

PERMIT NUMBER:

APPLICATION FOR SITE PLAN REVIEW

Georgetown Charter Township
1515 Baldwin St, P.O. Box 769
Jenison, MI 49429
616-457-2340

revised: 1/26/09

APPLICANT INFORMATION

COMPANY NAME:

PHONE:

APPLICANT NAME:

TITLE:

ADDRESS:

CITY / STATE / ZIP:

PROPERTY INFORMATION

COMPANY NAME:

PHONE:

OWNER / AGENT NAME:

TITLE:

ADDRESS:

CITY / STATE / ZIP:

PARCEL NUMBER:

ZONING DISTRICT:

USE INFORMATION

PROPOSED USE:

IS THIS REQUEST SUBMITTED IN CONJUNCTION WITH ANY OTHER REQUEST? IF YES, EXPLAIN.

TEN (10) FOLDED COPIES OF A COMPLETE SITE PLAN CONTAINING ALL THE INFORMATION REQUIRED BY SECTION 19.5 OF THE GEORGETOWN CHARTER TOWNSHIP ZONING ORDINANCE MUST ACCOMPANY THIS APPLICATION, ALONG WITH A FEE AS ESTABLISHED BY THE TOWNSHIP BOARD. THE ATTACHED INSTRUCTIONS SHOULD BE RETAINED BY THE APPLICANT.

APPLICANT SIGNATURE

IT IS THE APPLICANT'S RESPONSIBILITY TO MEET THE REQUIREMENTS OF THE TOWNSHIP ZONING ORDINANCE IN ALL RESPECTS AND TO PROVIDE THE NECESSARY INFORMATION TO THE TOWNSHIP FOR APPROVAL. COPIES OF THE ORDINANCE MAY BE OBTAINED FROM THE GEORGETOWN TOWNSHIP WEBSITE AT WWW.GEORGETOWN-MI.GOV. BY SIGNING, PERMISSION IS GRANTED FOR THE TOWNSHIP STAFF TO ENTER THE SUBJECT PROPERTY FOR PURPOSES OF GATHERING INFORMATION TO REVIEW THIS REQUEST. A ZONING COMPLIANCE CERTIFICATE MUST BE OBTAINED PROPR TO OCCUPYING, OPERATING OR USE OF THE STRUCTURE. I ACKNOWLEDGE THERE ARE NO REFUNDS FOR ANY REASON.

APPLICANT SIGNATURE:

DATE:

FOR OFFICE USE ONLY

DATE OF PREAPPLICATION MEETING:

DATE OF PLANNING COMMISSION MEETING:

DATE APPLICATION FILED:

DATE APPLICATION APPROVED:

SEC. 19.4 SITE PLAN REQUIREMENTS.

EACH SITE PLAN SUBMITTED SHALL CONTAIN THE FOLLOWING INFORMATION, UNLESS SPECIFICALLY WAIVED BY THE PLANNING COMMISSION. (REVISED 6-8-1999)

- (A) THE DATE, NORTH ARROW, AND SCALE. THE SCALE SHALL BE NOT LESS THAN 1"=20' FOR PROPERTY UNDER THREE (3) ACRES AND AT LEAST 1"=100' FOR THOSE THREE (3) ACRES OR MORE.
- (B) THE NAME AND FIRM ADDRESS OF THE PROFESSIONAL INDIVIDUAL RESPONSIBLE FOR THE PREPARATION OF THE SITE PLAN.
- (C) THE NAME AND ADDRESS OF THE PROPERTY OWNER OR PETITIONER.
- (D) A LOCATIONAL SKETCH.
- (E) LEGAL DESCRIPTION OF THE SUBJECT PROPERTY.
- (F) THE SIZE (IN ACRES) OF THE SUBJECT PROPERTY.
- (G) PROPERTY LINES AND REQUIRED SETBACKS SHOWN AND DIMENSIONED.
- (H) THE LOCATION OF ALL EXISTING STRUCTURES, DRIVEWAYS, AND PARKING AREAS WITHIN 100' OF THE SUBJECT PROPERTY'S BOUNDARY.
- (I) THE LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES ON THE SUBJECT PROPERTY.
- (J) THE LOCATION OF ALL EXISTING AND PROPOSED DRIVES (INCLUDING DIMENSIONS AND RADII), ACCELERATION/DECELERATION LANES, SIDEWALKS, , SIGNS, EXTERIOR LIGHTING, CURBING, PARKING AREAS (INCLUDING THE DIMENSIONS OF A TYPICAL PARKING SPACE AND THE TOTAL NUMBER OF PARKING SPACES TO BE PROVIDED), AND UNLOADING AREAS, .
- (K) THE LOCATION, PAVEMENT WIDTH AND RIGHT-OF-WAY WIDTH OF ALL ABUTTING ROADS, STREETS, ALLEYS OR EASEMENTS.
- (L) THE EXISTING ZONING AND USE OF ALL PROPERTIES ABUTTING THE SUBJECT PROPERTY.
- (M) THE LOCATION OF ALL EXISTING VEGETATION AND THE LOCATION, TYPE, AND SIZE OF ALL PROPOSED LANDSCAPING, AND THE LOCATION, HEIGHT AND TYPE OF EXISTING AND PROPOSED FENCES AND WALLS.
- (N) SIZE AND LOCATION OF EXISTING AND PROPOSED UTILITIES, INCLUDING PROPOSED CONNECTIONS TO PUBLIC SEWER OR WATER SUPPLY SYSTEMS.
- (O) THE LOCATION AND SIZE OF ALL SURFACE WATER DRAINAGE FACILITIES.
- (P) EXISTING AND PROPOSED TOPOGRAPHIC CONTOURS AT A MAXIMUM OF FIVE (5) FOOT INTERVALS.
- (Q) RECREATION AREAS, COMMON USE AREAS, FLOOD PLAIN AREAS AND AREAS TO BE CONVEYED FOR PUBLIC USE AND PURPOSE.
- (R) SUMMARY SCHEDULES AND VIEWS SHOULD BE AFFIXED AS APPLICABLE IN RESIDENTIAL DEVELOPMENTS, WHICH GIVE THE FOLLOWING DATA:
 - (1) THE NET RESIDENTIAL SITE AS DEFINED IN CHAPTER II, SECTION 2.22 EXPRESSED IN ACRES, INCLUDING BREAKDOWNS FOR ANY SUB-AREAS OR STAGING AREAS.
 - (2) THE NUMBER OF DWELLING UNITS PROPOSED (BY TYPE), INCLUDING TYPICAL FLOOR PLANS FOR EACH TYPE OF DWELLING UNIT.
 - (3) THE NUMBER AND LOCATION (BY CODE IF NECESSARY) OF EFFICIENCY AND ONE OR MORE BEDROOMS UNITS.
 - (4) TYPICAL ELEVATION VIEWS OF THE FRONT AND SIDE OF EACH TYPE OF BUILDING.

