

# Berlin Charter Township

8000 Swan View • Newport, MI 48166 • (734) 586-2187 • Fax (734) 586-8900



*Supervisor*

**Dave Reaume**

*Clerk*

**Denise E. Sovey-Meyer**  
CMC

*Treasurer*

**Deborah L. Masserant**  
MiCPT

*Trustees*

**Robert D. Masserant**  
**Kellie M. Long**  
**James R. Geiermann**  
**John S. Sorovetz**

## BERLIN CHARTER TOWNSHIP ZONING BOARD OF APPEALS NOTICE OF PUBLIC HEARING Tuesday July 16, 2024

Public Notice is hereby given that the Berlin Charter Township Zoning Board of Appeals will hold a Public Hearing at 7:30 P.M. on Tuesday, July 16, 2024, at Laginess Park, located at 9505 Brandon Road, Newport, Michigan to consider the following:

A request from Newport Community Church, for variance to the Berlin Charter Township Zoning Ordinance:

Article 4 District Regulations, Section 18.63 (c).  
Requesting a variance from a required front, side and rear yard setback  
for a proposed addition to the Newport Community Church

Parcel ID# 5803 050 006 00 & 5803 050 007 00

Property is located at 8823 Swan Creek Road, Newport, MI 48166, in Berlin Charter Township, Michigan.

Information regarding this matter may be inspected at the Township Clerk's office during normal business hours or on the Township website [www.berlinchartertwp.com](http://www.berlinchartertwp.com) or by contacting the building department at 734 586-2187 x 5. If you are unable to attend this hearing but wish to comment on this matter you may submit written comments to the Township Clerk's Office prior to close of business on Tuesday, July 16, 2024.

Sincerely,

  
Denise E. Sovey-Meyer, CMC  
Clerk

Publish Once: 6-30-24  
Display Ad: 6-30-24

# Berlin Charter Township

8000 Swan View • Newport, MI 48166 • (734) 586-2187 • Fax (734) 586-8900



## APPLICATION FOR APPEAL

Please Print or Type (use back of application if more space is needed).

I/We Newport Community Church of 8823 Swan Creek Rd  
Name Address

Hereby Appeal to the Zoning Board of Appeals from the decision of the Building Inspector, on Building Permit Number \_\_\_\_\_ dated \_\_\_\_\_.

Building Permit Denied to: Newport Community Church  
Name & Address

( ) Zoning Compliance Permit ( ) Conditional Use Permit ( ) Certificate of Occupancy ( ) Site Plan Certificate

Address of Property Involved: 8823 Swan Creek Rd

Legal Description: Part of the Northeast 1/4 of section 1, Town 6 South, Range 9 East, Berlin Township, Monroe County MI; Lots 9, 10, 11, 12, 15, 16 and Part 3 of Lots 8, 13, 14 and 17 of C.H. Buhl's Subdivision

Provisions of the Zoning Ordinance Appealed (indicate the Article, Section, Sub-section, and paragraph of the Zoning Ordinance being appealed by number).

Do not quote the ordinance Article 4 District Regulations, Section 18.63 (c).

TYPE OF APPEAL – Appeal is made herewith for:

(X) A variance from Zoning Ordinance ( ) An Interpretation of the Zoning Ordinance ( ) A temporary use permit

For the following reasons: New Addition on existing church fall in the original 25' setback and not the New 50' setback

Date: 6-17-2024

Appellant Signature: [Signature]

Fee Received: \$ 750

Building Inspector Signature: \_\_\_\_\_

B# 7734  
V# 5818

### FOR ZONING BOARD OF APPEAL USE ONLY

At a meeting of the Zoning Board of Appeals held on \_\_\_\_\_ the described appeal was considered and it was determined that the:

REQUESTED: ( ) Variance ( ) Temporary use permit BE: ( ) Granted ( ) Denied

For the following reason: \_\_\_\_\_

Requested interpretation be as follows: \_\_\_\_\_

By: \_\_\_\_\_

Chairman, Zoning Board of Appeals



**AFFIDAVIT OF OWNERSHIP  
OF LAND IN  
BERLIN CHARTER TOWNSHIP**

STATE OF MICHIGAN )  
                                    ) S.S.  
COUNTY OF MONROE)

Newport Community Church  
(Name of Individual or Company)

of 8823 Swan Creek RD Newport MI  
(Address, City)

the Church Elder of Newport Community Church  
(title of Officer) (Company)

being duly sworn, deposes and says that he/ she /it is/ are the owners, by reason of being a land contract vendor, vendee or titleholder of the lands or premises described in the attached Application for Hearing by the Berlin Charter Township Planning Commission.

