

**City of Charlotte  
Site Plan Application**

Date \_\_\_\_\_ Per Section \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Architect or Engineer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address and Location of Property: \_\_\_\_\_

Legal Description of Property (attach drawing where appropriate): \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Interest in property (check one):

Owner                       Option                       Tenant                       \_\_\_\_\_

Current Zoning (check one):

R-1             R-2             RT             RM-1             RM-2             MH  
 OS-1         B-1             B-2             B-3             CBD             PD  
 IRO          I-1             I-2             P-1

Current Use (check one):

Residential             Vacant             Office             Industrial             \_\_\_\_\_  
 Institutional             Commercial

The Planning Commission meets on the first Tuesday of the Month at 7:00 p.m. in the City Hall Council Chambers. To make a request for a Public Hearing before the Planning Commission, file this application with the City of Charlotte, Attention City Clerk, 111 East Lawrence, Charlotte, MI 48813. This application must be received no later than the date set by the City Clerk, and must include the following:

1. \$100.00 Fee
2. 15 copies of the site plan addressing all of the check list items. A copy of the check list is attached.

Please contact this department concerning the dates for submittal. Any questions concerning these requirements should be directed to Kevin Fullerton or LeRoy Hummel at (517) 543-8830. The applicant or a representative must be present in order for the Commission to consider the request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

CITY OF CHARLOTTE  
BUILDING PROJECT GUIDELINES

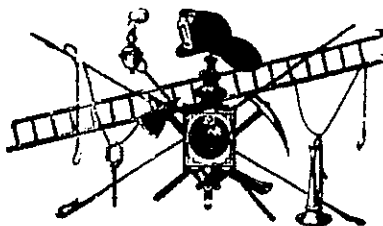
1. Obtain lot/acreage large enough for project. Contact Building/Zoning Department, City Hall, LeRoy Hummel or Kevin Fullerton 517-543-8830, for lot size and set back requirements.
2. Obtain proper zoning for type of use. Contact Building/Zoning Department, City Hall, LeRoy Hummel or Kevin Fullerton 517-543-8830.
3. Obtain Site Plan Requirements from Building/Zoning Department. Obtain Sanitary Sewer & Water availability, standards, specifications, and capacity fees and tap fees from Department of Public Works, City Hall, Second Floor, 517-543-8858.
4. Submit a Site Plan to Building/Zoning for review and submission to the Planning Commission.
5. The Soil Erosion permit is obtained from the Eaton County Drain Commissioner's Office. This permit allows for surface drainage from your property. Contact Brady Harrington at 517-543-3809. Contact Barry/Eaton County Health Department if your business has a kitchen and serves food, 517-543-2430 or 517-541-2615).
6. Obtain Building Permit and Plan Review. Contact Building/Zoning Department, City Hall, LeRoy Hummel or Kevin Fullerton, 517-543-8830.
7. Obtain Electrical, Mechanical, and Plumbing Permits. For Plan Review and Fire Suppression contact Regional Inspections, 866-724-5050. For Electrical, Mechanical and Plumbing Permits contact City of Charlotte, Building Department, 517-543-8830.
8. Obtain Water & Sewer Permits. Contact Department of Public Works, Second Floor, City Hall 517-543-8858. Sewer inspection and testing is done by the City and you must comply with City specifications.  
**NOTE:** You must also contact Regional Inspections, 866-724-5050 for a Permit and a Sewer inspection.
9. Obtain curb cut and driveway permit. Contact Department of Public Works, Second Floor City Hall, 517-543-8858. If the driveway opening is on a state trunk line, contact MDOT at 517-324-2266.
10. Start building construction.
11. Obtain a footing inspection. Contact City of Charlotte Building Department, 517-543-8830.
12. Obtain framing and rough inspections by all inspection agencies. For Building inspections contact City of Charlotte Building Department, 517-543-8830; for Electrical, Plumbing and Mechanical inspections contact Regional Inspections, 866-724-5050.
13. Obtain Final inspections from all inspection agencies. The City Building Department will be the last agency to inspect as we are charged with assuring that **all** other inspections have been approved.
14. Receive Occupancy Permit – After all inspections have been approved the Charlotte Building Department will issue an Occupancy Permit to use the building.

