



LENOX TOWNSHIP

M i c h i g a n

APPLICATION INFORMATION SHEET

This Application Information Sheet is applicable to all development reviews. Additional applications are required for Site Plan Review, Special Land Use, Rezoning, Planned Unit Developments, and Zoning Board of Appeals Variances.

I. TYPE OF REVIEW

☐ Site Plan ☐ Special Land Use ☐ Rezoning ☐ ZBA Variance ☐ Planned Unit Development

II. APPLICANT

Applicant's Name _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

III. APPLICANT'S REPRESENTATIVE (IF DIFFERENT FROM APPLICANT)

Name _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

IV. PROPERTY INFORMATION

Property Address _____
General Location _____
Legal Description ☐ Attached ☐ On plans
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____

V. SIGNATURES (This application form must be signed by both the applicant and the legal owner of the property.)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

Signature of Applicant

Signature of Property Owner

Printed/Typed Name of Applicant

Printed/Typed Name of Property Owner

Office Use:

Application No. _____ Review Fee _____ Date Received _____



LENOX TOWNSHIP

M i c h i g a n

AFFIDAVIT OF OWNERSHIP OF LAND

State of Michigan,

County of _____

I/We (Name) _____
of (Address) _____
the _____ of _____

being duly sworn, depose(s) and say(s) as follows:

I. The owner(s) of the property described on the attached

☐ Warranty Deed ☐ Land Contract ☐ Other Document (specify)

Is/are as follows:

Name(s) and address: _____

This property is subject of a _____
submitted to the Township of Lenox, Michigan

II. I/We authorize

Name _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

To be my/our designated representative(s) in the process of the application and to make representation and commitments on my/our behalf in connection with obtaining approval of my/our request.

Signature of Property Owner(s)

Printed/Typed Name of Property Owner(s)

Subscribed and sworn to me on
the _____ day of _____, 20____
_____, Notary Public
_____, County, Michigan
My commission expires: _____



LENOX TOWNSHIP

Michigan

SITE PLAN REVIEW APPLICATION

I. PERSON/COMPANY RESPONSIBLE FOR PREPARATION OF THE PLANS

Name _____
Company _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

II. GENERAL SITE PLAN INFORMATION

Property Address _____
General Location _____
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____
Existing Use _____
Proposed Use _____
Proposed Name of Development _____

III. SPECIFIC SITE PLAN INFORMATION

Setbacks (feet)
Front _____ Rear _____ Side _____ Opposite Side _____
Building Size (Principal Building)
Square Feet _____ Height _____
Building Size (Accessory Structure(s) if applicable)
Square Feet _____ Height _____
Total Parking Spaces Provided _____ Barrier Free Spaces Provided _____
Projected Number of Employees _____
Estimated Timeframe to Complete Construction _____

IV. SUBMISSION REQUIREMENTS

- ☒ 12 Ten (10) copies of the Application Information Sheet
- ☒ 12 Ten (10) copies of the Site Plan Review Application
- ☒ 12 Ten (10) copies of the Affidavit of Ownership
- ☒ 12 Ten (10) copies of the Site Plan
- ☒ 12 Ten (10) copies of all other applicable plans (landscaping, elevation, floor etc.)
- ☐ A digital PDF copy of each of the required applications/documents/plans listed above.
- ☐ Application Fee



LENOX TOWNSHIP

M i c h i g a n

SPECIAL LAND USE REVIEW APPLICATION

I. PERSON/COMPANY RESPONSIBLE FOR PREPARATION OF THE PLANS

Name _____
Company _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

II. GENERAL INFORMATION

Property Address _____
General Location _____
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____
Existing Use _____
Proposed Special Use _____
Proposed Name of Development _____

III. SPECIFIC SITE PLAN INFORMATION

Setbacks (feet)
Front _____ Rear _____ Side _____ Opposite Side _____
Building Size (Principal Building)
Square Feet _____ Height _____
Building Size (Accessory Structure(s) if applicable)
Square Feet _____ Height _____
Total Parking Spaces Provided _____ Barrier Free Spaces Provided _____
Projected Number of Employees _____
Estimated Timeframe to Complete Construction _____