Further, that Newport Community Church  
(Name)

of PO Box 178 8823 Swan Creek Road  
(Address, City, Telephone). Newport, MI 48166

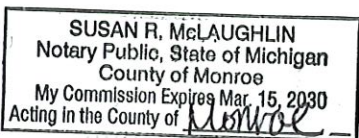
has been designated as my representative for purposes of appealing an order, denial or determination of requirement of the Berlin Charter Township Building Code, as amended, or the Berlin Township Official Zoning Ordinance, as amended.

Further, deponent sayeth not.

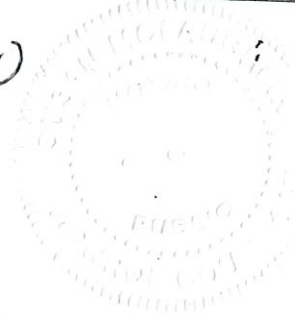
Brad Kemp  
Signature

\*Leave blank if not applicable.

Subscribed and sworn to before me, on this  
18<sup>th</sup> day of June, 2024  
Susan R. McLaughlin  
Notary Public  
Monroe County, Michigan



My Commission expires: March 15, 2030



4  
Planning Commission  
Regular Meeting  
May 20, 2024

Roll Call:  
Ayes: All

Nays: None

**MOTION CARRIED**

RECESS FOR PUBLIC HEARING:  
OPEN PUBLIC HEARING:

**2. Newport Community Church – 8823 Swan Creek Rd – Special Land Use/Preliminary Site Plan**

Chairman Tallman opened the public hearing at 8:40pm. Planner Kreps gave an overview of the special land use and preliminary site plan stating the applicant is proposing a 620 sq. ft. addition attached to the existing Newport Community Church and will consist of bathroom facilities, a nursery and vestibule. The property is zoned mixed use and is non-conforming, a variance is needed due to the 50' front, side and rear setbacks required.

Eric Blaz, of All Phase Construction and Brian Krupp, a Board Member of the Newport Community Church gave an update on the project Mr. Blaz spoke on the Township Engineers comments in their review letter dated 5-15-24. Mr. Krupp questioned the submitted survey and advised Planner Kreps they will get a current survey and would apply for the variance.

Chairman Tallman closed the public hearing at 8:50pm.

RECONVENE REGULAR MEETING:

Motion by R. Masserant, supported by Friar to approve special land use and preliminary site plan contingent of the Township Planner and Engineers review letters.

Roll Call:  
AYES: All

NAYS: None

**MOTION CARRIED**

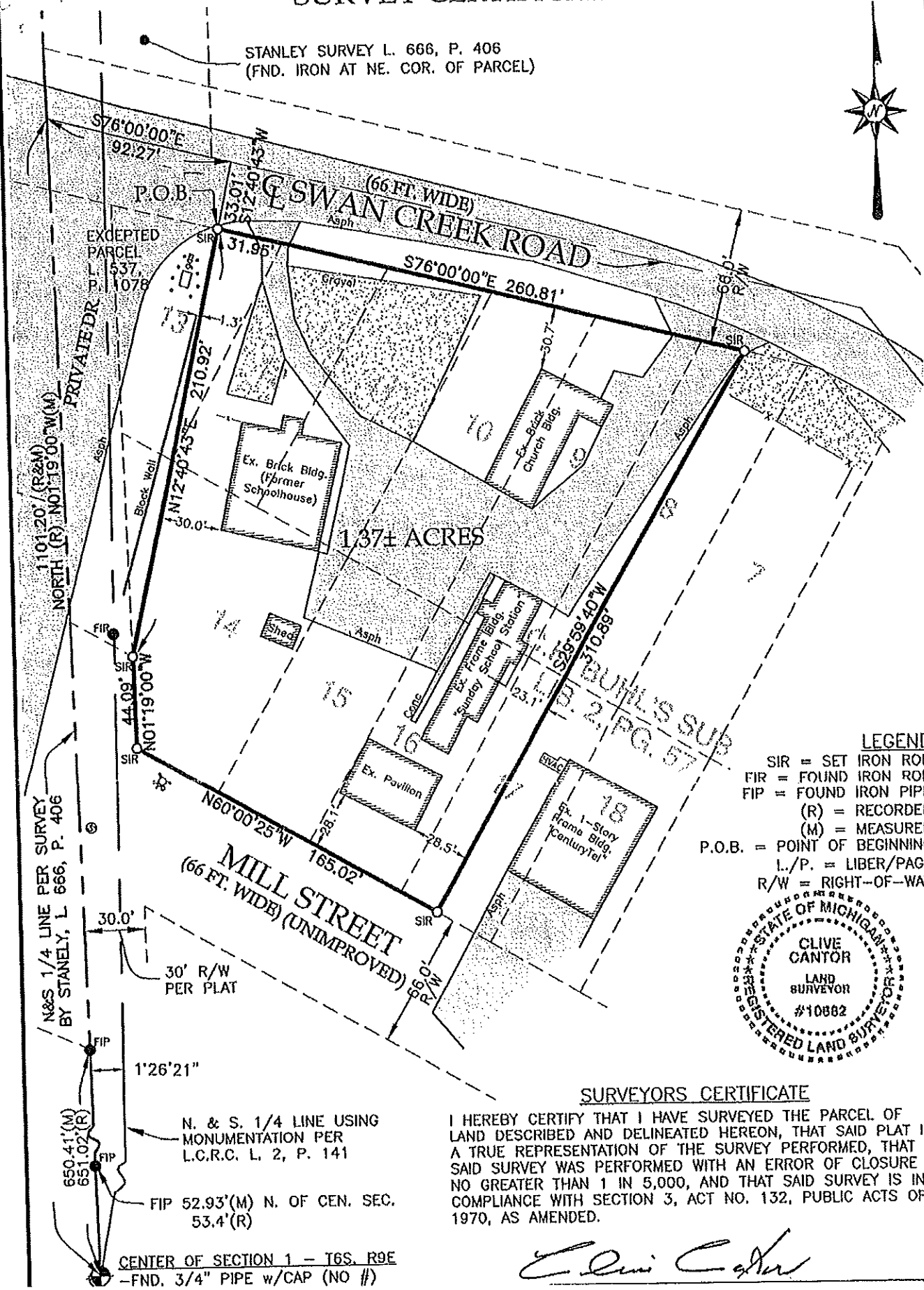
RECESS FOR PUBLIC HEARING:  
OPEN PUBLIC HEARING:

**3. William Roberts – 7923 N. Dixie Hwy – Rezoning from Commercial to R-2**

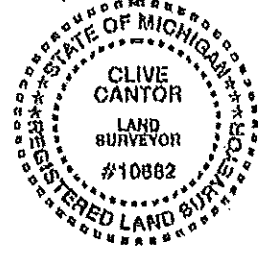
Chairman Tallman opened the public hearing at 8:54pm. Planner Kreps gave an overview of the request and stated the property is currently zoned commercial and the applicant is requesting a rezoning to R-2. The prior owner came before the Commission in 2018 with the same request and was denied. A rezoning of this type would be considered "spot" zoning.

# SURVEY CERTIFICATE

STANLEY SURVEY L. 666, P. 406  
(FND. IRON AT NE. COR. OF PARCEL)



- LEGEND**
- SIR = SET IRON ROD
  - FIR = FOUND IRON ROD
  - FIP = FOUND IRON PIPE
  - (R) = RECORDED
  - (M) = MEASURED
  - P.O.B. = POINT OF BEGINNING
  - L./P. = LIBER/PAGE
  - R/W = RIGHT-OF-WAY



## SURVEYORS CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PARCEL OF LAND DESCRIBED AND DELINEATED HEREON, THAT SAID PLAT IS A TRUE REPRESENTATION OF THE SURVEY PERFORMED, THAT SAID SURVEY WAS PERFORMED WITH AN ERROR OF CLOSURE NO GREATER THAN 1 IN 5,000, AND THAT SAID SURVEY IS IN COMPLIANCE WITH SECTION 3, ACT NO. 132, PUBLIC ACTS OF 1970, AS AMENDED.

*Clive Cantor*

CENTER OF SECTION 1 - T6S. R9E  
-FND. 3/4" PIPE w/CAP (NO #)

03 050 007 00  
03 050 006 00

## SURVEY CERTIFICATE

### LEGAL DESCRIPTION

PART OF THE NORTHEAST 1/4 OF SECTION 1, TOWN 6 SOUTH, RANGE 9 EAST, BERLIN TOWNSHIP, MONROE COUNTY, MICHIGAN DESCRIBED AS:

LOTS 9, 10, 11, 12, 15, 16 AND PARTS OF LOTS 8, 13, 14 AND 17 OF C. H. BUHL'S SUBDIVISION, AS RECORDED IN LIBER 2 OF PLATS, PAGE 57, MONROE COUNTY RECORDS AND MORE PARTICULARY DESCRIBED AS:

