



**ROBINSON TOWNSHIP**  
12010 - 120<sup>th</sup> Avenue, Grand Haven, Michigan 49417  
616-846-2210

**REQUEST FOR EARTH CHANGE - CLASS A**

REQUEST FEE: \$150.00 + ESCROW FEE MINIMUM OF \$300.00  
(Escrow fees cover additional Township expenses. Unused portion of an escrow account is returned to the applicant)

**PLEASE NOTE ESCROW FEES ON APPLICATIONS**

The Board adopts an application fee to cover normal Township expenses such as clerical and Zoning Administrator costs and a specified number of meetings of the appropriate board. In addition to the nonrefundable application fee, the Board requires an applicant to reimburse the Township for all out-of-pocket expenses incurred by the Township in processing any application (including but not limited to publication expenses; mailing expenses; engineering expenses; attorney expenses; additional Board, ZBA or Planning Commission meeting expenses; any other professional expenses; etc.). This shall be done by the collection of an escrow fee at the time an application is submitted. Any unused portion of the escrow fee shall be refunded to the applicant. In the event that the escrow amount needs to be increased, the applicant shall be notified and must replenish the escrow account in the amount determined by the township supervisor before any additional action will be taken.

For an application to be considered complete, all requested information must be provided. If an item is not applicable to your application, please state "not applicable" and provide an explanation why it is not applicable.

**Initial Review Body:** Planning Commission

**Approval:** Board of Trustees

**Meeting Frequency:** Fourth Tuesday of every month

**Application Deadline:** Twenty-one (21) calendar days prior to the fourth Tuesday meeting at which you desire your application to be considered.

**Township Office Review:** Following review by township personnel, if any required materials are deemed missing the applicant will be notified and must provide said material, which must result in a complete application at least seven (7) business days prior to said meeting for consideration.

**DO NOT DISCARD THIS PAGE YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION**

For Office Use Only

Date Received \_\_\_\_\_

Payment Received \$ \_\_\_\_\_ Escrow Fee \$ \_\_\_\_\_

Check No. \_\_\_\_\_ or Cash

## Article III

### Section 3 – Classification of Permits

**Class A Permits** – A “Class A Permit” shall, for purposes of this Ordinance, mean a permit to allow an Earth Change when the volume of the Earth Changes does not exceed 5,000 cubic yards.

**Class B Permits** – A “Class B Permit” shall, for purposes of this Ordinance, mean a permit to allow an Earth Change when the volume of the Earth Changes exceeds 5,000 cubic yards.

#### Application Requirements:

Article IV, Section 1 of the Earth Change Ordinance requires the following information for any Earth Change application, whether Class A or Class B.

- A. State the full identification of the owner(s) of the parcel(s) upon which the Earth Change is proposed, including a phone number.

If other than or in addition to the owner(s), state the full identification of the applicant and of all other persons to be involved in the operation or management of the Earth Change if a permit is granted

- B. State the residence and business addresses of the owner(s), and of the applicant(s) and of the operator(s), if either are different.
- C. State the legal description and permanent parcel number (including street address where applicable) of any parcel(s) upon which the Earth Change is proposed to be done (the legal description of each parcel shall be by a registered civil engineer or land surveyor).
- D. State the specific nature and extent of the proposed Earth Change; the type of ground involved in the proposed Earth Change; and a fair and reasonable estimate of the number of cubic yards of ground involved in the proposed Earth Change.