**Please refer to the Charlotte City Code, Chapter 82 Section, 82-471 SITE PLAN REVIEW FOR ALL DISTRICTS.**

**CHARLOTTE FIRE DEPARTMENT  
& RURAL FIRE ASSOCIATION**

111 E. Lawrence Avenue

**CHARLOTTE**  
Ph. 517-543-0241



**MICHIGAN**  
48813

**KEVIN FULLERTON**  
Fire Chief

The City of Charlotte Building Department requires the following items or information when applying for a building permit for a commercial building. Please submit these items to this department when applying for a building permit:

1. Two copies of the complete plans sealed by an architect, or an engineer.
2. One copy of the specifications sealed by an architect, or an engineer.
3. Two copies of the fire suppression plans (if applicable).
4. State the use group, or groups of the building.
5. State the type of building construction.
6. State the loads and factors used to achieve the loads shown:
  - a. Floor - live, concentrated, impact and partition.
  - b. Roof - snow, unbalanced, drift, ponding (flat roof), etc.
  - c. Wind - Speed, exposure, coefficients and importance factor.
  - d. Earthquake design zone.
7. Soil analysis.
8. List of special inspections (if applicable).

Supplying the above items to this department at the time of permit application will speed up the plan review process and help to get your project started as planned. Also applications for Electrical, Plumbing, Mechanical, Fire Suppression permits and Plan Review must be obtained from the City of Charlotte Building/Zoning Department. Elevator permits are obtained from the State of Michigan. You must contact the appropriate agency for these permits.

## **PERMITS & PLAN REVIEW**

### **CITY OF CHARLOTTE**

BUILDING DEPARTMENT STRUCTURAL PLAN REVIEW STRUCTURAL BUILDING PERMIT ZONING - SITE PLANS	517-543-8830
FIRE SUPPRESSION PLAN REVIEW (CHARLOTTE FIRE DEPARTMENT)	517-543-0241
DRIVEWAY PERMITS WATER & SEWER PERMITS (DPW)	517-543-8858

### **EATON COUNTY**

BARRY/EATON HEALTH DEPARTMENT SOIL EROSION PERMITS	517-541-2615 517-543-3809
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### **REGIONAL INSPECTION LLC**

[www.regionalinspection.com](http://www.regionalinspection.com)

**BUILDING DEPARTMENT MANAGEMENT**  
**1115 Corunna Avenue, Owosso, Michigan 48867**

ELECTRICAL PLAN REVIEW	Phone	989-725-5050
ELECTRICAL PERMIT	Toll free	866-724-5050
	Fax	989-725-5056

MECHANICAL PLAN REVIEW  
MECHANICAL PERMIT

FIRE SUPPRESSION PLAN REVIEW  
FIRE SUPPRESSION PERMIT

PLUMBING PLAN REVIEW  
PLUMBING PERMIT

### **STATE OF MICHIGAN**

ELEVATOR PLAN REVIEW ELEVATOR PERMIT	517-241-9337
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BARRIER FREE EXCEPTIONS	517-241-9328
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# STATE & COUNTY ENVIRONMENTAL PERMITS CHECKLIST FOR (municipality and/or county) \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Facility Owner or Manager: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note: For assistance with permits and approvals from the Michigan Department of Environmental Quality, including permit coordination among MDEQ divisions, contact the Permit Coordinator, 517/335-4235.*

*Circle (Y/N) the items that may pertain to your project or facility; then contact the office(s) listed to determine specific requirements. Return a copy of this Checklist to the municipality as part of your site plan submittal – even if state and county approvals have not yet been obtained. An updated copy should be submitted prior to occupancy.*

*This list includes the most common permits and approvals related to waste, water quality, and air quality. Other permits and approvals, including local approvals, may also be needed.*

1. Y N Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, wetland or other surface water? *Contact: Mi. Dept. of Envir. Quality, Surface Water Quality Div., Permits Section: 517/373-8088.*
2. Y N Will the project involve the direct or indirect discharge of waste, waste effluent, wastewater, pollutants, and/or cooling water into the groundwater or oil the ground? *Contact: Mi. Dept. of Environmental Quality, Waste Management Div., Groundwater Program Sect.: 517/373-8148.*
3. Y N Will the project involve construction or alteration of any sewage collection or treatment facility? For facilities discharging to surface waters, *contact the Mi. Dept of Environmental Quality, Surface Water Quality Division, District Office: \_\_\_\_\_* For facilities discharging to groundwater, *contact the Mi. Dept. of Environmental Quality, Waste Management Division, District Office: \_\_\_\_\_*
4. Y N Will the project or facility store or use chemicals, petroleum products, or salt? Depending on the type substance, secondary containment and a Pollution Incident Prevention Plan (PIPP) may be required. *Contact: Mi. Dept. of Environmental Quality, Waste Mgmt. Division, District Office: \_\_\_\_\_*
5. Y N Will the project involve the installation, operation, or removal of an underground or aboveground storage tank containing a petroleum product or a hazardous substance? *Contact: Mi. Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.*
6. Y N Will the project involve liquified petroleum gas storage tanks or container filling locations? *Contact: Mi. Dept of Environmental Quality, Storage Tank Division: 517/373-8168.*
7. Y N Will the project involve the installation of a compressed natural gas dispensing station with storage? *Contact: Mi. Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.*
8. Y N Will the project involve the generation of hazardous waste? *Contact: Mi. Dept. of Environmental Quality, Waste Mgmt. Div., District Office: \_\_\_\_\_*
9. Y N Will the project involve the on-site treatment, storage or disposal of hazardous waste? *Contact: Mi. Dept. of Environmental Quality, Waste Mgmt. Div., Hazardous Waste Permit Unit: 517/373-9875.*
10. Y N Will the project involve the transport of hazardous waste or non-hazardous liquid industrial waste? *Contact: Mi. Dept. of Environmental Quality, Waste Mgmt. Div., Hazardous Waste Program Section: 517/373-9875.*
11. Y N Will the project involve landfilling, transferring or processing solid non-hazardous wastes on-site? *Contact: Mi. Dept. of Environmental Quality, Waste Mgmt. Div.; District office telephone: \_\_\_\_\_*
12. Y N Will the project involve the installation, construction, reconstruction, relocation, or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants? *Contact: Mi. Dept. of Environmental Quality, Air Quality Div., Permit Section. 517/373-7023.*