COMMENCING AT THE CENTER OF SAID SECTION 1, THENCE N01°19'00"W (ALSO RECORDED AS NORTH) 1101.20 FEET ALONG THE NORTH AND SOUTH 1/4 LINE AS ESTABLISHED ON SURVEY BY GARY STANLEY AND RECORDED IN LIBER 666, PAGE 406-407 OF RECORDED SURVEYS, MONROE COUNTY RECORDS TO THE CENTERLINE OF SWAN CREEK ROAD (66 FEET WIDE); THENCE S76°00'00"E 92.27 FEET ALONG SAID CENTERLINE; THENCE S12°40'43"W 33.01 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID SWAN CREEK ROAD TO A POINT LYING N76°00'00"W 31.95 FEET FROM THE NORTHEAST CORNER OF SAID LOT 13 AND THE POINT OF BEGINNING; THENCE S76°00'00"E 260.81 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE AND THE NORTHERLY LINE OF SAID LOTS 8 - 13; THENCE S29°59'40"W 310.89 FEET ALONG THE WESTERLY LINE OF THE EASTERLY 30.00 FEET OF SAID LOTS 8 AND 17 TO THE NORTHERLY RIGHT-OF-WAY LINE OF MILL STREET (66 FEET WIDE); THENCE N60°00'25"W 165.02 FEET ALONG SAID NORTHERLY RIGHT-OF-WAY LINE AND THE SOUTHERLY LINE OF SAID LOTS 14 - 17; THENCE N01°19'00"W 44.09 FEET ALONG THE WESTERLY LINE OF SAID LOT 14; THENCE N12°40'43"E 210.92 FEET ALONG THE EASTERLY LINE OF LAND DESCRIBED IN LIBER 537, PAGE 1078, MONROE COUNTY RECORDS TO THE POINT OF BEGINNING. CONTAINING 1.37 ACRES, MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS OR RESTRICTIONS OF RECORD OR OTHERWISE.

ASSUMED THE CENTERLINE OF SWAN CREEK ROAD TO BEAR S76°00'00"E PER SAID C. H. BUHL'S SUBDIVISION.



*Clive Cantor*



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: May 16, 2024

**Special Land Use & Preliminary Site Plan Review**  
**For**  
**Berlin Charter Township, Michigan**

<b>Applicant:</b>	All Phaze Construction
<b>Project Name:</b>	Newport Community Church
<b>Plan Date:</b>	July 13, 2011
<b>Location:</b>	8823 Swan Creek Road
<b>Zoning:</b>	MU, Mixed Use
<b>Action Requested:</b>	Special Land Use & Preliminary Site Plan Review
<b>Required Information:</b>	As noted below

**PROJECT AND SITE DESCRIPTION**

The applicant is proposing to construct an approximately 620 square foot building addition attached to the existing Newport Community Church, located at 8823 Swan Creek Road. The addition will consist of bathroom facilities, a nursery, and vestibule space. The subject site is zoned MU, Mixed Use, where places of worship are classified as a special land use. Per section 18-126(b), any expansion of a previously approved special land use is required to resubmit an application to ensure the public health, safety, and welfare is maintained. There are five (5) additional structures located on the premises, consisting of a covered pavilion, Sunday school, an unspecified building, and a former schoolhouse for which the current use is unknown. The site is spread throughout a continuous paved parking area, with a gravel portion in the northwest corner.

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*  
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*  
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*  
Richard K. Carlisle, *Past President/Senior Principal*



Figure 1: Aerial of Property with Proposed Building Location



Aerial photo date April 13, 2023, Source: Nearmap

#### GENERAL SITE PLAN REQUIREMENTS

The site plan has a date of July 13, 2011. Sheet T-1 notes outdated Michigan Building Codes will be followed. All construction for the proposed project, if approved, will need to follow and comply with all current Michigan Building Codes. The applicant has provided most of the required information listed in Table 18-106-A., Data Required for Site Plans.

*Items to be Addressed: Update plans to reflect the most current Michigan Building Code to be followed.*



**AREA, WIDTH, HEIGHT, SETBACKS**

Section 18-65 outlines the dimensional requirements of the Mixed-Use zoning district.

