



Freedom Township

Washtenaw County, Michigan

**Planning,
Zoning, and
Platting Procedures**

Freedom Township

Planning, Zoning, and Platting Procedures

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Freedom Township

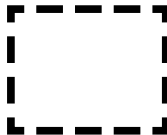
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The office of the Township Clerk will receive all applications and/or petitions as defined within this report, according to Township ordinances. Filing dates for the purpose of review, as described within this report, will be according to an established fee schedule adopted by Freedom Township

Information required within this report, according to Township Ordinances, is due in complete form at time of filing. Fees will be billed as services are performed.



Solid line box denotes required step.



Dashed line box denotes optional step.

The flow diagrams and information contained within this manual are to be used as a general guide only to the procedures currently set forth in Township ordinances, but they do not amend or supersede the regulations of applicable ordinances. Those using the information within this manual should review those ordinances containing the actual adopted requirements, and in case of conflicts between this manual and any ordinance, the ordinance is controlling. Efforts will be made to keep this manual up to date, but it may not reflect all current ordinances or amendments. The Township is not liable or responsible for any errors or misinterpretations resulting from the use of this manual.

Freedom Township

11508 PLEASANT LAKE ROAD
MANCHESTER, MICHIGAN, 48158

NOTICE TO ALL PETITIONERS AND APPLICANTS

FILING APPLICATIONS OR PETITIONS

You must call and schedule an appointment with the Township Clerk in order to file a petition or application. This includes conditional use petitions, rezoning petitions, site plan review application, etc. Applications or petitions can not be filed or accepted without an appointment.

COMPLETENESS OF APPLICATION

You are hereby advised that it is your responsibility as a petitioner to review all applicable sections of the Freedom Township Zoning Ordinance and the Growth Management Plan. It is also the responsibility of the petitioner to supply all information required by the applicable Ordinance sections.

Your comprehensive understanding of the Ordinance and the Growth Management Plan, and your submission of all required information, will help expedite review of your application or petition.

The Planning Commission or Zoning Board of Appeals can not take action on incomplete submission.

SITE VISITS

Filing a petition or application gives implied consent for Township officials and/or consultants to visit the subject site.

APPLICATION FEES

Fees are applied to the Township's costs for publication of legal notices, professional reviews, etc., and are non-refundable. The Freedom Township Fee Schedule lists the fees required for each application/petition. Petitions and applications that require professional reviews shall be billed for additional hours as outlined in the Fee Schedule.

NONPAYMENT OF FEES

Nonpayment of fees for review hours, nonpayment of detailed engineering review fees etc., is cause for denial of building permits and/or certificates of occupancy, or such sums may become a lien against the property.

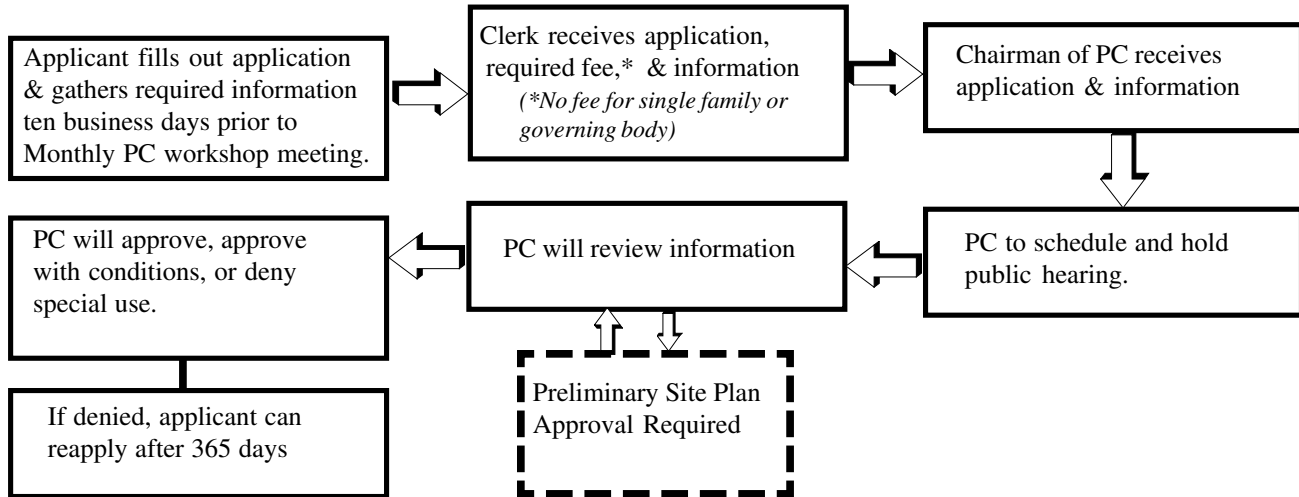
PETITIONER'S ACKNOWLEDGEMENT

I hereby acknowledge that I have read the above, and that I have been given a copy of this notice and a copy of the appropriate fee schedule.

Signature

Date

Conditional Use Application

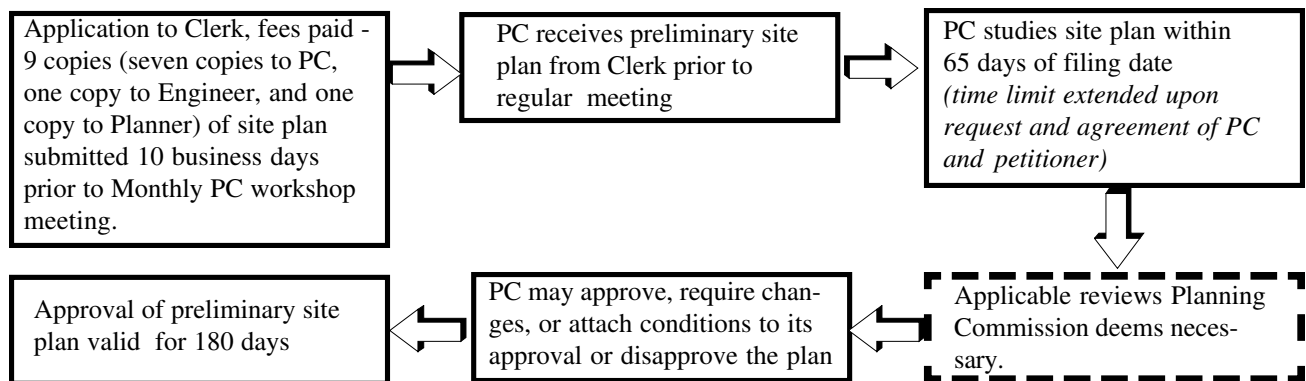


Information Required - Section 6.04

An application for a conditional use permit shall contain the applicant's name and address in full, a statement that the applicant is the owner or is acting on the owner's behalf, the name and address of the owner(s) of record if the applicant is not the owner of record, the address and/or parcel number of the property, an accurate survey drawing and plan of said property, showing the existing and proposed location of all buildings and structures thereon, the types thereof, and their uses, and a statement and supporting data, exhibits, information and evidence regarding the required findings set forth in this Ordinance. A written statement prepared by the applicant and reviewed by the Planning Commission regarding the existing conditions of the property and its compliance with the Zoning Ordinance shall be submitted.

