

# Chesterfield Township

47275 Sugarbush Road; Chesterfield, MI 48047

[www.chesterfieldtp.org](http://www.chesterfieldtp.org)



## APPLICATION PACKET FOR REQUEST TO CREATE AN INDUSTRIAL DEVELOPMENT DISTRICT (IDD)

### APPLICANTS TAKE NOTICE OF THE FOLLOWING:

All applications are to be returned to the Clerk's Office and must contain each and every page from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be received by the Clerk's Office.

Please use only the forms provided with this application. No other forms, however similar, will be accepted.

An application fee of **(\$500) Five Hundred Dollars** submitted to the Township Clerk's office. Please make your check payable to " **Chesterfield Township Treasurer**".

This application packet was prepared in accordance with Public Act 198 of 1974, as amended.

For further assistance and/or other information please contact:  
Phone 586-949-0400 option 8, then 5, or [assessing@chesterfieldtp.org](mailto:assessing@chesterfieldtp.org).

# INDUSTRIAL DEVELOPMENT DISTRICT APPLICATION & INSTRUCTIONS

*(Please read)*

1. Contact the Township Assessor's office to determine if an Industrial Development District exists for the proposed property site.
2. An approved Industrial Development District must be in place prior to applying for an Industrial Facilities Exemption Certificate.
3. File one (1) original and three (3) copies (total of four complete sets) of the Application for Industrial Development District along with an application fee of **(\$500) Five Hundred Dollars** with the Township Clerk's office. Retain a copy of the application for your records. Please make your check payable to "**Chesterfield Township Treasurer**".
4. Please attach a location map and/or site plan to each copy of the application.
5. One (1) completed Verification of Recorded Legal Property form, found on page 6. This form must include an accurate legal description showing the property's specific location within which the proposed exemption use will occur.
6. Two (2) copies of a survey, prepared by a surveyor licensed in the State of Michigan, showing the IDD boundary. IDD boundaries need not follow parcel boundaries; therefore, if the proposed IDD does not follow existing parcel boundaries, we will need a survey in order to verify the legal description.
7. Please use only the forms provided with this application. **No other forms**, however similar, will be accepted.

## INDUSTRIAL DEVELOPMENT DISTRICT APPLICATION REVIEW PROCESS

1. All Districts must be established for projects planned for immediate development.
2. Payment of review fee of **Five Hundred Dollars (\$500.00)**. Please make your check payable to “**Chesterfield Township Treasurer**”.
3. Application packet is submitted by the petitioner to create an Industrial Development District (IDD). All applications must be made in connection with a replacement or new project and must be submitted prior to any new construction in the proposed District (see MCL 207.554 (3)).
4. The Clerk’s Office will send copies of all IDD requests to the Assessor’s Office for review. The Building Department must verify that construction has not commenced on the subject property.
5. The Clerk’s Office will request the Township Board to consider the commencement of the IDD.
6. A request by the Clerk’s Office will be submitted to The Township Board set a Public Hearing date for the proposal.
7. The Township Board will hold a Public Hearing on the request notice of which is sent by certified mail to all owners of property within the District.
8. After holding the Public Hearing, the Township Board will consider the Adoption of a Resolution establishing the District (see MCL 207.554 (6)).
9. A letter is sent to the petitioner by the Township Clerk communicating the results of the meeting. The results are also communicated to the Township Assessor who will implement the action taken.

### **APPLICANTS TAKE SPECIAL NOTE OF THE FOLLOWING:**

1. **Legal Basis.** This application packet was prepared in accordance with Public Act 198 of 1974, as amended. All section references, except where otherwise noted, refer to this act.
2. **Attendance Required at Public Hearing.** The Chesterfield Township Board of Trustees requires the Petitioner or their Representative to be present at the Public Hearing, otherwise, the item will be tabled to another meeting date.
3. **Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted.
4. **Only** the area that will be used for the exempt industrial use may be included – this may require you to describe only a portion of the property; **IDD boundaries need not follow parcel boundaries.**

**Chesterfield Township**

**APPLICATION FOR INDUSTRIAL DEVELOPMENT DISTRICT**

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PROPOSED DISTRICT NAME: \_\_\_\_\_

**APPLICANT INFORMATION**

Petitioner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Petitioner's Representative: \_\_\_\_\_

*(include address and telephone, if different from above)*

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**PROPERTY INVOLVED**

*(include location map or sketch)*

Legal description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total acreage: \_\_\_\_\_

Names and addresses of owners of all real property located within the proposed district (include land contract vendors, if any):

\_\_\_\_\_

\_\_\_\_\_

Present zoning: \_\_\_\_\_

School district of subject property: \_\_\_\_\_

Is public sewer and water available to this property?      Yes     No

If not, when will it be available? \_\_\_\_\_

How long has the property been owned by current owners? \_\_\_\_\_

**DEVELOPMENT OF PROPERTY**

What development presently exists on this property, if any? \_\_\_\_\_

\_\_\_\_\_

Is any business presently considering locating to this property? If so, please furnish all pertinent details including name, type of business, amount of land required, and whether it is located on this property in contemplation of an (IDD)Industrial Development District.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONTEMPLATED FUTURE DEVELOPMENT**

Describe the nature of proposed future development including the estimated number of new jobs created. businesses and type:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you continue to own the land and lease to businesses? \_\_\_\_\_

\_\_\_\_\_

Will you subdivide this property into an industrial park? \_\_\_\_\_

\_\_\_\_\_

When do you expect the development to begin by location of businesses on this property?

\_\_\_\_\_

\_\_\_\_\_

When do you expect the property to be fully developed with businesses located thereon?

\_\_\_\_\_

\_\_\_\_\_

Please provide a detailed description of the proposed Industrial Development District:

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**PLEASE SUBMIT THE ORIGINAL AND THREE (3) COPIES OF THE APPLICATION ALONG WITH A LOCATION MAP, SITE PLAN (IF AVAILABLE), AND FILING FEE TO:**

Chesterfield Township  
Clerk's Office  
47275 Sugarbush Rd.  
Chesterfield Twp., MI 48047  
(586) 949-0400

**INDUSTRIAL DEVELOPMENT DISTRICT (IDD) AFFIDAVIT OF FEES**

We swear and affirm by our signatures below that no payment of any kind in excess of the fee allowed by PA 198 of 1974, as amended by PA 323 of 1996, has been made or promised in exchange for favorable consideration of an IDD application.

**Chesterfield Township**

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

**Applicant:** \_\_\_\_\_

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

The IDD application and accompanying fee of **Five Hundred Dollars (\$500.00)** was received on this day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
, Township Clerk  
Chesterfield Township