures throughout the duration of the project with daily inspections; and
6. **That all disturbed areas are to be restored with the installation of a native woodland seed mix and/or other native plant material and erosion control blankets (staked down) after soil preparation has occurred as approved by the Environmental Manager; and**
7. That the petitioner shall be responsible for the integrity of all restoration/mitigation efforts in the preservation areas for a period of 24 months, and replace any vegetation that dies; and
8. That nursery tags specifying each species of installed plant material for the regulated areas be collected and submitted to the Environmental Manager; and
9. That ongoing monitoring by the Environmental Manager be conducted with inspection reports recorded in the case file; and
10. That a final inspection by the Environmental Manager be conducted with a report added the case file; and
11. That the Petitioner place sufficient funds in the escrow account to cover the costs connected with the application including consultant fees, issuance of the permit and monitoring; and
12. **That a preservation notice and an accompanying legal size site plan indicating the woodland preservation area is to be recorded for this property indicating that preservation methods have been employed to protect the preservation area and may not be disturbed in perpetuity. Any physical changes to the preservation area will require initiating a new permitting application; and**
13. **That the initiation of any work on the permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of this permit**