

# West Branch Township

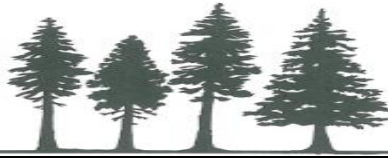
1705 S. Fairview Road, West Branch, MI 48661

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[www.westbranchtownship.org](http://www.westbranchtownship.org)

## REQUIRED APPLICATIONS AND FEE SCHEDULE (Effective April 1<sup>st</sup> 2024)

DEPARTMENT	TYPE OF ZONING	CLASSIFICATION	FEE	PROJECT DESCRIPTION
ZONING – Zoning Administrator	Standard Zoning Permit	Permitted uses	75.00	New Structures as a permitted use in the zone district where the proposed project is located
Zoning – Zoning Administrator	Standard zoning permit	Accessory Structures Permitted Uses	40.00	New accessory structures as permitted in the zone district where the proposed project is located
Zoning – Zoning Administrator	Standard Zoning Permit	Decks, Patios, and Fences	25.00	New decks, patios, and fences must meet zoning regulations for the zone district where the project is located.
Zoning – Zoning Administrator	Standard Zoning Permit	Demolition	10.00	Full or Partial Demolition of Structures including main and accessory structures.
Zoning – Planning Commission	Site Plan Review – Planning Commission	Public and Municipal Utilities	150	Utility company to provide site plans for proposed project in the township including but not limited to phone lines, sewer / water lines, gas lines, and other essential services.
Zoning – Planning Commission	Site Plan Review – Planning Commission	Temporary Use Events	75.00	Events open to the public – Festivals, carnivals, and any other events the zoning administrator deems applicable. (Event associated accessory items and equipment).
Zoning – Zoning Administrator	Standard Zoning Permit – Signs	Signs	50.00	Applies to all signs located in the township under Ordinance 45.
Zoning – ZBA	Variance Requests	Public Hearing before ZBA	350	Requests made by a resident after the initial zoning decisions were rejected or proposed project is outside scope of zoning ordinance.
Zoning	Interpretation request by applicant	Applicant Request	300	Request made by resident for interpretation of the zoning ordinance.
Zoning – Planning Commission, ZBA	Special Meeting Request	Applicant Request	425	Request made by resident for a special meeting of a planning board.
Zoning – Planning Commission	Special Use Considerations	Conditional Uses	400	Special Use consideration is for conditional uses in all zone districts.



Zoning – Planning Commission	Planned Unit Development	Unit Development	400	Planned unit Developments require review by the planning commission and follow regulations of zoning ordinance
Zoning – Planning Commission	Major Site Plan Review	Additional Requirements in Zoning Ordinance	300	Requires planning commission review and also all regulations as written in zoning ordinance.
Zoning – Planning Commission	Minor Site Plan Review	Additional Requirements in Zoning Ordinance	75.00	Requires planning commission review and also all regulations as written in zoning ordinance.
Zoning	Rezoning in accordance with master plan	Additional Requirements in Zoning Ordinance	300	Review Zoning ordinance on procedures for this subject.
Zoning	Rezoning not in accordance with master plan	Additional Requirements in Zoning Ordinance	500	Review Zoning ordinance on procedures for this subject.
Zoning – Planning Commission	Plat / Site Condominium Development Review	Condo Development and Neighborhood plats	600	Requires review by the planning commission and will require other steps as written in the zoning ordinance.
Equalization	Land Divisions	Property Splits	50.00	Process begins with county equalization department then goes to zoning.
Twp. Board / Zoning	Marijuana Facilities Applications / Renewals	Initial Applications and renewals of applications	5,000	Initial Applications and renewals for all township approved marijuana facilities.
Zoning – Planning Commission	Waiver to Township Parking Requirements	To work outside the zoning parking requirements	400	Requires review and approval by the planning commission and written approval or denial will be issued.
Zoning – Zoning Administrator	Outdoor Seating Requirements	Create an outdoor seating in designated areas or parking area	50.00	Requires review and site visit by zoning administrator if needed to better determine size and scope.
Zoning – Zoning Administrator	Vendors / Food Trucks requirements	Placement of Peddler, vendor or Food Truck as restricted by Twp. Ordinance	20.00 per day up to 14 days total	Requires township zoning permit as required by township ordinance.