Site Plan Review

Preliminary Site Plan Review



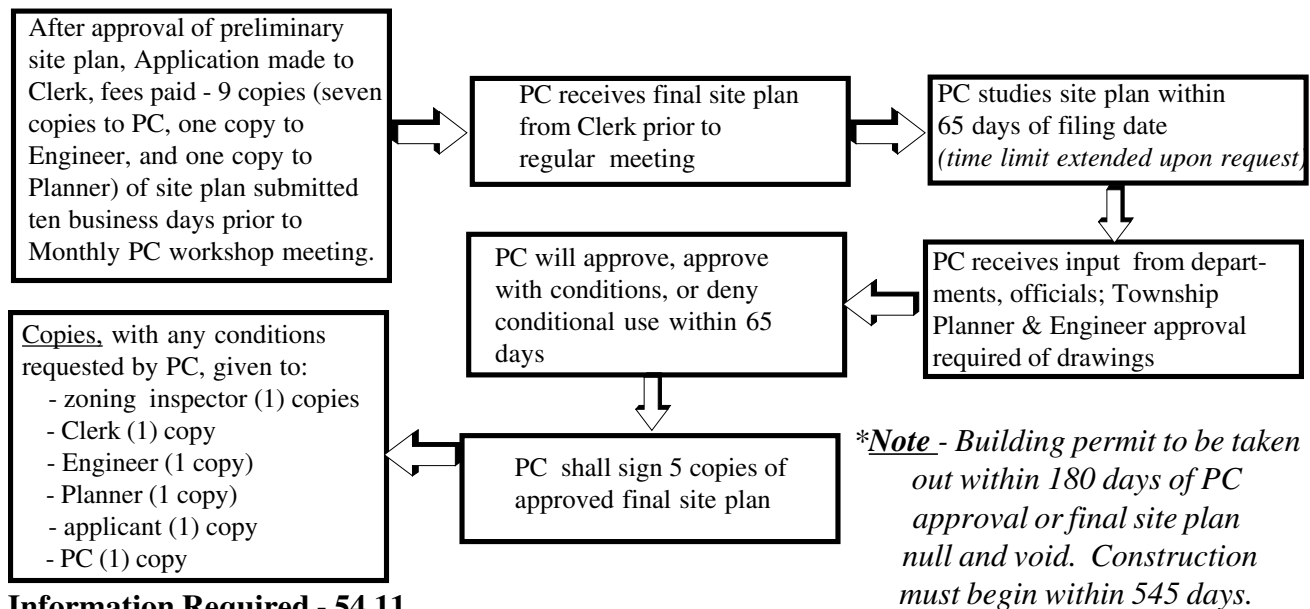
Information Required - 5.03

Information Required - Each preliminary site plan submitted for review shall provide the following information:

1. Location and description of site; dimensions and area;
2. General topography; soil information including delineation of slopes over twelve (12) percent;
3. Existing natural and man-made features to be preserved, added, or removed, including trees, upland brush, hedgerows, woodlands, prairies, and meadows;
4. Delineation of the 100-year floodplain, and all lakes, ponds, stream courses, and wetlands, including the on-site watershed for such on-site water features;
5. Delineation of any wetlands or watercourses;
6. Property owner's name and address; applicant's name, address and interest in property; owner's signed consent for preliminary site plan approval application if applicant is not the owner;
7. Scale, north arrow, date of plan;
8. Proposed buildings/structures; location, outline, general dimensions, distances between, floor, area, number of floors, height, number and type of dwelling units (where applicable);
9. Location and size of open areas, recreation areas;
10. Proposed streets/drives: general alignment, right-of-way, (where applicable), surface type, and width;
11. Proposed parking: location and dimensions of lots, dimension of spaces and aisles, angle of spaces, surface type, number of spaces;

12. Existing zoning classification of property; required yards; dwelling unit schedule, density of development, and lot area per dwelling unit for residential projects; lot coverage (percent) and floor area ratio; location and size of required transition and landscape strips, if applicable;
13. Areas of intended filling, cutting; outline of existing buildings/structures and drives; existing natural and man-made features to be retained or removed;
14. Adjacent land uses; location of adjacent buildings; drives/streets;
15. Location, area of development phases; building program for each phase; projected schedule of development, by phase;
16. Location and width of easements on site; and
17. General description of proposed water, sanitary sewer, and storm drainage systems.

Final Site Plan Review



Information Required - 54.11

Information Required - Each final site plan submitted for review shall provide the following information and shall meet the following specifications, where applicable:

