

**NOTICE TO APPLICANTS FOR ZONING CHANGES,  
SPECIAL LAND USES, SITE CONDOMINIUMS, SITE PLAN REVIEW,  
PLANNED UNIT DEVELOPMENTS, ETC.**

Thank you for submitting your application and the required application fee to Byron Township for:

- \_\_\_\_\_ Rezoning of lands;
- \_\_\_\_\_ Special Land Use;
- \_\_\_\_\_ Condominium or Site Condominium approval;
- \_\_\_\_\_ Planned Unit Development;
- \_\_\_\_\_ Variance;
- \_\_\_\_\_ Site Plan Review;
- \_\_\_\_\_ Other: \_\_\_\_\_

The Township Board has established a policy that the costs and expenses incurred by the Township in the consideration and review of zoning applications is to be reimbursed by the Township by zoning applicants. In this way, these Township expenses are borne by the party making the zoning application, rather than by Township taxpayers in general. This reimbursement of the Township's actual costs and expenses is in addition to the application fee.

Such additional costs and expenses incurred by the Township may include such things as engineering fees, attorney fees, cost of special meetings, publication expenses, the fees of other consultants and other costs that the Township may incur. The Township keeps detailed records of all expenses incurred by each application.

As authorized by the Township Board, you are required to pay a portion of estimated Township expenses in advance, into an escrow account, and you will be billed subsequently as any additional expenses are incurred. It is your responsibility to reimburse the Township for the actual Township costs and expenses resulting from the review of your application. Any excess amount paid to the Township will be refunded to you, after the Township has received and paid all the invoices.

*No building permits, zoning permits, or other Township permits or approvals can or will be issued until all fees are paid and until a sufficient amount has been paid into the zoning escrow account.*

To indicate your understanding of the Township's zoning escrow fee policy, please sign this form in the space indicated below and return it to the Township office.

\_\_\_\_\_

***I understand that I am responsible for the reimbursement to the Township of its actual expenses incurred in connection with my application, under the Township escrow fee policy, and I agree to pay such amounts on a timely basis, under the terms of that policy.***

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant