



DEVELOPMENT SERVICES

4550 Walnut Lake Road
West Bloomfield, MI 48325
(248) 451-4876 Phone
(248) 451-4871 Facsimile
www.wbtwp.com

WOODLAND REVIEW BOARD PERMIT APPLICATION APPLICATION MUST BE FILLED OUT COMPLETELY

Date _____

Case 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 there ever been a Woodland Permit issued for this Site? <input type="checkbox"/> Yes (When: _____ Case #: _____) <input type="checkbox"/> No			
Has any Work been Performed in the Woodland Protected Area Prior to this Application? <input type="checkbox"/> Yes (When: _____) <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 Development Services Department and shall include the information as specified in the ordinance.			
I hereby certify, under the penalties of perjury, that the statements contained in this application are true, to the best of my knowledge and belief.			

Date

Signature of Applicant

Date

Signature of Property Owner

If the owner has contracted another party to make the application, a signature from the property owner is still required to process the application.



WOODLAND REVIEW BOARD 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. Submit **twelve** 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.
3. 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	\$900.00 <i>(\$600.00 administrative fee + \$300.00 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.)	\$3,00.00 <i>(\$1,500.00 administrative fee + \$1,500.00 escrow)</i>

4. All applications, plot plans and fees must be filed with the Development Services Department a **minimum of 2 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 environmental staff.
5. Regular meetings are held the first Wednesday of every month at 7:30 p.m. **You or someone to represent you must be present** or your petition may risk the possibility of being denied.
6. 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 you are appealing. 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 one year from the date of approval, unless otherwise specified. A permit from building and engineering may also be required before construction can begin.
7. If an extension of a valid permit is needed, the request must be submitted in writing to the Development Services Department **one** month prior to the permit expiration date.
8. **APPLICATIONS WILL NOT BE RECEIVED BY 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 for more information www.wbtwp.com or call the Development Services Department at (248) 451-4852.