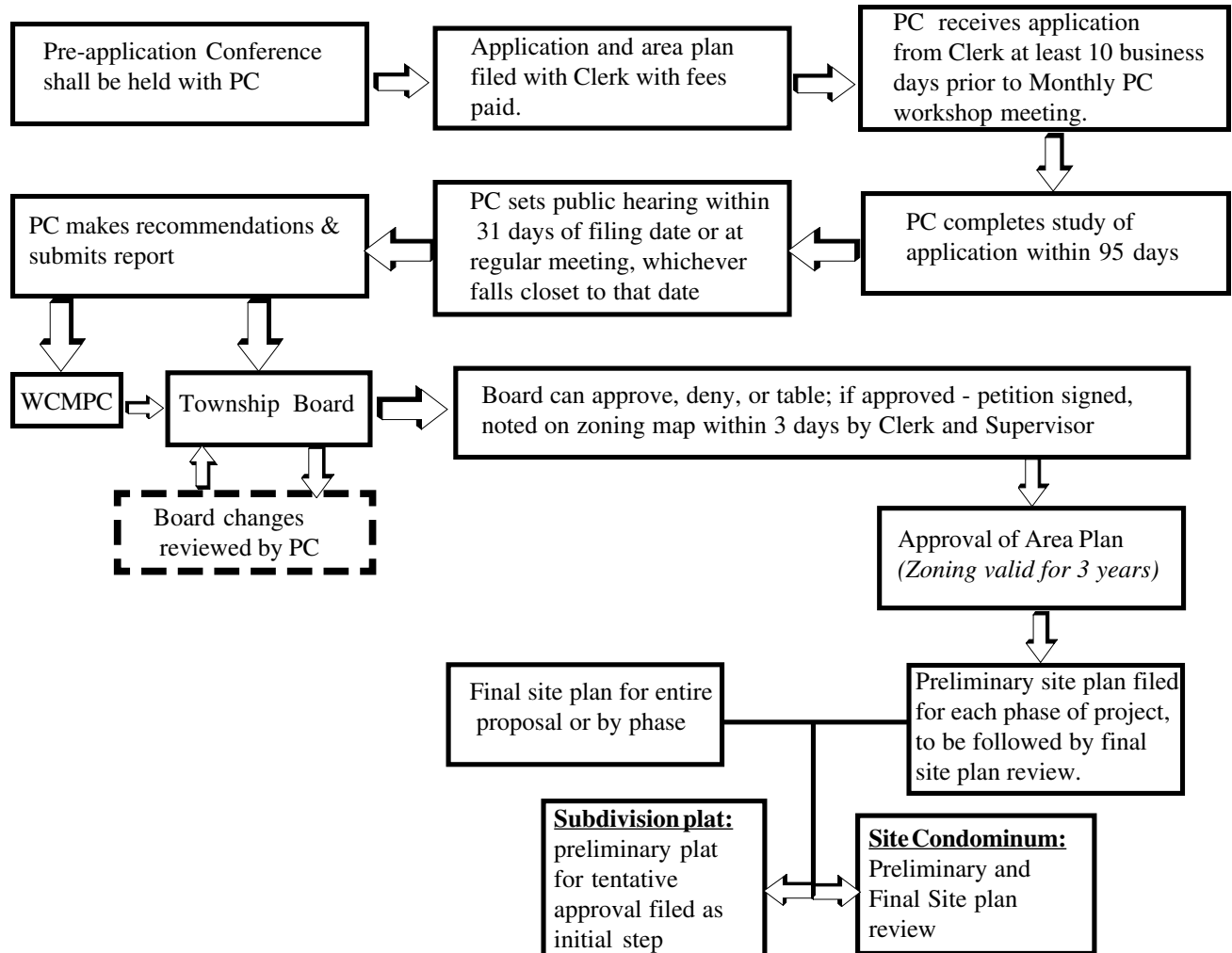
1. The site plan shall be of a scale not greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Planning Commission can readily interpret the plan. More than one (1) drawing shall be included as part of a final site plan when required by the Planning Commission for clarity.
2. Scale, north arrow, name and date of plan; date of any revisions thereto.
3. Name and address of property owner and applicant owner and applicant; interest of applicant in property; name and address of developer; owner's signed consent for final site plan approval application, if applicant is not the owner.
4. Name and address of designer. A detailed site plan shall be prepared by a registered community planner, architect, landscape architect, engineer, or land surveyor registered in the State of Michigan.

5. A vicinity map; legal description of site; dimensions and lot area. Where a metes and bound description is used, lot line angles or bearings shall be indicated on the plan and the lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor.
6. Existing topography (minimum contour interval of two feet); existing natural features such as trees, wooded areas, streams, marshes, ponds and other wetlands; clear indication of all natural features to remain and to be removed. Groups of trees shall be shown by an approximate outline of the total canopy; individual deciduous trees of six (6) inch diameter or larger and individual evergreen trees six (6) feet in height or higher, not a part of a group of trees, are to be accurately located on the Plan.
7. Existing buildings, structures, and other improvements, including drives, utility poles and towers, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts; clear indication of all improvements to remain and to be removed; deed restrictions, if any.
8. General description of deed restrictions, if any.
9. Owner, use, and zoning classification of adjacent properties; location and outline of buildings, drives, parking lots, other improvements on adjacent properties.
10. Existing public utilities on or serving the property; location and size of water lines and hydrants; location, size and inverts for sanitary sewer and storm sewer lines; location of manholes and catch basins; location and size of wells, septic tanks and drain fields.
11. Name and right-of-way of existing streets on or adjacent to the property, surface type and width; spot elevations of street surface, including elevations at intersections with streets and drives of proposed development.
12. Zoning classification of the subject property; location of required yards; total site area and floor area; total ground floor area and lot coverage (percent); floor area ratio. In the case of residential units, the plan shall note dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size, and type of dwelling units.
13. Grading plan, showing finished contours at a minimum interval of two (2) feet, and correlated with existing contours so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at the property lines.
14. Location and exterior dimensions of all proposed buildings and structures, location to be referenced to property lines or a common base point; distances between buildings; height and feet in stories; finished floor elevations and contact grade elevations.

Description of building construction, including type of building materials to be used for all proposed buildings, shall accompany the final site plan. Scaled front elevation renderings of all buildings on the site, including site location, elevations, and landscaping shall also accompany the final site plan.
15. Location and alignment of all proposed streets and drives; rights-of-way where applicable; surface type and width, and typical cross section of same showing base and sub-base materials, dimensions and slopes; location and typical details of curbing; turning lanes (where applicable) with details; location, width, surface elevations and grades of all entries and exits; curve-radii.
16. Location and dimensions of proposed parking lots; number of spaces in each lot; dimensions of spaces and aisles; drainage pattern of lots; typical cross-section showing surface, base, and sub-base materials; angle of spaces.
17. Location, size and surface of proposed improvements of open spaces and recreation areas; maintenance provisions for such areas.

