



Site Plan Review Application

Use this form to request review and approval of a new site plan under Article VIII, Site Plan Review.

Use of this form does not, by itself, request or grant a Special Land Use Permit, variance, zoning permit, building permit, or other required approval. The Township may require a separate application or approval if the proposed use or development requires additional review under the Zoning Ordinance.

Attach the proposed site plan, project narrative, and any required agency correspondence.

FOR TOWNSHIP USE ONLY

Date Received		Fee / Escrow Received	
Meeting Date		Application No.	
Building Official Completeness Review	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	Date Determined Complete	
Final Action	<input type="checkbox"/> Approved <input type="checkbox"/> Approved subject to modifications / timing limitations / inspection requirements <input type="checkbox"/> Denied		

PETITIONER / PROPERTY OWNER

Contact Person	<input type="text"/>	Business Name	<input type="text"/>
Mailing Address	<input type="text"/>	Email	<input type="text"/>
City / State / ZIP	<input type="text"/>	Phone	<input type="text"/>
Cell Phone	<input type="text"/>	Applicant Role	<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other
Property Address	<input type="text"/>	Parcel Tax ID Number(s)	<input type="text"/>
Recorded Legal Description	<input type="checkbox"/> Attached <input type="checkbox"/> Included on proposed site plan		

Other persons, firms, or corporations with a legal or equitable interest in the property, if any:

None known

Name / Address / Nature of interest

<input style="width: 100%; height: 100%;" type="text"/>

ACTION REQUESTED

<input type="checkbox"/>	New Site Plan Review (§ 1-8.2 and § 1-8.4).
<input type="checkbox"/>	Site plan submitted with a use or development requiring site plan review (§ 1-8.2), if applicable.
<input type="checkbox"/>	Site plan review materials attached (§ 1-8.4).
<input type="checkbox"/>	Phased construction or multiple development scenarios attached, if applicable.

A site plan may be approved, approved subject to modifications, timing limitations, or inspection requirements, or denied by the Planning Commission.

CERTIFICATION AND SIGNATURES

I/we certify that all information in this application, accompanying plans, and attachments is complete and accurate to the best of my/our knowledge.

<input type="text"/>	Applicant Signature	<input type="text"/>
Date		Printed Applicant Name
<input type="text"/>	Property Owner Signature	<input type="text"/>
Date		Printed Property Owner Name

PROJECT / SITE PLAN INFORMATION

Project name / site plan date / plan preparer

Special Use Permit included or required?

Yes No If yes, identify proposed special use:

Zoning District

A-1 Agricultural R-1 Rural Residential R-2 Medium Density Residential
 R-3 Waterfront Residential R-4 Multiple-Family Residential
 O-1 Office C-1 Commercial I-1 Industrial

Attach all required site plan sheets, project narrative, and supporting agency correspondence, if available.

Existing use of the property:

Summary of proposed site plan: *Provide enough detail for the Planning Commission to understand the proposed development.*

Building / structure / project size details, if applicable: *Describe use, dimensions, gross square footage, height, materials, lot size/ acres, estimated project cost, and location relative to lot lines and existing structures.*

Does the project include a new building, accessory building, addition, relocation, exterior alteration, or site improvement? Yes
 No

If yes, complete the building / structure details box above and show the proposed work clearly on the site plan.

PROJECT CHARACTERISTICS / SITE CONDITIONS

Identify proposed site characteristics below. Check all that apply and describe the proposed condition.

<input type="checkbox"/>	Proposed use or change of use	<input type="checkbox"/>	Traffic, access, circulation, or parking demand
<input type="checkbox"/>	Hours, employees, outdoor activity, or outdoor storage	<input type="checkbox"/>	Lighting, signage, landscaping, screening, buffering, or refuse/recycling areas
<input type="checkbox"/>	Drainage, stormwater, utilities, water supply, or wastewater systems	<input type="checkbox"/>	Phasing, staging, or construction sequencing

Description of proposed site conditions, operations, and mitigation:

Parking, access, circulation, loading, traffic, hours, employees, vehicles, and delivery details:

Construction schedule / phasing / anticipated start date:

Other permits or agency reviews required or already obtained: *Examples: Road Commission, Drain Commissioner, Health Department, soil erosion, State Construction Code, EGLE, or other agencies.*

Special land use, variance, zoning permit, building permit, or other approval notes, if applicable:

Fee / escrow / review deposit submitted, if applicable:

SITE PLAN REVIEW SUBMITTALS

Each application must include a proposed site plan meeting § 1-8.4. The site plan must clearly show existing and proposed conditions and all proposed structures, improvements, access, parking, utilities, drainage, landscaping, and supporting details.