	Required	Provided	Meets Requirement
Lot Area	9,000 sf	1.62 acres / 70,567 sf	Yes
Lot Width	60 feet	260 feet	Yes
<b>Building Setbacks</b>			
Front (Swan Creek Road)	15 feet	25 feet	Yes*
Side (east)	7.5 feet	Not provided	-
Side (west)	7.5 feet	Not provided	-
Rear (south)	35 feet	Not provided	-
Maximum Gross Lot Coverage	50%	Not provided	-
Building Height	2.5 stories / 35 feet	Not provided	-

\*Section 18-167(e) states that all front, side, and rear yard setbacks shall be a minimum of fifty (50) feet. The applicant will need to obtain a variance for the front yard setback distance, and possibly the side (west) yard setback should the proposed measurement be under fifty feet.

*Items to be Addressed: 1) Provide side and rear setbacks 2) Provide gross lot coverage calculation. 3) provide building height. 4) Obtain variance for front and possibly side yard setback distance(s).*

**NATURAL RESOURCES**

The subject site is relatively flat with little to no grade change and is primarily developed. No significant natural features are present.

*Items to be Addressed: None.*

**BUILDING LOCATION AND SITE ARRANGEMENT**

Building location and site arrangement shown on figure 1 will remain primarily the same. The applicant is requesting all other structures on the site to remain and no additional improvements to the parking lot are proposed. A paved sidewalk is proposed on the eastern side of the addition, providing access from the gravel parking lot. We are of the opinion that the proposed site arrangement is adequate.

*Items to be Addressed: None.*

**PARKING, LOADING**

Two (2) parking spaces will be provided on the existing asphalt area located on the northern portion of the site, one of which is ADA accessible. Both parking spaces meet dimensional requirements. Parking requirement calculations are provided below:

*Places of worship: 1 space per each three (3) seats or six (6) feet of pews in the main unit of worship*

- There are no proposed additions to the number of seats available in the main room, and the addition will not increase the amount of seating. We are of the opinion the current number of parking spaces provided is adequate. When parking space numbers are provided, the applicant will need to show the proper number of ADA parking spaces are provided.

Due to the expansion of the principal use of the property, the portion of the existing parking lot that is gravel will need to be hard surfaced to meet the requirements of section 18-246(b).

Per section 18-246(b), the Planning Commission may waive parking requirements if the current number of proposed parking is deemed sufficient. Hard surface paving of the existing gravel driveway and rear parking area is required per section 18-247(b). The Planning Commission may waive the hard surface requirements if the following conditions are met:

- The proposed driveways, loading, turn-around, or storage areas will receive only limited use and are not used for employee parking, customer parking, or primary access.
- Gravel surfacing and potential problems arising from dust or scattered gravel will not impact neighboring properties.

*Items to be Addressed: Provide hard surfacing to the remainder of the gravel parking lot or Planning Commission to waive hard surface requirement.*

## **SITE ACCESS AND CIRCULATION**

There are two (2) existing access drives to the site along Swan Creek Road. No changes are proposed to either drive. We are of the opinion the current access and circulation of the site is adequate.

*Items to be Addressed: None.*

## **LANDSCAPING**

A general landscaping plan is required to be provided as part of site plan review, which has not been provided, however proposed planting locations are shown on sheet A-1.

**Greenbelt/Buffering:** There are no residential uses adjacent to the property. No greenbelt buffering is required.

**Parking Lot:** One (1) canopy tree per eight (8) parking spaces is required. Current plans do not show the number of parking spaces present on site. These counts will need to be provided to ensure compliance with this requirement.

**Foundation:** Foundation landscaping is required along the sides of any buildings which face a public or private road. One (1) ornamental tree and six (6) shrubs are required for each 30 lineal feet of applicable frontage. The proposed addition will add approximately twenty (20) feet of additional building frontage along Swan Creek Road, in addition to the thirty-nine (39) feet of existing frontage for a total of fifty-nine (59) feet. The addition is also shown to remove two (2) existing shrubs. Two (2) ornamental trees and twelve (12) shrubs are required.

Current plans exceed the ornamental tree requirement with three (3) proposed.

**General Area:** General site landscaping plantings shall account for 25% of the site area. This calculation has not been provided.

*Items to be Addressed: 1) Provide twelve (12) foundation shrubs. 2) Provide site landscape calculation. 3) provide number of parking spaces.*

**SITE UTILITIES, GRADING, ETC.**

No utility plan has been provided. Building plans appear to indicate the addition will tie into the existing building connections, we ask the applicant to clarify if this is correct. We defer further review of site utilities to the Township Engineer and Building Official.

*Items to be Addressed: Utility approval from Township Engineer/Building Official.*

**LIGHTING**

No additional exterior lighting is proposed.