18. Location, width, and surface of proposed sidewalks and pedestrian ways.
19. Location, use, size, and proposed improvements of open spaces and recreation areas; maintenance provisions for such areas.
20. Location and type of proposed screens and fences; height; typical elevation and vertical section of screens, showing materials and dimensions.
21. Location of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosure, showing materials and dimensions.
22. Location, type, size, area, and height of proposed signs.
23. Layout, size of lines, culverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed utilities; location and size of retention ponds and degreed slope of sides of pond; calculations for sizing of storm drainage facilities; location of electricity and telephone poles and wires; location and size of surface mounted equipment for electricity and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks, and drain fields, if on-site facilities are to be used. Final engineering drawings for all site improvements such as, but not limited to water, sanitary sewer and storm sewer systems; streets, drives, and parking lots; retention ponds and other ponds or lakes; retaining walls; are to be submitted to and approved by the Township Engineer prior to Planning Commission approval of the final site plan. If on-site water and sewer facilities are to be used, a letter of approval of same by the Washtenaw County Health Department shall be submitted prior to Planning Commission approval.
24. Landscape plan showing location and size of plant materials.;
25. Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Conservation Service.
26. Location of proposed retaining walls, and dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties, where applicable.
27. Location, type, direction, and intensity of outside lighting.
28. Right-of-way expansion where applicable; reservation or dedication of right-of-way to be clearly noted; dedication of right-of-way where applicable shall be executed, or provisions made for same prior to approval of the final site plan by the Planning Commission.
29. As built plans of all site improvements shall be submitted to the Township Engineer prior to issuance of occupancy permits or release of performance guarantees, whichever is applicable.

PLANNING AND DEVELOPMENT REGULATIONS FOR PLANNED UNIT DEVELOPMENT DISTRICT.



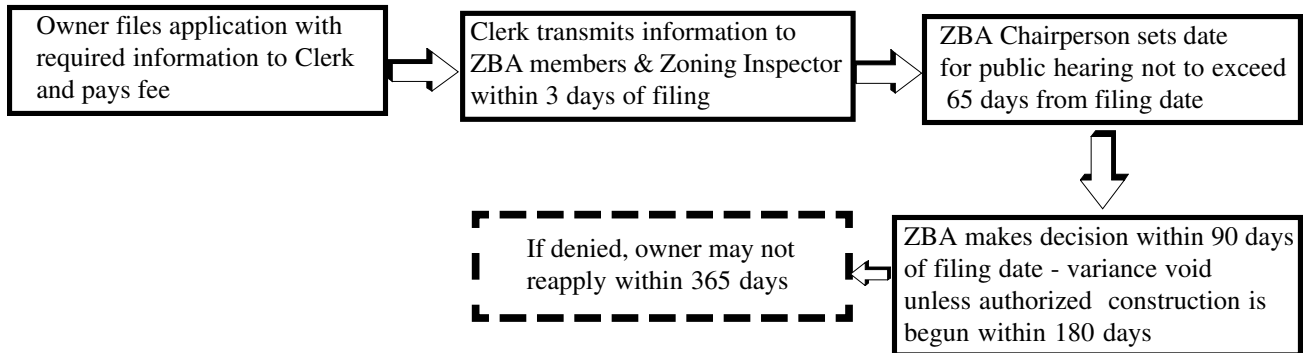
Information Required For Area Plan

1. An area plan for a PUD shall contain all the information required for a preliminary site plan as set forth in Section 5.03, herein, and the following information:
 - a. Density of residential use for the site;
 - b. Location, size, and uses of common open space;
 - c. General description of the organization to be used to own and maintain common open space;
 - d. General description of covenants, grants, easements, or other restrictions to be imposed upon land or buildings, including easements for public utilities, by-laws, and articles of incorporation for any home owners' association, cooperative association, or minimum association;
 - e. Description of applicant's intentions regarding selling or leasing of all or portions of land in the PUD and of dwelling units;

- f.** General landscape concept showing tree masses to be preserved or added, mounds, and similar features;
- g.** Average initial sales prices of dwelling units for sale and/of average initial rents of rental dwelling units.

Zoning Board Of Appeals

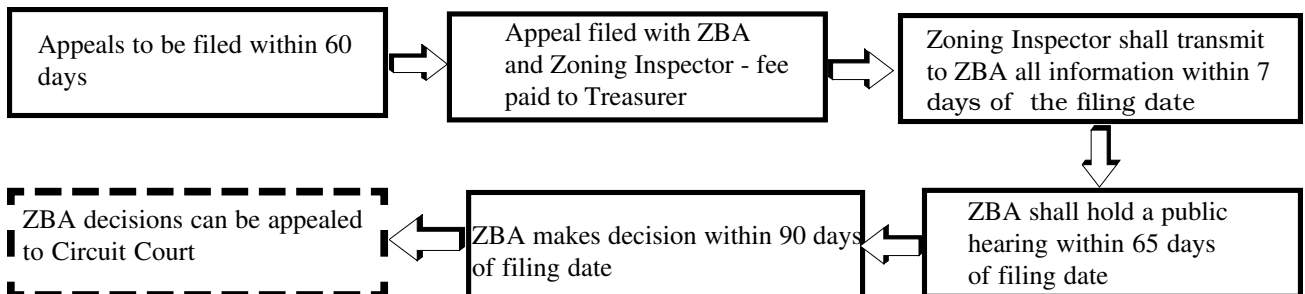
Variance Procedures



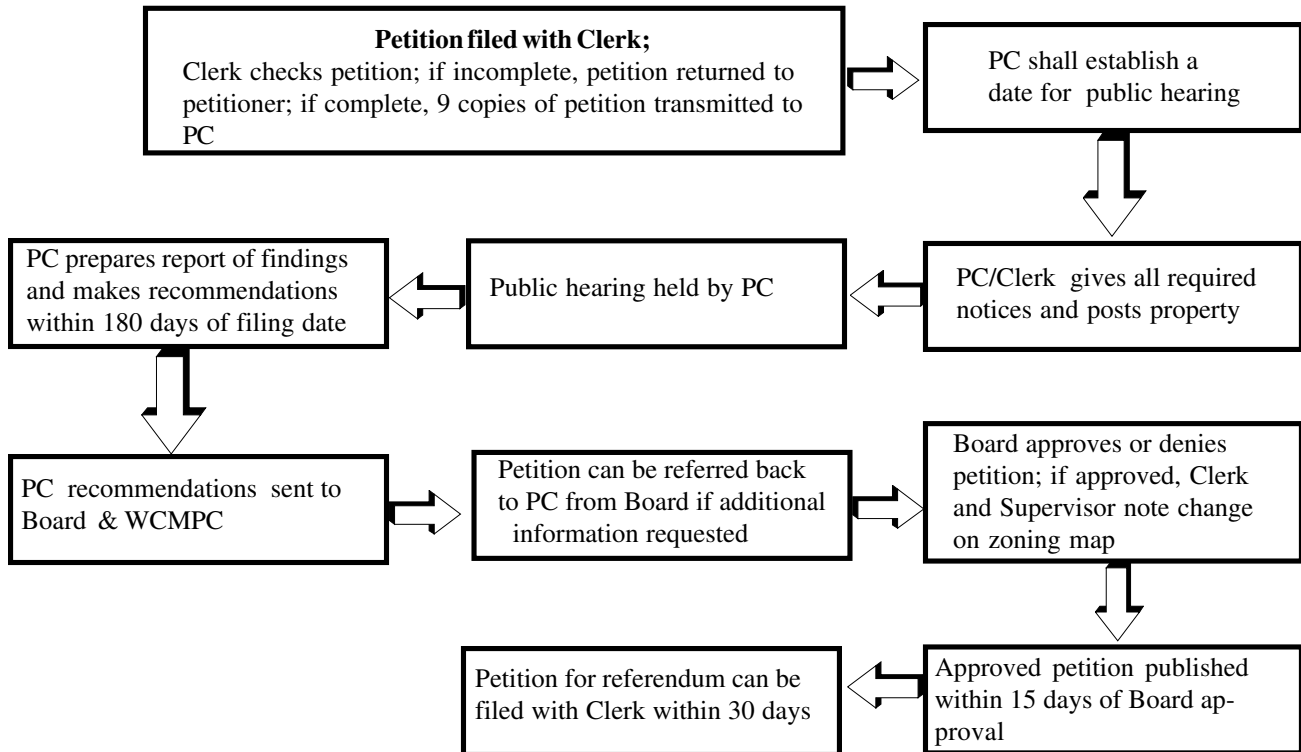
Information Required - Each application for a variance shall contain the following information in Section 14.10:

