

3478 Mundy Avenue
Swartz Creek, MI 48473
810.655.3893



Received: _____

Case No. _____

APPLICATION FOR SITE PLAN or SPECIAL LAND USE REVIEW

Location of Property _____
Parcel No. _____
Type of Development _____
Meeting Date _____

Property Owner Information

Name _____

Address _____

City _____ State _____ Zip _____

Applicant Information

Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ Fax No. _____

If the applicant is any person or entity other than the property owner, documentation of the owner's consent must be submitted at the time of application.

***THE APPLICANT IS RESPONSIBLE FOR ALL FEES AND EXPENSES INCURRED ON BEHALF OF THIS APPLICATION.**

All above statements are true to the best of my knowledge and permission is hereby granted to give authority to any representative of the township to go on or about the property.

Signature of Applicant: _____ Date _____

***PLEASE SEE ATTACHED FEE INFORMATION AND MEETING/DEADLINE SCHEDULE**

**ALL PROCEEDINGS ARE SUBJECT TO THE PLANNING COMMISSION PROCEDURAL RULES.
Incomplete applications will NOT be accepted.**

APPLICATION FEES

Escrow Deposit	\$1,000.00 (required with any submittal)
Site Plan Review Fee	\$400.00 per parcel
Special Land Use Review Fee	\$400.00 per parcel
Special Meeting	\$800.00 per request

Payments of \$500.00 will be required when the balance falls below \$500.00.
(Resolution No. 04-20 Approved: 10-25-04 and Resolution 05-10 Approved: 05-23-05)

ALL expenses and costs incurred by the township will be billed to the escrow account at 112%. (Resolution No. 04-17 Approved: 10-11-04)

SUBMITTAL DOCUMENTS

Fifteen (15) sets of site plans and supporting documentation must be provided at time of application. All submittals shall also be accompanied by a copy in digital format. **Failure to submit ALL required documentation will be deemed as an incomplete application and the request will not be placed on the agenda until the proper documents are received.**

MEETING / DEADLINE SCHEDULE

APPLICATIONS & FEES ARE DUE BY 4:00 pm

Meeting dates:

January 9
February 13
March 13
April 10
May 8
June 12
August 14
September 11
October 9
November 13

Deadline dates:

December 14, 2017
January 11
February 15
March 15
April 12
May 10
July 12
August 16
September 13
October 11