IV. SUBMISSION REQUIREMENTS

- ☒ ¹² Ten (10) copies of the Application Information Sheet
- ☒ ¹² Ten (10) copies of the Special Land Use Review Application
- ☒ ¹² Ten (10) copies of the Affidavit of Ownership
- ☒ ¹² Ten (10) copies of the Site Plan
- ☒ ¹² Ten (10) copies of all other applicable plans (landscaping, elevation, floor etc.)
- ☐ A digital PDF copy of each of the required applications/documents/plans listed above.
- ☐ Application Fee



LENOX TOWNSHIP

M i c h i g a n

REZONING APPLICATION

I. GENERAL PROPERTY INFORMATION

Property Owner _____
Property Address _____
General Location _____
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____ Proposed Zoning _____
Current Use _____
Proposed Use _____

II. ADDITIONAL INFORMATION (Please provide answers to the following questions. Attach additional sheets if necessary.)

Is the capacity of the Township utilities and services sufficient to accommodate the uses permitted in the requested zoning district, without sacrificing the health, safety and welfare of the township?

Are the potential uses allowed in the requested zoning district compatible with the current existing land uses in the area?

Can the existing street system safely and efficiently accommodate the expected traffic generated by uses permitted in the requested zoning district?

Are the boundaries of the requested rezoning reasonable in relationship to surroundings, and will construction on the site be able to meet the dimensional regulations set forth by the Lenox Zoning Ordinance?

IV. SUBMISSION REQUIREMENTS

- ☒ 12 Ten (10) copies of the Application Information Sheet
- ☒ 12 Ten (10) copies of the Rezoning Application
- ☒ 12 Ten (10) copies of the Affidavit of Ownership
- ☒ 12 Ten (10) copies of a scaled sketch plan illustrating the size and shape of the property, size and location of all existing and proposed buildings, streets, alleys, easements, and other pertinent existing conditions, and the location and use of adjacent buildings with 150 feet of the subject site.
- ☐ A digital PDF copy of each of the required applications/documents/plans listed above.
- ☐ Application Fee



LENOX TOWNSHIP

M i c h i g a n

PLANNED UNIT DEVELOPMENT REVIEW APPLICATION

I. PERSON/COMPANY RESPONSIBLE FOR PREPARATION OF THE PLANS

Name _____
Company _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

II. GENERAL INFORMATION

Property Address _____
General Location _____
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____
Existing Use _____
Proposed Special Use _____
Proposed Name of Development _____

III. SPECIFIC SITE PLAN INFORMATION

Setbacks (feet)
Front _____ Rear _____ Side _____ Opposite Side _____
Building Size (Principal Building)
Square Feet _____ Height _____
Building Size (Accessory Structure(s) if applicable)
Square Feet _____ Height _____
Total Parking Spaces Provided _____ Barrier Free Spaces Provided _____
Projected Number of Employees _____
Estimated Timeframe to Complete Construction _____

IV. SUBMISSION REQUIREMENTS

- ☒ ¹³ Ten (10) copies of the Application Information Sheet
- ☒ ¹² Ten (10) copies of the Planned Unit Development Review Application
- ☒ ¹² Ten (10) copies of the Affidavit of Ownership
- ☒ ¹² Ten (10) copies of applicable site plans, floor plans, elevation plans, and landscape plans
- ☐ One (1) copy of a Traffic Impact Study, prepared by a registered engineer or certified planner
- ☐ A digital PDF copy of each of the required applications/documents/plans listed above.
- ☐ Application Fee



LENOX TOWNSHIP

M i c h i g a n

ZONING BOARD OF APPEALS APPLICATION

I. REQUEST

Please provide a detailed description of the variance(s) being sought. (Attach additional sheets if necessary.)

II. ORDINANCE AND SECTION NUMBER

What Lenox Township Ordinance and Section Number are you seeking a variance from?

Ordinance _____ Section _____

III. ADDITIONAL INFORMATION (Please provide answers to the following questions.)

Is the need for the requested variance due to unique circumstances or physical conditions of the property involved, such as narrowness, shallowness, shape, water or topography that is not due to the applicant's personal or economic difficulty, and not self-created?

Will strict compliance of the zoning regulations unreasonably prevent the property from being used for a permitted purpose?

Is the requested variance the minimum necessary to do substantial justice to the applicant?

Will the variance, if granted, cause an any adverse impacts on surrounding properties?