1. **Legal description, address, and tax parcel number, and zoning classification of the subject property.**
2. Boundary survey, showing all property lines, dimensions, and bearings or angles, correlated with the legal description; all existing and proposed structures and uses on the premises, and dimensions of such structures and their dimensioned locations; lot area and all calculations necessary to show compliance with regulations of the zoning ordinance.
3. Name and address of applicant, property owner(s), interest of applicant in the property.
4. A statement of the specific reasons for the request for a variance.

Appeals



Zoning Amendment Procedure



Information Required Within Section 15.04.

When the petition involves an amendment to the official zoning map, the petitioner shall submit the following information:

1. A legal description of the property, including a street address and the tax code number(s).
2. A scaled map of the property, correlated with the legal description, and clearly showing the property's location.
3. The name and address of the petitioner.
4. The petitioner's interest in the property; if the petitioner is not the owner, the name and address of the owner(s), and the owner(s) signed consent to the petition.
5. Signature(s) of petitioner(s) and owner(s), certifying the accuracy of the information.
6. Identification of zoning district requested; existing zoning classification of subject property.
7. **Vicinity map showing location of property, and adjacent land uses and zoning classifications.**
8. General description of natural resources on the site such as woodlands, wetlands, etc.
9. Reasons for the proposed amendment or zoning classification.

Subdivision and Platting Procedures

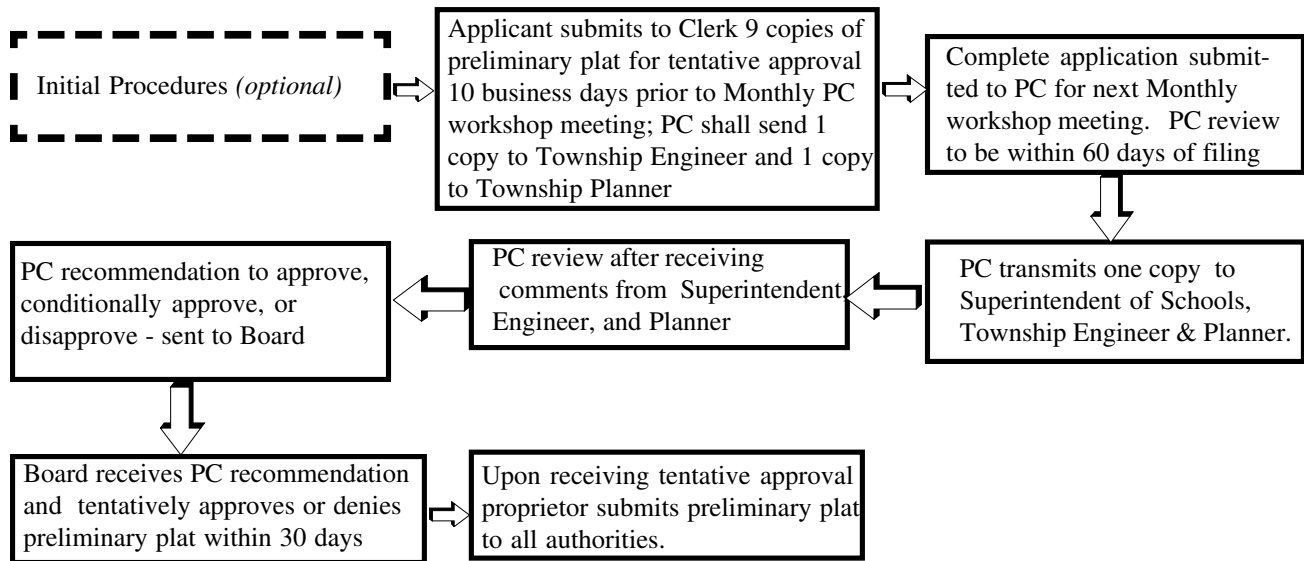
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│ Initial Procedures (optional) │
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PLAT - INITIAL PROCEDURES

Suggested information:

1. Description of features, existing and proposed, surrounding the site, of importance to the proposed development.
2. Description of general topographic and general soil conditions on the site.
3. Location and description of existing and future man-made features of importance to the proposed development.
4. A site analysis showing which of the site conditions the proprietor intends to retain or modify as part of the design of the subdivision.
5. The concept, objectives, general layout, and location and extent of the various uses and facilities to be incorporated within the subdivision.
6. Stages of development.
7. Property dimensions and area.
8. Aerial photograph of the site and surrounding area, with the site clearly defined.
9. Proprietor's interest in the land.