SITE PLAN REVIEW CHECKLIST

<input type="checkbox"/>	Site plan scale: not less than 1"=40' for parcels under 3 acres; 1"=100' for parcels 3 acres or more (§ 1-8.4(B)).
<input type="checkbox"/>	Submit twelve (12) copies of the proposed site plan; additional copies may be required (§ 1-8.4(B)).
<input type="checkbox"/>	Include: north arrow, property dimensions, date prepared, and name/address of preparer (§ 1-8.4(B)(1)).
<input type="checkbox"/>	Include or attach: recorded legal description and property tax ID number of the subject property (§ 1-8.4(B)(14)).
<input type="checkbox"/>	Include: zoning classifications of the subject property and all adjacent properties (§ 1-8.4(B)(3)).
<input type="checkbox"/>	Include: existing and proposed topography, site drainage plan, watercourses/water bodies and surface drainageways within 500 feet, and soil erosion information if applicable (§ 1-8.4(B)(2) and (5)).
<input type="checkbox"/>	Include: abutting streets, rights-of-way, easements, and proposed alignment of streets, drives, access points, and easements serving the development (§ 1-8.4(B)(4) and (6)).
<input type="checkbox"/>	Include: accurate location and use of all existing and proposed structures, lot lines, setbacks from property lines, and dimensions (§ 1-8.4(B)(7)).
<input type="checkbox"/>	Applicant has identified all other persons, firms, or corporations having a legal or equitable interest in the property, if any.

SITE PLAN REVIEW CHECKLIST (CONTINUED)

<input type="checkbox"/>	Include: location and design of parking areas in compliance with Article X, and identify parking, loading, and circulation details (§ 1-8.4(B)(8)).
<input type="checkbox"/>	Include: location of existing and proposed water supply, wastewater systems, utilities, and stormwater/drainage facilities (§ 1-8.4(B)(9)).
<input type="checkbox"/>	Include: proposed landscape plan and significant existing vegetation; berms/walls/retaining walls details; screening/buffer information if applicable (§ 1-8.4(B)(12)).
<input type="checkbox"/>	Include: proposed location of accessory buildings and uses, including signs, air handlers, chillers, generators, refuse receptacles, feed storage containers, and similar equipment (§ 1-8.4(B)(11) and (13)).
<input type="checkbox"/>	Attach Van Buren County Road Commission, Drain Commissioner, Health Department, or other agency permits/correspondence, if applicable.
<input type="checkbox"/>	Attach project narrative, plan sheets, agency permits/correspondence, photographs, and other supporting documentation required for review.
<input type="checkbox"/>	Clearly mark existing conditions and proposed improvements.

Agency permit/correspondence notes:

Applicant notes on attached plan sheets or supporting documents:

NARRATIVE / REVIEW FACTORS (§ 1-8.5 AND § 1-8.6)

Address how the proposed site plan satisfies the site plan review standards, including surrounding property impacts; emergency vehicle access; access to public streets or ways; surface water/drainage; stormwater and erosion control; hazardous substances/floor drains, if applicable; refuse screening; vehicular access; landscaping, screening, and buffers.

Applicant narrative: *Attach additional sheets if more room is needed.*

Describe proposed mitigation measures, including drainage controls, parking/circulation controls, lighting controls, buffering/screening, landscaping, refuse screening, hours/operations limitations, and any other measures offered or required.

Mitigation narrative: *Attach additional sheets if more room is needed.*

ADDITIONAL APPLICANT NARRATIVE / ATTACHMENTS

Additional explanation or comments:

Attachments provided: *List plan sheets, approval materials, agency letters, photographs, narrative supplements, or other documents.*

SUBMIT APPLICATION

When completed, submit this application and required attachments to:

**Lawrence Township Planning Commission
Lawrence Township Hall
411 N Paw Paw St P.O. Box 445 Lawrence, MI 49064**

NOTE: Provide twelve (12) copies of the proposed site plan with your application. Attach the project narrative, plan sheets, agency permits/correspondence, and any supporting materials. Feel free to attach additional sheets if necessary. Appeals from Planning Commission site plan decisions are governed by § 1-8.8 of the Zoning Ordinance.