IV. SUBMISSION REQUIREMENTS

- ☐ Ten (10) copies of the Application Information Sheet
- ☐ Ten (10) copies of the Zoning Board of Appeals Application
- ☐ Ten (10) copies of the Affidavit of Ownership
- ☐ Ten (10) copies of any drawings, sketches, etc. that would help to explain your request to the Zoning Board of Appeals.
- ☐ A digital PDF copy of each of the required applications/documents/plans listed above.
- ☐ Application Fee

Lenox Township Fee Schedule

		Township					
		Admin	Planner	Engineering*	Fire Dept	Total	
Address Application				\$ 50.00		\$ 50.00	
Cemetery Booklet		\$ 10.00				\$ 10.00	
Construction Inspection (Based on Construction Cost Estimate)				7.38%		7.38%	
Contractor Pre-Qualification (WS only)				\$ 150.00		\$ 150.00	
Development and Land Use Book		\$ 10.00				\$ 10.00	
Easement Review				\$ 292.80		\$ 292.80	
Engineering Plan Review (All Developments)				1.38%		1.38%	
Land Splits <i>Per Parcel # generated - Plan/Eng is a one time fee</i>		\$ 100.00	\$ 100.00	\$ 146.40		\$ 346.40	
Land Combinations		\$ 100.00	\$ 100.00	(if needed)		\$ 200.00	
Master Plan Book		\$ 35.00				\$ 35.00	
Mobile Home Permit (Excludes Electrical)		\$ 150.00				\$ 150.00	
Moving Pond		\$ 1,000.00				\$ 1,000.00	
Moving Building Inspection		\$ 150.00				\$ 150.00	
Pond Bond		\$ 250.00				\$ 250.00	
Pond Permit		\$ 175.00				\$ 175.00	
Planned Unit Development**			\$475 plus \$20 per acre	\$732 plus \$30 per acre	\$315.00	\$3027.00 plus \$50 per acre	
Plot Plan Review		\$ 1,505.00	\$ 100.00	\$ 292.80		\$ 392.80	
Plot Plan Grade Survey				\$ 600.00		\$ 600.00	
Pre-construction Meeting (Engineering Fees based on 2 Hr. minimum)			\$ 125.00	\$ 292.80	\$157.50	\$ 575.30	
Rezoning		\$ 1,275.00	\$ 475.00	\$ 146.40		\$ 1,896.40	
Sign Application Fee			\$ 250.00	\$ 100.00		\$ 350.00	
Sign Bond		\$ 250.00				\$ 250.00	
Sign Permit		\$ 100.00				\$ 100.00	
Site Plan Review - Residential		\$ 925.00	375 plus \$20 per acre	\$439.20 plus \$20 per acre	\$ 315.00	\$2054.20 plus \$40 per acre	

Site Plan Review Resubmittal				\$ 100.00	\$ 85.00	\$ 146.40	\$ 80.00	\$ 411.40
Site Plan Review - Commercial/Industrial				\$ 925.00	\$375 plus 20 per acre	\$439.20 plus \$30 per acre	315	2054.20 plus 50 per acre
Plat/Condo Review - Prelim (Engineering Only)				\$ 925.00	375 plus 20 per acre	\$585.60 plus \$20 per acre	315	2200.60 plus \$40 per acre
Plat/Condo Review - Final				\$ 925.00		\$732 plus \$7.20 per unit	315	\$ 1,240.00
Special Land Use					475 plus \$20.00 per acre	\$732 plus \$30 per acre	315	\$ 1,590.00
Special PC Meeting/Board of Trustees Meeting - Eng. 2 hour minimum				\$ 1,275.00		\$ 292.80	315	\$ 1,857.80
Subdivision Ordinance Book				\$ 1,250.00				\$ 15.00
Water & Sewer Extension - Const Estimate						\$ 585.60		\$ 585.60
Tap Fee Calculation						\$ 146.40		\$ 146.40
Sewer Diversion Study						\$ 4,392.00		\$ 4,392.00
Zoning Board of Appeals (Variance)				\$ 805.00	\$ 250.00	\$ 292.80		\$ 1,347.80
Zoning Ordinance Book				\$ 35.00				\$ 35.00
*All Engineering Fees include a 20% admin fee unless otherwise noted.								
*Other charges may be applied as deemed necessary for project completion.								