Preliminary Plat - Tentative Approval



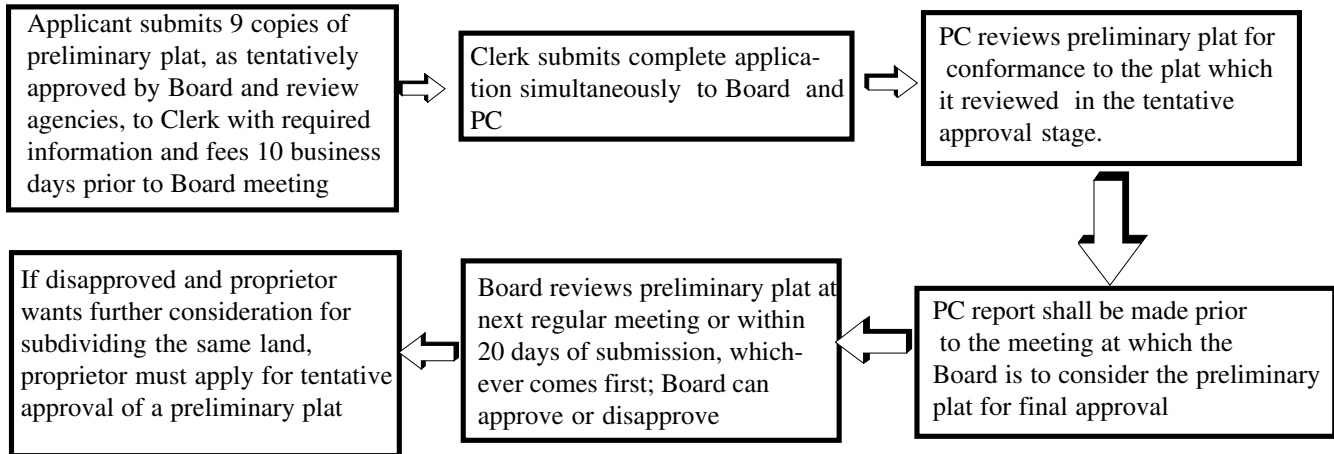
Information Required:

1. Name of proposed subdivision.
2. Legal description of the entire site to be subdivided.

The location of the subdivision shall be shown on the preliminary plat by means of a locator map and shall be noted by means of section, Township, and range numbers, and by the name of "Salem Township" and "Washtenaw County".
3. Scale, (not more than one hundred (100) feet to one (1) inch), date, and north point shall be indicated on each map or plan.
4. Name and address of proprietor; other owners; and planner, engineer, surveyor, or designer responsible for the subdivision layout.
5. A map showing all contiguous land holdings of the proprietor and other owners if applicable, of the lands which include the land in the subject subdivision.
6. An affidavit, signed by the proprietor, certifying the identity of all legal owners of record of the property in the subject subdivision from which the respective holdings were acquired.

7. Names of adjacent subdivisions, layout of streets (with names), right-of-way widths, connections with adjoining platted streets, widths and locations of alleys, easements and public walkways adjacent to or connecting with the proposed subdivision; names and addresses of owners on record of all adjacent property.
8. Existing topography, at two foot contour intervals. All topographic data shall relate to USGS and USGS data.
9. A site report as described in Rule 560.402 of the Michigan Administrative Code, shall be required for subdivisions that will not be served by public water and sewer. The information listed therein and not required elsewhere in this ordinance, shall be submitted as part of the application for preliminary plat approval.
10. Proposed deed restrictions or protective covenants; if none, a statement of such in writing.
11. Layout and width of right-of-way and surfacing of all streets or public ways proposed for the subdivision.
12. Lot layout, dimensions, setback requirements, area of each lot (in square feet or acres) and lot numbers.
13. All parcels or lands to be dedicated or reserved for public use or for use in common by property owners in the subdivision shall be indicated on the preliminary plat, along with any conditions of such dedication or reservation.
14. Location, size, and invert elevations of all existing sanitary and storm sewers, location and size of all existing water mains, valves, and hydrants; location of existing electrical, telephone, and gas line, and appurtenances.
15. Identification, location, and nature of all uses other than single family residences to be included within the subdivision.
16. Staging of development of the entire subdivision shall be clearly shown on the plat, and the relation of each stage to the entire subdivision plan shall be clearly indicated.
17. Location and purpose of all existing and proposed easements.
18. Zoning status of property included in the preliminary plat and of all adjacent properties; civil jurisdiction of all such properties.
19. Existing natural features such as trees, wooded areas, streams, marshes, ponds and other wetlands; clear indication of all natural features to remain and to be removed. Groups of trees shall be shown by an approximate outline of the total canopy. Individual deciduous trees of six (6) inch diameter or larger and individual evergreen trees six (6) feet in height or higher, when not a part of a group of trees, are to be accurately located on the preliminary plat.

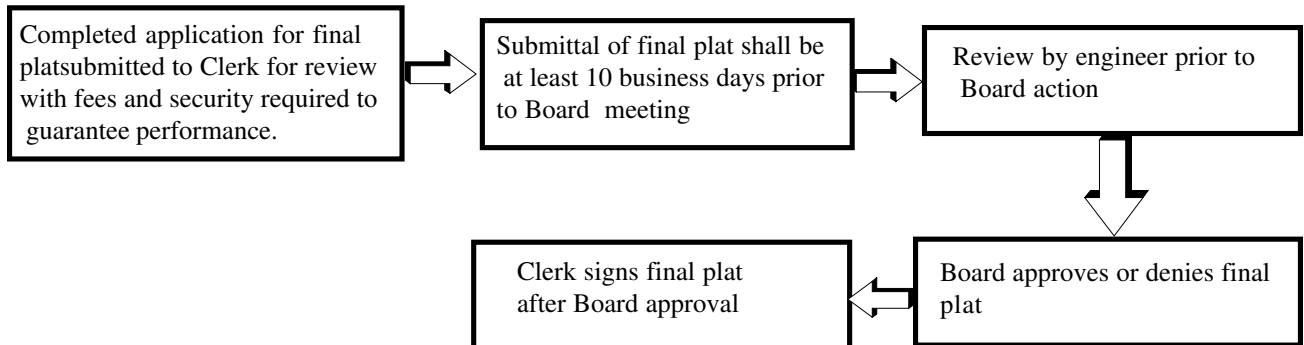
Preliminary Plat - Final Approval



Information Required

1. A list of all county and state authorities required by the Subdivision Control Act to approve the preliminary plat, certifying that the list is complete and that each authority has approved the preliminary plat.
2. One approved copy of the preliminary plat from each county and state authority required by the Subdivision Control Act to approve the preliminary plat.
3. Copy of receipt from the Township Treasurer that all fees have been paid.
4. Certificates of approval of engineering plans from the Township Engineer of each improvement to be installed, including lot drainage plans, and evidence of approval of engineering plans required by county or state agencies.
5. Copy of a permit for soil erosion and sedimentation control as issued by the Washtenaw County Soil Erosion and Sedimentation Control Agent.

