



# PLANNING COMMISSION

## Fort Gratiot Charter Township

The schedule lists the filing fees for applications submitted for Planning Commission (PC) review. A cash deposit is required prior to any review process and is intended to cover any charges incurred by outside consultants and any other fees associated with the project, including restoration of the site. Any remaining portion of this deposit may be returned upon completion or withdrawal of the proposed project. The filing fee is non-refundable.

Developers are encouraged to request a pre-planning meeting. Time and costs can be reduced by allowing the developers to meet with staff and consultants to discuss what is expected. After the application, filing fee and/or review fee, and a preliminary plan are received, contact the Community Development Office to schedule a meeting. All planning matters shall be directed to the Community Development Office. PC correspondence can be sent to Fort Gratiot Charter Township, attention Planning Commission. Only one copy is necessary – the Coordinator will make copies of all correspondence and each commissioner will receive a copy.

Please review the Procedures Guidelines prior to submitting an application. Incomplete applications or submittals missing required documents will not be considered received. Attachments to the original application and filing fee may be submitted digitally (flash drive or email.) The applicant or the applicant’s representative must be present at the meeting for the PC to take action. The zoning code, applications, forms and links to property information can be found at [www.fortgratiot.us](http://www.fortgratiot.us).

REQUEST	<i>Non-Refundable</i> FILING FEE	<i>Refundable</i> <sup>(1)</sup> ENGINEERING DEPOSIT
Rezoning (Includes One Public Hearing)	\$ 1,250.00	None Required to File
Special Use Approval (Includes One Public Hearing)	\$ 1,000.00	None Required to File
Site Plan – Commercial/Industrial/Multi-Family	\$ 750.00	\$ 1,000.00
Site Plan/Special Land Use (Includes One Public Hearing)	\$ 1,050.00	\$ 1,000.00
Subdivision/Single Family Site Condominium	\$ 1,500.00	\$ 750.00
Planned Unit Development	\$ 1,500.00	\$ 500.00
Public Hearing (Additional)	\$ 300.00	None Required to File
Special Meeting <sup>(2)</sup>	\$ 300.00	None Required to File

(1) Any unused portion of engineering deposit may be refunded. Additional engineering funds may be collected with project progression.  
 (2) Special meeting fees are not assessed when the special meeting is held in a month in which no regular meeting has been held.

JANUARY 2024 – FEBRUARY 2025 MEETING DATES & DEADLINES			
MEETING DATE	INFO DUE	MEETING DATE	INFO DUE
January 9, 2024	December 11, 2023	August 13	July 15
February 13	January 16	September 10	August 12
March 12	February 12	October 08	September 09
April 09	March 11	November 12	October 15
May 14	April 15	December 10, 2024	November 12
June 11	May 13	January 14, 2025	December 16, 2024
July 09	June 10	February 11, 2025	January 13, 2025

*Meetings are held at the Municipal Center the 2<sup>nd</sup> Tuesday of each month at 7:00 PM unless otherwise posted. Meetings will be posted in accordance with the Open Meetings Act PA 267 of 1976, as amended, and business will be conducted in accordance with the Zoning Enabling Act, PA 110 of 2006, as amended*

**Let’s Connect!**

Fort Gratiot Municipal Center  
 3720 Keewahdin Road  
 Fort Gratiot, Michigan 48059



[planning@fortgratiot.us](mailto:planning@fortgratiot.us)



(810) 385-4489