

WOODLAND REVIEW BOARD
PERMIT APPLICATION INSTRUCTIONS

1. General Information:
 - a. Woodland permit 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.
 - b. Submit **twelve (12)** 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.
 - c. All applications, plot plans and fees must be filed with the Environmental 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.
 - d. 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.
 - e. If the request is approved, there will be a 21day appeal period. During this time, anyone may appeal the decision to the Township Board. If no appeals have been recorded, the permit will then be issued. The permit is valid for one (1) year from the date of approval, unless otherwise specified. A permit from the Building and Engineering Departments may also be required before construction can begin.
 - f. If an extension of a valid permit is needed, the request must be submitted in writing to the Environmental Department **one (1)** month prior to the permit expiration date.

APPLICATIONS WILL NOT BE RECEIVED BY THIS DEPARTMENT UNLESS ALL REQUIRED PAPERWORK IS SUBMITTED AT THE SAME TIME. (i.e... plans, fees, and application)

2. The fees are as follows:
 - a) Single Family Properties, Essential Services, and Subdivision Associations - **\$500.00**
 1. \$300.00 administrative fee
 2. \$200.00 Escrow
 3. **After-The-Fact permit request fees will be: \$900.00 - \$600.00 administrative fee plus \$300.00 escrow**

- b) Acreage Developments (Commercial, New Plats, Condominiums, etc.) - \$2,250.00
1. \$750.00 Administrative Fee
 2. \$1,500.00 Escrow
 3. **After-The-Fact permit requests the fees will be: \$3,000.00 - \$1,500.00 administrative fee plus \$1,500.00 escrow**

3. Upon Completion of application, please submit to:

**Charter Township of West Bloomfield
Environmental Department
4550 Walnut Lake Road
P.O. Box 250130
West Bloomfield, MI 48325-0130**

4. If you have any questions, please contact this office at (248) 451-4818.

Note: After the final motion has been made for the property by the Woodland Review Board, there is a 21 day appeal period. At this point, anyone has the option of appealing the Woodland Review Board's decision to the West Bloomfield 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.