*Items to be Addressed: None.*

**SIGNS**

No additional signage is proposed as of the writing of this review.

*Items to be Addressed: None.*

**FLOOR PLAN AND ELEVATIONS**

Floor plan and elevation drawings have been provided. Please note all building materials and plans will be subject to building department approval.

*Items to be Addressed: None.*

**SPECIAL LAND USE CONSIDERATIONS**

The Planning Commission shall review the particular circumstances and facts of each proposed use, and shall consider the following general standards, and any specific standards established for a particular use. The Planning Commission shall also consider the nature and character of the activities, procedures, materials, equipment, or conditions of operation, either specifically or typically associated with the use, including but not limited to hours of operation, outdoor storage, and work areas.

Section 18-123 outlines the following criteria for the Planning Commission to review. The applicant has provided a response to each criterion noted below:



**(1) Compatibility with the master plan.** The proposed special land use shall be consistent with the goals, objectives, and the future land use plan described in the Berlin Charter Township Master Plan.

*CWA Comment: The Master Plan identifies community support facilities such as churches, schools, and public buildings as compatible uses for the district. The proposed addition aligns with the intent of the Master Plan.*

**(2) Compliance with zoning standards.** The proposed special land use shall be designed, constructed, operated, and maintained to meet the stated intent of the zoning districts, and shall comply with all applicable ordinance standards.

*CWA Comment: The proposed addition is concurrently being reviewed for preliminary site plan review, and if approved, will be allowed to pursue final site plan approval before the Planning Commission which will ensure all applicable zoning ordinance standards are met.*

**(3) Compatibility with adjacent uses.** The proposed special land use shall be designed, constructed, operated, and maintained to be compatible with and not significantly alter the existing or intended character of the general vicinity in consideration of environmental impacts, views, aesthetics, noise, vibration, glare, air quality, drainage, traffic, or similar impacts. The proposed use shall be such that the location and height of buildings or structures, and the location, nature and height of walls, fences, and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.

*CWA Comment: The proposed addition will expand on a previously existing use and is entirely enclosed. We are of the opinion that there will be no significant impact on the character of the district in terms of noise, vibration, glare, etc. The new addition will be required to add additional landscaping to further enhance the character of the district.*

**(4) Impact of the overall environment.** The proposed special land use shall not reasonably impact the quality of the natural features and the environment in comparison to the impacts associated with typical permitted uses.

*CWA Comment: The proposed addition will not require any existing natural features to be removed and will add further landscape elements to enhance the visual appeal of the property.*

**(5) Impact of public facilities.** The proposed special land use shall be served adequately by public facilities and services, such as police and fire protection, schools, drainage systems, water and sewage facilities, streets, pedestrian, or bicycle facilities, and refuse disposal. Such services shall be provided and accommodated without an unreasonable public burden.

*CWA Comment: The proposed addition will tie into existing utility connections as shown in current plans. We are of the opinion that no additional burden on public facilities will be presented, however we do defer to the Township Engineer and Building Official for confirmation.*

**(6) Traffic impact.** The proposed special land use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration: pedestrian access and safety; vehicle trip generation; types of traffic, access location, and design,

circulation, and parking design; street and bridge capacity; and traffic operations at nearby intersections and access points.

*CWA Comment: The proposed addition will make use of an existing parking area and will add a new hard surface pedestrian path to provide direct access to the addition from the parking area. We are of the opinion that the addition will not generate a significant increase of vehicular traffic to the site.*

**(7) Public safety and welfare.** The proposed use shall be designed, located, planned, and operated to protect the public health, safety, and welfare.

*CWA Comment: We are of the opinion that the proposed addition will not pose any threat to the public health, safety, and welfare of the Township.*

### **SPECIFIC LAND USE CONSIDERATIONS**

In addition to the standards listed above, the Planning Commission shall review the following specific standards which apply to places of worship as listed in section 18-167.

**(1) Fully enclosed building.** All religious activities shall take place in a fully enclosed building except as may be approved by the township.

*CWA Comment: The proposed addition is an entirely closed structure attached to the main church building.*

**(2) Incidental facilities.** Facilities incidental to the main religious sanctuary must be used for church, worship, or religious education purposes, in a manner which is consistent with residential zoning and compatible with adjacent residential property. Associated uses on the site such as recreation centers, retreat facilities, conference centers, schools, convents, and others shall meet all requirement of this chapter for such uses.