Final Plat Approval



Information Required

1. One (1) reproducible copy on dimensionally stable material, and four (4) paper prints thereof, and the filing and recording fees shall be filed by the proprietor with the Township Clerk.
2. Abstract of Title certified to date of the proprietor's ownership interest and any other information deemed necessary to determine whether proper parties have signed the plat, or a policy of title insurance, currently in force, covering all land within the boundaries of the proposed subdivision.
3. The proprietor shall provide the Township Clerk with certificate from the proprietor's engineer indicating that improvements have been installed in conformance with the approved engineering drawings, with any changes noted therein and attached in drawings, and proof of a guarantee of completion for those improvements to be installed after final plat approval.
4. A detailed estimate of all costs of all required improvements not to be installed prior to final plat approval, as provided in Article V of the Subdivision Control Ordinance. The estimate of costs shall be checked and approved by the Township Engineer prior to review of the final plat by the Township Board.

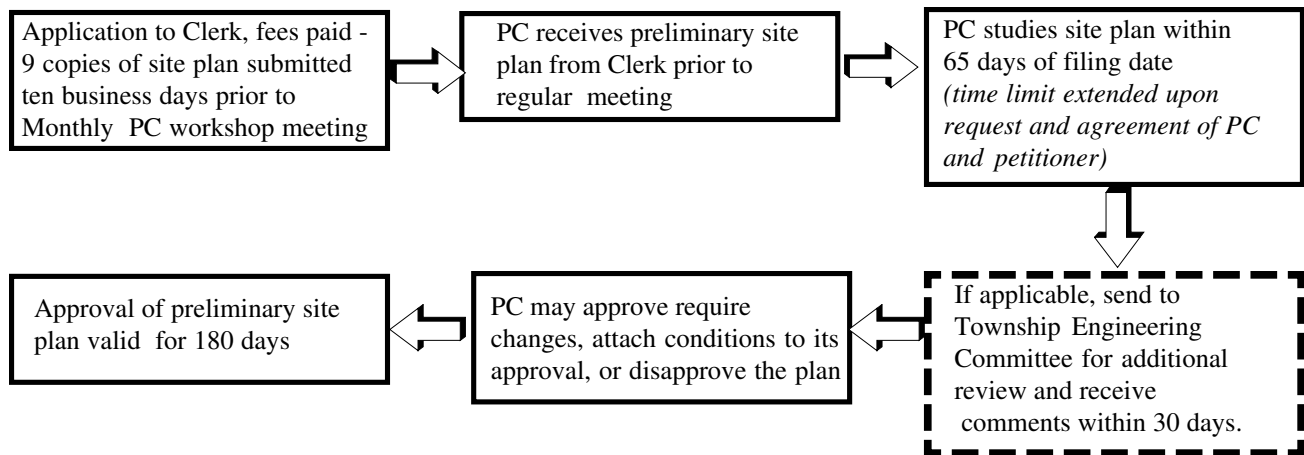
Site Condominium Review

Pursuant to authority conferred by Section 141 of the Condominium Act, preliminary and final site plans for all site condominiums shall be approved by the Planning Commission.

A preliminary site plan shall be filed for approval at the time the notice of proposed action is filed with the Township.

Preliminary Review (As required under site plan review)

Section 5.03

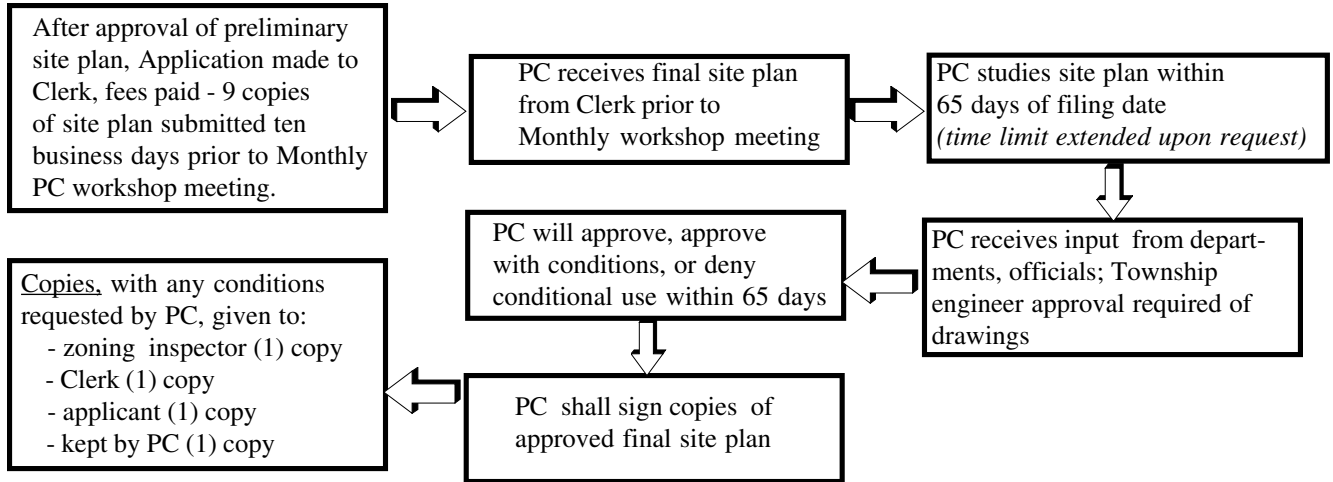


Information Required - Preliminary Site Plan

1. The preliminary site plan shall include all land that the developer intends to include in the site condominium project.
2. The preliminary site plan shall include all information required in Section 5.03B, of the Township zoning ordinance, except that, in the case of a development that consists only of condominium lots and not buildings or other structures at the time of plan review, the location and dimensions of the condominium lots rather than individual buildings or other structures, and required yards shall be shown on the preliminary site plan.