Lenox Township Planner Stephen Cassin

63775 Gratiot Avenue

Lenox, MI 48050

(586) 727-2085 ext. 134

planner@lenoxtp.org

Office hours are ~~M, T, W 8:30 AM-12 noon and~~ 1:00 PM- 5:00 PM



63775 Gratiot • Lenox, Michigan 48050 • (586) 727-2085 • Fax: (586) 727-3188

2025 Lenox Township Meetings

Board of Trustees

January 6, 2025
February 3, 2025
March 3, 2025
April 7, 2025

May 5, 2025
June 2, 2025
No July Meeting
August 4, 2025

September 8, 2025*
October 6, 2025
November 3, 2025
December 1, 2025

Planning Commission

January 27, 2025
February 24, 2025
March 24, 2025
April 28, 2025

May 19, 2025*
June 23, 2025
July 28, 2025
August 25, 2025

September 22, 2025
October 27, 2025
November 24, 2025
December 22, 2025

Parks and Recreation Committee

January 16, 2025*
February 13, 2025*
March 17, 2025
April 21, 2025

May 19, 2025
June 16, 2025
July 21, 2025
August 18, 2025

September 15, 2025
October 20, 2025
November 17, 2025
December 15, 2025

* Meeting does not follow standard rotation

All meetings are held at Lenox Township Offices at 63775 Gratiot Avenue, Lenox, MI, 48050, beginning at 6:30 PM.

Special Meetings or any changes in the above schedule will be posted as scheduled or changed.

Meetings that fall on a day prior to an election may be rescheduled.

The Zoning Board of Appeals meets on the second or fourth Wednesday of the month provided there is a petitioner. These meetings will be posted as scheduled.

Holiday Office hours may be observed between Christmas and New Year's Day.

Publish: December 11, 2024

LENOX TOWNSHIP
GROUNDWATER PROTECTION REPORT
FOR SITE PLAN REVIEW

This form must be completed and submitted as part of the site plan for facilities which may use, store, or generate hazardous substances on-site, including petroleum-based products, in accordance with Section 307 of the Lenox Township Zoning Ordinance. This checklist has been prepared to alert applicants to permit requirements which may apply to the proposed use or facility. The township may forward this information to the Department of Environmental Quality - Permits Coordinator. This form is not a permit application form. The applicant is responsible for all permits from the appropriate agencies. Please note that this checklist only pertains to state and county environmental permits.

STATE AND COUNTY ENVIRONMENTAL PERMITS CHECKLIST
LENOX TOWNSHIP, MACOMB 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 division, 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:** Michigan Department of Environmental Quality (MDEQ), Waste Management Division, 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:** MDEQ, Waster Management Division, Groundwater Program Section: 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 MDEQ, Surface Water Quality Division, District Office: 313/953-1431**
For facilities discharging to groundwater, contact the MDEQ, Waste Management Division, District Office: 734/953-8905

4. Y N Will the project or facility store or use chemicals, petroleum products, or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (PIPP) may be required. **Contact:** MDEQ, Waste Management Division, District Office: 734/953-8905

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:** MDEQ, Storage Tank Division: 517/373-8168
6. Y N Will the project involve liquefied petroleum gas storage tanks or container filling locations? **Contact:** MDEQ, 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:** MDEQ, Storage Tank Division 517/373-8168
8. Y N Will the project involve the generation of hazardous waste? **Contact:** MDEQ, Waste Management Division District Office: 734/953-8905
9. Y N Will the project involve the on-site treatment, storage or disposal of hazardous waste? **Contact:** MDEQ, Waster Management Division, 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:** MDEQ, Waste Management Division, 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:** MDEQ, Waste Management Division; District Office: 734/953-8905
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:** MDEQ, Air Quality Division, Permit Section: 517/373-7023
13. Y N Will the project or facility involve the storage, mixing or distribution of pesticides or fertilizers in bulk quantities? **Contact:** Michigan Department of Agriculture, Pesticide and Plant Management Division: 517/373-1087
14. Y N Will the project involve any man-made change in the natural cover or topography of land, including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation control permit is required. **Contact:** County Drain Commissioner (or other responsible office): 810/469-5325
15. Y N Will the project involve dredging, filling or construction in, across or under (1) a river, stream, creek, ditch, drain, lake, pond or swamp? (2) wetlands? (3) floodplain (area that may have or ever had either standing or flowing water)? **Contact:** MDEQ, Land and Water Management Division, Permits Consolidation Unit, 517/373-9244
16. Y N Will the project involve any dredging proposed within 500 feet of a lake, river, stream, creek or ditch? **Contact:** MDEQ, Permit Consolidation Unit, Land & Water Management Division, 517/373-9244
17. Y N Will the project involve an earth change activity within 500 feet of a lake or stream or will the project disturb an area greater then one (1) acre in size? **Contact:** MDEQ, Land & Water Management Division, Soil Erosion & Sedimentation: 517/373-3178
18. Y N Will the project involve any construction or land alteration within 400 feet of a designated natural river or tributary? **Contact:** Michigan Department of Natural Resources, Forest Management Division, Natural Rivers Program Unit, 517/373-1275
19. Y N Will the project involve construction of a building or septic system in a designated great lakes high risk erosion area? **Contact:** MDEQ, Land and Water Management Division, Great Lakes Section, 517/373-1950
20. Y N Will the project involve dredging, filling, grading or other alteration of the soil, vegetation or natural drainage, or placement of permanent structures in a designated environmental area? **Contact** MDEQ, Land and Water Management Division, Great Lakes Section: 517/373-1950
21. Y N Will the project involve development, silvicultural activities or contour alterations within a designated critical dune area? **Contact:** MDEQ, Land and water Management Division, Great Lakes Section: 517/373-1950

