



## Site Plan Amendment

**Use this form to request modification of a previously approved site plan.**

Use of this form does not, by itself, request or grant a new or amended Special Land Use Permit. The Township may require a separate special land use application, variance, zoning permit, building permit, or other approval if the proposed amendment changes the approved use, changes prior approval conditions, increases or changes the intensity of use, or otherwise requires additional approval under the Zoning Ordinance.

Attach the revised site plan, prior approval materials, and any required agency correspondence.

### FOR TOWNSHIP USE ONLY

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

### PETITIONER / PROPERTY OWNER

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

**Other persons, firms, or corporations with a legal or equitable interest in the property, if any:**  None known

**If known: Name / Address / Nature of interest**

### ACTION REQUESTED

<input type="checkbox"/>	Site Plan Amendment / Resubmission (§ 1-8.7).
<input type="checkbox"/>	Amendment to a site plan associated with an approved Special Use Permit (§ 1-8.2), if applicable.
<input type="checkbox"/>	Revised site plan review materials attached (§ 1-8.4).
<input type="checkbox"/>	Phased construction or multiple amendment scenarios attached, if applicable.

*A site plan amendment 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"/>	<b>Applicant Signature</b>	<input type="text"/>
<b>Date</b>		<b>Printed Applicant Name</b>
<input type="text"/>	<b>Property Owner Signature</b>	<input type="text"/>
<b>Date</b>		<b>Printed Property Owner Name</b>

**APPROVED SITE PLAN / AMENDMENT INFORMATION**

<b>Previously approved site plan date / file number / meeting date</b>	<input style="width: 100%;" type="text"/>
<b>Approved Special Use Permit?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, approval date and approved use:
<b>Zoning District</b>	<input type="checkbox"/> A-1 Agricultural <input type="checkbox"/> R-1 Rural Residential <input type="checkbox"/> R-2 Medium Density Residential <input type="checkbox"/> R-3 Waterfront Residential <input type="checkbox"/> R-4 Multiple-Family Residential <input type="checkbox"/> O-1 Office <input type="checkbox"/> C-1 Commercial <input type="checkbox"/> I-1 Industrial
<b>Attach copies of the original approval letter, Planning Commission minutes, conditions of approval, and previously approved site plan, if available.</b>	

**Existing approved use of the property:**

**Summary of proposed site plan amendment:** *Provide enough detail for the Planning Commission to understand what is changing.*

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

**Is the amendment for a new building, accessory building, addition, relocation, or exterior alteration?**  Yes  No

*If yes, complete the building / structure details box above and show the change clearly on the revised site plan.*

**POTENTIAL SITE PLAN CHANGES**

Does the amendment change any approved site condition below? Check all that apply and describe the change.

<input type="checkbox"/>	Approved use of the property	<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"/>	A prior condition of approval

**Description of changes and proposed mitigation:**

**If the amendment modifies, conflicts with, or requires removal of any prior condition of approval, identify the condition and requested change:**

**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.*

**Applicant explanation of why the amendment is limited to site plan review and does not require a new or amended special land use permit, if applicable:**

**Fee / escrow / review deposit submitted, if applicable:**

## SITE PLAN AMENDMENT SUBMITTALS

**An approved site plan may be modified only by resubmission with the required fee (§ 1-8.7(A)). Each application must include a revised site plan meeting § 1-8.4 and clearly showing the proposed amendment.**

### SITE PLAN AMENDMENT 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 revised 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 AMENDMENT CHECKLIST (CONTINUED)**

<input type="checkbox"/>	Include: location and design of parking areas in compliance with Article X, and identify any parking/circulation changes (§ 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 the current approved site plan, approval letter, Planning Commission minutes, prior conditions, and any supporting agency correspondence.
<input type="checkbox"/>	Clearly mark what is existing, what was previously approved, and what is proposed to change.

**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 amendment 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 revised site plan with your application. Attach the current approved site plan, approval letter/minutes/conditions, and any supporting agency correspondence. 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.**