January 30, 2002



CITY OF CHARLOTTE  
Mr. John Berchtold, City Manager  
111 E. Lawrence Ave.  
Charlotte, MI 48813-1554

Dear Mr. Berchtold,

Processing requests for cable television services is an integral part of our business. In fact, our Customer Service Department processes many new and relocating customer orders, served by our cable system, on a daily basis.

However, a considerable amount of planning and preparation is involved in providing cable service to new subdivisions and multi-unit commercial or residential construction projects, for example. Many factors are involved, but extending the cable system to accommodate new construction projects requires a sizeable financial commitment fast approaching \$20,000 per mile of cable system constructed. Frequently, our existing cable system requires re-designing to accommodate new construction projects that are built adjacent to the existing system. These projects also prove to be quite expensive. Consequently, each project requires careful consideration, prior to proceeding with cable construction.

Since a majority of new construction passes through your zoning process, I was thinking that a written copy of our construction process may assist you and members of your administration when communicating with potential owners and/or developers of planned construction in your municipality.

Enclosed is a copy of Millennium's "Process for Broadband Entry into new Developments, including: Subdivisions, Manufactured Home Communities, Single and Multi-Unit Residential Construction". Please feel free to provide copies of this procedure to anyone involved in the construction process.

Let me know if I can be of any assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rick Clark', written in a cursive style.

Rick Clark, VP – Government Relations

**Millennium Digital Media**  
**Process for Broadband Entry into new Developments, including:**  
***Subdivisions, Manufactured Home Communities, Single and***  
***Multi-Unit Residential Construction***

**Who We Are:**

Millennium Digital Media (MDM) is a provider of Broadband services offering cable television, digital television and high-speed Internet access via a hybrid fiber optic – coaxial network serving 100 communities in South-Central Michigan.

**To determine if your development is serviceable by MDM:**

Forward a copy of the municipal construction/zoning permit to MDM. Your MDM contact person for this process is: Sandy Young – Manager of Commercial Video Services; email: [syoung@mdm.net](mailto:syoung@mdm.net); telephone: 517-319-3146; fax: 517-543-8057.

**For planned construction located within the MDM service area:**

1. Forward plat map(s) and building blueprints (if applicable) to: Millennium Digital Media, attn: VP – Engineering, 2512 Lansing Rd., Charlotte, MI 48813; telephone: 517-319-3115; email: [mjordan@mdm.net](mailto:mjordan@mdm.net). In addition, please include: contact name, address & phone number for the owner/developer, general contractor and the primary contact person for the project (if different).

Also include a timeline of construction, including a timeline of various phases of development with the quantity of dwelling units to be constructed during each phase.

2. MDM will prepare a design of the proposed system network extension and provide the owner/developer with a construction agreement letter including a cost estimate (if any). Cost is determined by actual construction costs (materials and labor). Factors that reduce or eliminate this cost include: proximity to existing cable facilities; speed of development and occupancy; density of dwelling units; electrician pre-wiring of buildings and ability to joint trench with other utilities.
3. Upon receipt of an authorized construction agreement and payment of initial construction costs, if applicable, MDM will forward an Agreement for Grant of Easement to the owner/developer. Construction cannot begin without a fully executed Grant of Easement that provides permission for MDM to service private property.

*Please note: Any changes to submitted plans or timelines may affect cost estimates.*