*CWA Comment: The proposed addition will provide additional bathroom facilities for attendants, as well as a nursery and general vestibule area. We are of the opinion that the proposed areas are incidental to the main use.*

**(3) Frontage and access.** The site shall have frontage on and primary access to a major or minor arterial.

*CWA Comment: The subject site has existed for some time and is accessible via Swan Creek Road.*

**(4) Maximum height.** Buildings of greater than the maximum height allowed in the district in which a place of worship is located, may be allowed provided that the front, side, and rear yards are increased one (1) foot for each one (1) foot of building height which exceeds the maximum height allowed.

*CWA Comment: The proposed addition does not have height measurements provided; however, it is a lesser height than the currently existing steeple.*

**(5) Setbacks.** Front, side, and rear yard setbacks shall be a minimum of fifty (50) feet.

**CWA Comment:** *The current church has existed for some time, however a variance for the proposed addition will need to be obtained from the Zoning Board of Appeals for the front yard setback and possibly the side (west) yard setback when new distances are provided.*

**(6) Parking location.** Parking shall not be permitted in the required yards adjacent to any public street or adjacent to any land zoned for residential purposes, other than that which is developed or committed for uses other than the construction of residential dwellings. Such yards shall be maintained as landscaped open space.

**CWA Comment:** *The existing parking areas are intended to remain as is, with no expansion planned.*

**(7) Traffic control.** Traffic from events, including church worship services and other large assemblies shall be controlled so as not to create congestion or unreasonable delays on the public streets.

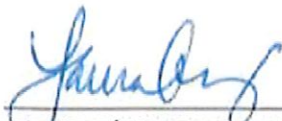
**CWA Comment:** *We are of the opinion that the proposed addition will not generate any additional traffic that is already present for the existing church.*

## RECOMMENDATIONS

Based on the information presented above, we recommend approval of the proposed preliminary site plan as shown, and ask the following items to be addressed to the satisfaction of the Planning Commission:

1. Update plans to reflect the most current Michigan Building Code to be followed.
2. Provide side and rear setbacks.
3. Provide gross lot coverage calculation.
4. Provide building height.
5. Obtain variance for front and possibly side yard setback distance(s).
6. Provide hard surfacing to the remainder of the gravel parking lot or Planning Commission waiver of hard surfacing requirements.
7. Provide twelve (12) foundation shrubs.
8. Provide site landscape calculation.
9. provide number of parking spaces.
10. Utility approval from Township Engineer/Building Official.

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CARLISLE/WORTMAN ASSOC., INC.  
Laura K. Kreps, AICP  
Principal

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CARLISLE WORTMAN ASSOCIATES, INC.  
Joe Pezzotti  
Community Planner



# Berlin Charter Township

8000 Swan View • Newport, MI 48166 • (734) 586-2187 • Fax (734) 586-8900



## LETTER OF AUTHORIZATION and APPLICATION FOR LAND COMBINATION

DATE: 4-17-2024

To Berlin Charter Township:

I, Brad Krupp Church Elder hereby authorize and request Berlin Charter Township to process the (circle one: division, combination) division/combination) of Parcel/Lot No(s).

If applicable: located within the BUHL'S Subdivision.

IMPORTANT: Are there any parcels that are included in a mortgage: YES  NO

If Yes, please attach a letter of approval from your mortgage company relating to this request to divide or combine.

Notice regarding LAND COMBINATIONS: Please be informed that, once approved, any future requests to re-divide a combined property may require approval from the Berlin Zoning Board of Appeals and that may or may not be approved at that time.

Brad Krupp  
Property Owner Name Printed

Brad Krupp  
Property Owner Name Printed

8823 Swann Creek Road  
Address

Newport, MI 48166  
City/State/Zip Code

734-625-3748  
Daytime Telephone Number

bradkrupp@charter.net  
E-mail

Please sign the form in front of the person notarizing this document.

Brad Krupp  
Property Owner Name Signature

Brad Krupp  
Property Owner Name Signature

STATE OF MICHIGAN)

)ss.

COUNTY OF MONROE)

On this 18 day of April, 2024, before me personally appeared the above named, known to me to be the person described herein and who executed the foregoing signature.

Notary Public Signature: [Signature] County: Monroe

My Commission Expires: March 15, 2030 Acting in the County of: Monroe

SUSAN R. McLAUGHLIN  
Notary Public, State of Michigan  
County of Monroe  
My Commission Expires Mar. 15, 2030  
Acting in the County of Monroe

---

OFFICE USE ONLY:

**Preliminary Approval:** Pending survey verification of sketch submitted for review. Good for 90 days then will be voided.

