

Lawrence Township Site Plan Review

The Township of Lawrence has implemented a site plan review process. This application contains basic information needed for a more efficient review of your site plan by the *Lawrence Township Planning Commission*. A site plan can be defined simply as a graphic representation of all existing and proposed characteristics of a parcel of land you wish to develop, further develop, or redevelop as permitted under the ordinances of Lawrence Township. The purpose of the site plan review process is to determine, as efficiently as possible, whether a proposed development complies with applicable Township rules and regulations. You may be required to secure permits or other approval from various federal, state, and county agencies as a condition of development. It remains the applicant's obligation to secure such permits. The approval of a site plan by the Township of Lawrence does not imply compliance with the rules and regulations of other agencies.

INSTRUCTIONS

Please read and follow these instructions carefully and submit all of the following:

1. The enclosed application form completely filled out. Application deemed incomplete will either be returned or cause a request for further information.
2. A written description of the proposed use. This should describe the nature of the use and, if a business, the hours of operation, number of employees, size, and number of commercial vehicles to be used, and other relevant information. This should be written on a separate sheet of paper, captioned "Proposed Use", and attached to the application. Please identify the property by address and include your name.
3. If you need additional room to answer any other question on the application, simply answer on the additional sheet and identify the question to which it refers by number.
4. A filing fee in the amount of \$450.00. Checks or money orders must be made payable to the "Township of Lawrence." If a request for a special meeting of the Lawrence Township Planning Commission is made and is granted, the filing fee for such an application shall be \$650.00.

Please return the completed application to Lawrence Township, by mail at 411 N. Paw Paw St. PO Box 445, Lawrence, MI 49064.

If measurements and other information submitted to the Lawrence Township Officials are later found to be in error, whether the error occurred intentionally, negligently, or otherwise, any permit or approval granted in reliance upon the information submitted shall be considered void.

Application together with the application fee must be on file in the office of the Township no later than 30 days prior to the next regularly scheduled meeting of the Lawrence Township Planning Commission. Meetings are held quarterly on the fourth Tuesday of the month at 5:00 pm at the Lawrence Township Hall or as called by the Chairman of the Planning Commission. "Special meetings" shall be scheduled, if at all, only by consent of the Lawrence Township Planning Commission in light of its schedule and other factors it deems relevant.

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Property Location:

Property Tax ID: _____

Street Address _____

City _____ State _____ Zip _____

Applicant:

Name _____

Address _____ Home Phone _____

City _____ State _____ Zip _____ Work Phone _____

Property Owner: (if different from Applicant)

Name _____

Address _____ Home Phone _____

City _____ State _____ Zip _____ Work Phone _____

Project Information:

Briefly describe use _____

Building size – gross sq. ft. _____ Lot size – sq. ft. _____ Acres _____

Estimated project cost _____

Submit 10 sets of plans showing the following information:

(check whether the information is provided or N/A where not applicable)

_____ Engineering scale _____ North arrow _____ Location map

Existing site conditions:

- | | | |
|--------------------|-------------------------------------|----------------------|
| _____ Driveways | _____ Roadways with limits of ROW | _____ Utility mains |
| _____ Easements | _____ Fixed objects in right-of-way | _____ Water features |
| _____ Sidewalks | _____ Landscaping & street trees | _____ Flood plains |
| _____ Lighting | _____ Structures (including height) | _____ Signs |
| _____ Parking lots | _____ Topography, 2' contours | |

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Proposed site conditions:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Detention ponds | <input type="checkbox"/> Runoff calculations | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Drive approaches | <input type="checkbox"/> Landscaping & street trees | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Driveways | <input type="checkbox"/> Property & layout dimensions | <input type="checkbox"/> Staging area |
| <input type="checkbox"/> Easements | <input type="checkbox"/> Structures (including height) | <input type="checkbox"/> Utility |
| <input type="checkbox"/> connections | | |
| <input type="checkbox"/> Parking lots | <input type="checkbox"/> Limits of construction | |

I understand that, upon execution and submission of this application, I agree to abide by all provisions of the Lawrence Township Zoning Ordinance as well as all procedures and policies of the Lawrence Township Planning Commission as those provisions, procedures, and policies relate to the handling and disposition of this application; that the above information is true and accurate to the best of my knowledge.

Applicant Signature

Date

Property Owner signature

Date