

Banks Township
Ordinance Number ____ of 2018

An Ordinance to amend the Banks Township Zoning Ordinance Articles IV, VII, VIII, and IX pertaining to completed application requirements. The Township of Banks Ordains:

Section 1. Article IV General Provisions, **Section 4.23** Planned Unit Development, of the Banks Township Zoning Ordinance is hereby amended to add the following section:

4.23.3(d) Zoning Administrator's Review

The Zoning Administrator shall review the application and information submitted under all requirements of this Ordinance to determine if all required information was supplied. If the Zoning Administrator determines that all required information was not supplied, he or she shall send written notification to the Applicant of the deficiencies. The application for the planned unit development permit cannot proceed until all required information has been supplied. Once all required information is submitted, the Zoning Administrator shall forward the application to the Planning Commission for its review under the procedures of this Ordinance.

Section 2. Article VII Site Plan Review, **Section 7.01** Site Plan Review (All Districts) – Submittal and Approval Procedures, of the Banks Township Zoning Ordinance is hereby amended as follows:

3. Submittal and Approval Procedures: Eight (8) copies of the proposed site plan, including all required additional or related information, shall be presented to the Zoning Administrator's office by the petitioner or property owner or his designated agent at least thirty (30) days prior to the Planning Commission meeting where the site plan will be considered. The Zoning Administrator shall review the application and information submitted under all requirements of this Ordinance to determine if all required information was supplied. If the Zoning Administrator determines that all required information was not supplied, he or she shall send written notification to the Applicant of the deficiencies. The application cannot proceed until all required information has been supplied. Once all required information is submitted, the Zoning Administrator shall cause the submittal to be placed on the agenda of the next regular Planning Commission meeting.

The Planning Commission shall have the responsibility and authorization to approve, disapprove or approve with modifications, the Site Plan in accordance with requirements of the zoning district in which the proposed use is located and shall further consider the following criteria:

- a. The sewage disposal and water systems meet the applicable health and sanitary codes and ordinances.
- b. The location and nature of the use will not be in conflict with any principal permitted use of the district or neighborhood.
- c. The use will not create any major traffic problem or hazard.
- d. The use will not be any more objectionable to adjacent and nearby properties than would be any permitted principal use of the district by reason of traffic, noise, vibration, dust, fumes, smoke, odor, fire hazard, glare, flashing lights, or disposal of waste and sewage.
- e. The use will not discourage or hinder the appropriate development and use of adjacent premises and the neighborhood.

Any conditions or modifications desired by the Planning Commission shall be recorded in the minutes of the appropriate Planning Commission meeting.

Section 3. Article VIII Uses Subject to Special Approval and Supplemental Site Development Standards, **Section 8.02 Uses Subject to Special Approval** of the Banks Township Zoning Ordinance is hereby amended to add the following section:

2. Zoning Administrator's Review

- a) The Zoning Administrator shall review the application and information submitted under Article VII and VIII of this Ordinance to determine if all required information was supplied. If the Zoning Administrator determines that all required information was not supplied, he or she shall send written notification to the Applicant of the deficiencies. The application for the special use permit cannot proceed until all required information has been supplied.
- b) Once all required information is submitted, the Zoning Administrator shall forward the application to the Planning Commission for its review under the procedures of this Ordinance.

[note: this section will be inserted after Section 8.02.1 and all subsequent sections will be renumbered accordingly]

Section 4. Article IX Administration and Enforcement of Ordinance, **Section 9.02 Zoning Permit** of the Banks Township Zoning Ordinance is hereby amended to add the following section:

3. Zoning Administrator's Review

The Zoning Administrator shall review the application to determine if all required information was supplied. If the Zoning Administrator determines that all required information was not supplied, he or she shall send written notification to the Applicant of the deficiencies. The application for a zoning permit cannot proceed until all required information has been supplied.

[note: this section will be inserted after Section 9.02.2 and all subsequent sections will be renumbered accordingly]

Section 5. Effective Date.

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the Township, unless a later date is specified.

Township of Banks

By: _____

Thomas P. Mann, Supervisor

Adoption date: _____

By: _____

Donna L. Heeres, Clerk

Effective date: _____