22. Y N Will and on-site wastewater treatment system or septic system be installed?

For sanitary sewage in quantities of 10,000 gallons per day or less: - County or District Environmental Health . For any subsurface discharge of sanitary sewage in quantities equal to or greater than 10,000 gallons per day. **Contact:** MDEQ, Waste Management Division: 517/373-8148

For sanitary sewage in quantities of 6,000 to 10,000 gallons per day – in addition to obtaining a construction permit from the county or district environmental health department, submit a states wastewater discharge notification form. Flow monitoring and reporting are required. **Contact:** MDEQ, Waste Management Division, Groundwater Permits Unit: 517/373-8148

For industrial or commercial wastewater in any quantity (other than sanitary wastewater) **Contact:** MDEQ, Waste Management Division, Groundwater Permits Unit: 517/373-8148

23. Y N Will the project involve the construction of a water supply well or the extension of a water supply service from an existing water system? **Contact:** MDEQ, Drinking Water Program, appropriate District office, and County or District Environmental Health Dept.: 810/469-5325
24. Y N Are there out-of-service wells, abandoned wells, or cisterns on the site? (drinking water, irrigation, & monitoring wells). **Contact:** County or District Environmental Health Dept.: 810/469-5325
25. Y N Will the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells? **Contact:** County or District Environmental Health Dept. 810/469-5325
26. Y N Will the project involve the on-site storage of sanitary sewage prior to transport and disposal off-site (pump and haul)? **Contact:** MDEQ, Waste Management Division, Groundwater Program Section : 517/373-8148
27. Y N Has the property or facility ever been subject to a remedial action, limited closure, or other environmental cleanup response under Part 201, Natural Resources and Environmental Protection Act (NREPA)? Is the property currently subject to a response action? Has a Baseline Environmental Assessment (BEA) been completed for the property? **Contact:** MDEQ, Environmental Response Division: 517/373-8168.

LENOX TOWNSHIP

Part II: TYPES AND QUANTITIES OF HAZARDOUS SUBSTANCES WHICH MAY BE USED, STORED, OR GENERATED AT THE BUSINESS FACILITY

List the hazardous substances (including chemicals, petroleum-based products, and hazardous wastes) which may be used, stored or generated on-site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages, if necessary to list all hazardous substances. Secondary containment is required for the storage of hazardous substances in accordance with Township and state requirements. The location of hazardous substance storage and use areas, including underground tank locations, must be shown on the site plan. See Section 307 of the zoning ordinance for township regulations regarding hazardous materials.

Common Names (Trade Name)	Chemical Name (components)	Form	Max. quantity on hand at one time	Type of storage containers
1.				
2.				
3.				
4.				
5.				

KEY: Liq = Liquid DM = Drum(s) G = Gas TP = Portable Tank P Liq = Pressurized Liquid
 UGT = Underground tank PG = Pressurized Gas CM = Metal container S = Solid CY = Cylinders
 AGT = Aboveground Tank CW = Wood or composition container