

3478 Mundy Avenue  
Swartz Creek, MI 48473  
810.655.3893



Received: \_\_\_\_\_

Case No. \_\_\_\_\_

**APPLICATION FOR SITE PLAN or SPECIAL LAND USE REVIEW**

<b>Location of Property</b> _____
<b>Parcel No.</b> _____
<b>Type of Development</b> _____
<b>Meeting Date</b> _____

**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 <b>any</b> 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 8  
February 12  
March 12  
April 9  
May 14  
June 11  
August 13  
September 10  
October 8

#### **Deadline dates:**

December 13, 2018  
January 10  
February 14  
March 14  
April 11  
May 16  
July 11  
August 15  
September 12