

3478 Mundy Avenue  
Swartz Creek, MI 48473  
810.655.3893



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

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

**PRELIMINARY 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.

## **MEETING / DEADLINE SCHEDULE**

**APPLICATIONS & FEES ARE DUE BY 4:00 pm**

### **Meeting dates:**

January 24  
February 28  
March 27  
April 24  
May 22  
June 26  
July 24  
August 28  
September 25  
October 23  
November 27  
January 22, 2013

### **Deadline dates:**

December 26, 2011  
January 30  
February 27  
March 26  
April 23  
May 21  
June 25  
July 23  
August 27  
September 24  
October 22  
December 26