Final Review (As required under site plan review)

Section 5.04



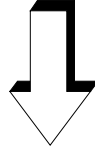
****Note** - Building permit to be taken out within 180 days of PC approval or final site plan null and void. Construction must begin within 545 days.*

Information Required - Final Site Plan

1. A final site plan shall be filed for review for each phase of development shown on the approved preliminary site plan.
2. A final site plan for any phase of development shall not be filed for review by the Planning Commission unless a preliminary site plan has been approved by the Planning Commission and is in effect.
3. A final site plan shall include all information required by Section 66 of the Condominium Act, and the master deed and bylaws. The final site plan shall also include all information required in Section 5.04 B, of the Township zoning ordinance, except that, in the case of a development that consists only of condominium lots rather than buildings or other structures at the time of plan review, the location and dimensions of the condominium lots, rather than individual buildings or other structures, and required yards shall be shown on the final site plan.
4. The applicant shall provide proof of approvals by all County and State agencies having jurisdiction over improvements in the site condominium development, including but not limited to the County Road Commission, County Drain Commissioner, County Health Department, and the Michigan Department of Natural Resources. The Planning Commission shall not approve a final site plan until each County or State agency having such jurisdiction has approved that portion of the final site plan that is subject to its jurisdiction.

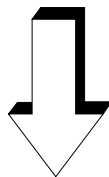
ACREAGE PARCEL DIVISION

Application for the division of an acreage parcel shall be filed with Clerk with fees paid including the following information:

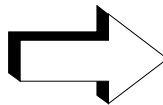


The application shall contain at least the following information:

- a) **Owners.** The name of all owners of the acreage parcel or parcels and their signatures;
- b) **Legal Description and Survey of Existing Parcel.** A general description of the proposed parcel including all acreage contained within the parcel division.
- c) **Tax Bill.** A copy of the most recent tax bill pertaining to the parcel:
- d) **Restrictions.** A copy of all existing and/or proposed restrictions or covenants which apply to the land.
- e) **Communications.** The person to whom all written or oral communications concerning the division are to be directed, with the specific designation of the person acting as the agent for all the owners.
- f) **Statement Building Permit.** A statement by the owner as to whether a building permit has been obtained or applied for regarding the parcel.
- g) **Statement Denial.** A statement by the owner as to whether an application for division of the parcel has been denied by the Township within 366 days of the date of the filing of the current application.

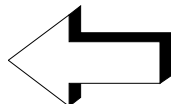


Application reviewed by Zoning Administrator with report to Planning Commission.



Planning Commission approves, approves with conditions or denies application with a written statement. The Planning Commission may impose any conditions deemed necessary to achieve the objectives and standards of the Section.

Assignment of a tax identification number by the Township Assessor.



Growth Management Plan - “The Basic Plan”

The Planning Commission **shall** make and adopt a basic plan as a guide for the development of unincorporated portions of the Township.

The basic plan **shall** be the basis on which Township zoning is developed.

A. Purpose of plans prepared by Township Planning Commission:

1. To promote public health, safety and general welfare.
2. To encourage the use of resources in accordance with their character and adaptability.
3. To avoid the overcrowding of land by buildings or people.
4. To lessen congestion on public roads and streets.
5. To facilitate provision for a system of transportation, sewage disposal, safe and adequate water supply, recreation and other public improvements.
6. To consider the character of the Township and its suitability for particular uses judged in terms of such factors as the trend in land and population development.

B. As a basis for the plan, the Planning Commission May:

1. Make inquiries, investigations, and surveys of all the resources of the Township
2. Assemble and analyze data and formulate plans for the proper conservation and uses of all resources, including a determination of the extent of probable future need for the most advantageous designation of lands having various use potentials and for services, facilities and utilities required to equip such lands.
3. The Planning Commission **shall** consult, in respect to its planning, with representatives of adjacent Townships and with representatives of incorporated municipalities within the Township.
4. Make use of any information which may be furnished by appropriate federal, state, county and municipal officials, departments and agencies.

C. The basic plan shall include:

1. Maps, plats, charts and descriptive, explanatory and other related matter and shall show the Planning Commission's recommendations for the physical development of the unincorporated area of the Township.
2. The basic plan **shall** include those of the following subjects which reasonably can be considered as pertinent to the future development of the Township:
 - a) A land use plan and program, in part consisting of a classification and allocation of land for agriculture, residence, commerce, industry, recreation, ways and grounds, public buildings, schools, soil conservation, forest, wild life refuges and other uses and purposes.
 - b) The general location, character and extent of streets, roads, highways, railroads, bridges, waterways and water front developments; flood prevention works, drainage, sanitary sewers and water supply systems, works for preventing pollution and works for maintaining water levels; and public utilities and structures.
 - c) Recommendations as to the general character, extent and layout for the redevelopment or rehabilitation of blighted districts and slum areas; and the removal, relocation, widening, narrowing, vacating, abandonment, changes or use or extension of ways, grounds, openspaces, buildings, utilities or other facilities.
 - d) Recommendations for implementing any of its proposals.

D. Adoption Procedures

1. The Planning Commission by majority vote of its membership may adopt the basic plan as a whole by a single resolution or may by successive resolutions adopt successive parts of the plan, the parts corresponding with major geographical sections or divisions of the Township or with functional subdivisions of the subject matter of the basic plan, and may adopt any amendment or extension thereof or addition thereto.
2. Before the adoption of the plan or any part, amendment, extension or addition, the Planning Commission **shall** hold at least one (1) public hearing thereon. Thirty days' notice of public hearing shall be given by two (2) publications at least two (2) weeks apart and not less than seven (7) days before the hearing in a newspaper having a general circulation in the Township.

3. Following the adoption of the basic plan or any part thereof by the Planning Commission, copies of the plan **shall** be transmitted to the Township Board and to the County Planning Commission.

E. After Adoption:

1. Whenever the Planning Commission has adopted the basic plan of the Township of one (1) or more major sections or districts thereof, no street, square, park or other public way, ground or open space, or public building or structure, shall be constructed or authorized in the Township or in the planned section and district until the location, character and extent thereof **shall** have been submitted to and approved by the Planning Commission.
2. In case of disapproval the Planning Commission shall communicate its reasons to the Township Board, which **shall** have the power to overrule the disapproval by a recorded vote of not less than a majority of its entire membership. If the public way, ground, space, building, structure or utility is one, the authorization or financing of which does not, under the law governing same, fall within the province of the Township Board, the submission to the Planning Commission **shall** be by the Board, Commission or body having jurisdiction, and the Planning Commission's disapproval may be overruled by resolution of the Board, Commission or body by a vote of not less than a majority of its membership. The failure of the Planning Commission to act within sixty (60) days after the official submission to the Planning Commission **shall** be deemed approval.
3. The Planning Commission **shall** promote public understanding of an interest in the plan and **shall** publish and distribute copies of the plan and of any report, and may employ such other means of publicity and education as it determines necessary.