- E. Provide a detailed description by maps, diagrams or otherwise, of the contour and condition of the lands before commencement of the proposed Earth Change and as the person proposes to leave such lands upon completion of the Earth Change. This description shall include:
1. A topographic map drawn with contour intervals of five feet for the Earth Change area and ten feet for the area having a radius extending 300 feet beyond the perimeter or exterior boundaries of the proposed Earth Change, depicting the contours of the land in its existing condition (i.e. before commencement of the proposed Earth Change);
  2. A topographic map drawn with contour intervals of two feet for the Earth Change area and ten feet for the area having radius extending 300 feet beyond the perimeter or exterior boundaries of the proposed Earth Change site, projecting the contours of the land upon completion of the Earth Change;
  3. A statement of any landscaping to be done or other ground stabilization controls to be employed to insure that the lands are left in a stable, safe and usable condition, and to prevent ground erosion, ground blowing, dust or unsightly conditions;
  4. A drainage plan to indicate the anticipated drainage system which would be utilized if the Earth Change is implemented; and
  5. Detailed information concerning the groundwater table in the proposed Earth Change area, as well as detailed information concerning the Earth Change's proposed use of the ground water and its possible effect of the ground water, if the Earth Change is implemented.
- F. Provide a statement of the manner in which the Earth Change is to be performed, operated and carried on, including a statement of the slope of the sides and the level of the floor, the finished grade and condition of the property following the completion of the Earth Change, and the kind of amount of equipment proposed to be employed.
- G. State the proposed route which would be used in transporting the ground over the public roads and over any private property.
- H. State the applicant's previous experience in earth changes or similar activities, and the name, address and previous experience of any other person(s) to perform or be in charge of the proposed Earth Change.

- I. State whether or not the applicant has ever filed an Earth Change application with the Township or received an Earth Change permit from the Township. If the applicant has ever had an Earth Change permit denied, revoked or suspended, describe the circumstances.
  
- J. State the time within which the Earth Change will be commenced after a permit is granted, and the time within which the Earth Change will be completed.
  
- K. Describe the measures to be taken to control noise, vibration, ground blowing, dust and traffic.
  
- L. Describe any measures proposed to insure public safety, the exclusion of children from the premises, and the lateral support of adjoining and surrounding lands and structures.

By the way of example only, Article VII, Section 1 of the Earth Change Ordinance requires the following general conditions and provisions (including A through F below) to apply to both Class A and Class B permits. Article VII, Section 1 contains additional requirements as well for Class A and Class B permits, which requirements are applicable even though not repeated here.

- A. Trees and other vegetation or ground cover shall not be stripped off any ground landform so as to unnecessarily expose areas of ground that are prone to wind or water erosion that will cause ground or dust to be carried by wind or water onto adjoining or surrounding properties, or onto public or private roads, or to create a nuisance thereby.
  
- B. All topsoil shall remain on the project site. Sufficient subsoil and/or overburden shall be stockpiled on the project site for reclamation purposes. The applicant shall state in the reclamation plan the methods and specifications by which the topsoil and subsoil and/or overburden shall be redistributed over the site. The reclamation plan shall specify the combination of topsoil and/or overburden which shall be conducive to the establishment of a suitable ground cover and/or the growth of vegetation. In the event, however, that Earth Change operations within an Earth Change unit continue for a period longer than 30 days, the person shall, to the extent possible and practical, reclaim the completed Earth Change areas as the operation progresses.
  
- C. Where project operations result in a body of water, the person shall place appropriate “Keep Out – Danger” signs around the body of water, not more than 200 feet apart. Such signs shall be maintained at least until all Earth Change activity is completed and the slopes of any banks comply with the provisions for slopes.

- D. The project site shall be landscaped or stabilized as the replacement of topsoil occurs at least to the extent necessary to eliminate any ground erosion by wind or water.
  
- E. The final slopes of the banks of any Earth Change project involving any excavation shall in no event exceed a minimum of three feet horizontal to one foot vertical. Where ponded water results from the project or operations, this slope shall be maintained and extended into the water to a depth of five feet.
  
- F. No Earth Change shall occur closer than 50 feet from the nearest street or highway right-of-way nor closer than 50 feet from the nearest property line. The Township Board may prescribe more strict requirements in order to give sub-lateral support to surrounding property where soil or geographic conditions warrant it. The Township Board may, in its discretion, prescribe less strict requirements upon written consent or the adjoining property owner. Under no circumstances, however, shall the Township Board permit a minimum less than that contained in such written consent.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Applicant's Authorized Representative

Phone \_\_\_\_\_

STATE OF MICHIGAN    )  
                                  )ss.  
COUNTY OF OTTAWA    )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Ottawa County, Michigan  
My commission expires: \_\_\_\_\_