

From: Michael stein <steinlawpllc@gmail.com>
Date: January 4, 2021 at 8:11:59 PM EST
To: "Markee, Kimberly" <kmarkee@waterfordmi.gov>
Subject: Supplemental Application Materials

Good evening,

Because the ordinance does not have a submittal end date, I'm assuming you can supplement and/or amend a filed application prior to the finalization of the department reports pertaining to that application. If an amendment or supplemental information is to be provided, how would you like it sent to you?

Thank you,
Michael D. Stein

TOWNSHIP RESPONSES

The Ordinance does not provide for or prohibit previously filed Applications being supplemented or amended. Although a supplement or amendment may be filed, as explained in this response, doing so will be treated as changing the filing date and time of the original Application to the date and time the supplement/amendment is accepted for filing.

To be accepted, a supplement or amendment must be filed in the same manner as specified in Ordinance Sections 10-301(a) and (b), meaning by personal delivery of a paper original and electronic version to the Township Clerk's office. If one or more additional licenses are requested, the application fee for those would also have to be paid before the supplement/amendment would be accepted by the Clerks' office.

The date and time a supplement/amendment is accepted for filing would be documented by the Clerk's office as provided in Ordinance Section 10-301(c). That date and time would then be considered to be the date and time the Application was filed for purposes of all Township reviews and times allowed to perform them, including for administrative completeness and distribution by the Clerk's office and reports by Township personnel under Ordinance Section 10-302.

If a supplement/amendment is filed, any Township personnel reviews and reports on the original Application will not be finalized. They will be stopped and suspended until all reviews and reports on other pending Applications have been completed. The practical result of supplementing or amending an Application may be that it is not considered by the Township Board at the same meeting as other applications for the same type of facility license.