SEC. 19.5 SUBMITTAL AND APPROVAL.

- (A) THE SITE PLAN COMPLETED APPLICATION FORM, AND APPLICATION FEE SHALL BE SUBMITTED TO THE ZONING ADMINISTRATOR, BY THE PETITIONER OR HIS DESIGNATED AGENT, IN SUFFICIENT COPIES AND AT SUCH TIME PRIOR TO THE NEXT REGULAR PLANNING COMMISSION MEETING AS PRESCRIBED BY THE PLANNING COMMISSION. THE ZONING ADMINISTRATOR SHALL CAUSE THE SUBMITTAL TO BE PLACED ON THE AGENDA OF THE NEXT REGULAR PLANNING COMMISSION MEETING.
- (B) THE PLANNING COMMISSION SHALL HAVE THE RESPONSIBILITY AND AUTHORIZATION TO APPROVE, DISAPPROVE, OR APPROVE SUBJECT TO CONDITIONS, THE SITE PLAN, IN ACCORDANCE WITH THIS CHAPTER AND THE PURPOSE OF THIS ORDINANCE.
- (C) ANY CONDITIONS OR MODIFICATIONS DESIRED BY THE PLANNING COMMISSION SHALL BE RECORDED IN THE MINUTES OF THE APPROPRIATE PLANNING COMMISSION MEETING AND SHOWN ON THE APPROVED SITE PLAN.
- (D) THREE (3) COPIES OF THE FINAL APPROVED SITE PLAN SHALL BE SIGNED AND DATED BY THE SECRETARY OF THE PLANNING COMMISSION. WHEN A VARIANCE IS ALSO INVOLVED, THESE COPIES SHALL ALSO BEAR A DATED SIGNATURE OF THE CHAIRMAN OF THE BOARD OF APPEALS. ONE OF THESE APPROVED COPIES SHALL BE KEPT ON FILE BY THE TOWNSHIP CLERK, ONE SHALL BE KEPT ON FILE BY THE ZONING ADMINISTRATOR, AND THE OTHER SHALL BE RETURNED TO THE PETITIONER OR HIS DESIGNATED REPRESENTATIVE.
- (E) EACH DEVELOPMENT SHALL BE UNDER CONSTRUCTION WITHIN ONE (1) YEAR AFTER THE DATE OF APPROVAL OF THE SITE PLAN, EXCEPT AS NOTED BELOW.
 - (1) THE PLANNING COMMISSION MAY GRANT ONE (1) SIX (6) MONTH EXTENSION OF SUCH TIME PERIOD, PROVIDED THE APPLICANT REQUESTS, IN WRITING, AN EXTENSION PRIOR TO THE DATE OF THE EXPIRATION OF THE SITE PLAN.
 - (2) THE EXTENSION SHALL BE APPROVED IF THE APPLICANT PRESENTS REASONABLE EVIDENCE TO THE EFFECT THAT SAID DEVELOPMENT HAS ENCOUNTERED UNFORESEEN DIFFICULTIES BEYOND THE CONTROL OF THE APPLICANT, AND THE PROJECT WILL PROCEED WITHIN THE EXTENSION PERIOD.
 - (3) IF NEITHER OF THE ABOVE PROVISIONS ARE FULFILLED OR THE SIX (6) MONTH EXTENSION HAS EXPIRED PRIOR TO CONSTRUCTION, THE SITE PLAN APPROVAL SHALL BE NULL AND VOID.