Zoning Administrator: \_\_\_\_\_

Assessor: \_\_\_\_\_

**Tentative Approval:** Pending copy of recorded documents with the Monroe County Register of Deeds Office. If any portion of the land has been transferred then a deed will be required. Good for 30 days then will be void unless conveyance documents are recorded with Monroe County Register of Deeds.

Zoning Administrator: \_\_\_\_\_

Assessor: \_\_\_\_\_

**Final Approval:** After proof of recorded documents and ALL requirements have been met, including any payment if required.

Zoning Administrator: \_\_\_\_\_

Assessor: \_\_\_\_\_

---

New Parcel Numbers assigned for next year: \_\_\_\_\_

New parcel numbers that are assigned to the new legal descriptions created will appear on the next year's Assessment and Tax Rolls. Notice of Assessments will be mailed in February showing the new values.

The current year's Summer and Winter tax bills will NOT be divided by the Township. Payment of taxes (Summer & Winter) must be decided by the Buyer and Seller. The current year's tax bills will be based on the status as of December 31<sup>st</sup> of the previous year. If there was only ONE parcel, there will only be ONE bill.



**BERLIN CHARTER TOWNSHIP LAND COMBINATION CHECKLIST**

8000 Swan View Drive, Newport, MI 48166

Assessing Department (734) 586-2187, ext 8      Building Department (734) 586-2187, ext 5

The following documentation must be submitted prior to processing a request for combination of land in the township.

- Letter of Authorization and Application for Land Combination completed by the property owner(s).
- Township Fees: Amount Due \$ \_\_\_\_\_  
A fee of \$100 Application Fee and \$25 for each parcel reviewed.
- A copy of the Deeds for the properties being combined.
- For parcels outside of a platted subdivision or condominium, applicants must submit a legal survey with the surveyor's seal showing the newly proposed parcel with detailed legal description of new parcel and all parcels being combined, including any remainder parcels. Any structures on the properties must be indicated on the survey (4 copies are required).
- Land Combination tax certification from Monroe County Treasurer, 51 S Macomb St, Monroe, MI, meeting requirements of Section 7H of the Township Land Division and Combination Ordinance.
- **IMPORTANT:** Are there any parcels that are included in a mortgage: YES       NO   
If Yes, please attach a letter of approval from your mortgage company relating to this request to combine.

**NOTE:** It is your responsibility to ensure that the Township has all information necessary to review your combination request.

Parcel Number: 5803 050 006 00

Jurisdiction: BERLIN CHARTER TOWNSHIP

County: MONROE

Printed on

04/19/2024

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Libor & Page	Verified By	Percent Trans.				
Property Address	Class: AGRICULTURAL-VACA		Zoning: AG (*)	Building Permit(s)		Date	Number	Status				
SWAN CREEK RD	School: AIRPORT COMMUNITY SCH DIST		P.R.E. 100% / /	MAP #:								
Owner's Name/Address	NEWPORT COMMUNITY CHURCH 8823 SWAN CREEK RD NEWPORT MI 48166											
Tax Description	X		Improved	X	Vacant	2024 Est TCV 0						
BR7-10 & 15-8 CH BUHL SUBDIVISION LOTS 9 & 10 & LOTS 15 TO 18 INCL	X		Public Improvements	Land Value Estimates for Land Table EXEMP.EXEMP								
Comments/Influences	X		Dirt Road	* Factors *								
	X		Gravel Road	Description	Frontage	Depth	Front	Depth	Rate	%Adj.	Reason	Value
	X		Paved Road		0.00	Total	Acres	Total	Est.	Land	Value =	0
	X		Storm Sewer									
	X		Sidewalk									
	X		Water									
	X		Sewer									
	X		Electric									
	X		Gas									
	X		Curb									
	X		Street Lights									
	X		Standard Utilities									
	X		Underground Utilis.									
	X		Topography of Site									
	X		Level									
	X		Rolling									
	X		Low									
	X		High									
	X		Landscaped									
	X		Swamp									
	X		Wooded									
	X		Pond									
	X		Waterfront									
	X		Ravine									
	X		Wetland									
	X		Flood Plain									
Who	When	What	Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value			
			2024	EXEMPT	EXEMPT	EXEMPT			EXEMPT			
			2023	EXEMPT	EXEMPT	EXEMPT			EXEMPT			
			2022	0	0	0			0			
			2021	0	0	0			0			

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\*\*\* Information herein deemed reliable but not guaranteed\*\*\*