

OFFICIAL USE ONLY

FEE PAID _____
DATE RECEIVED _____
PROJECT NAME _____

RECEIVED BY _____
SITE PLAN NO. _____
PARCEL NUMBER(S) _____

**WILLIAMSTOWN TOWNSHIP
APPLICATION FOR SITE PLAN REVIEW**

NOTICE TO APPLICANT: Applications for SITE PLAN REVIEW by the Planning Commission and Township Board must be submitted by noon no later than 21 business days prior to the Planning Commission meeting at which the proposal will be considered. This application must be accompanied by the data requirements specified in the Zoning Ordinance (and elsewhere on this form), including 5 fully dimensioned folded site plans, one electronic version in pdf format plus the required review fees. Regular meetings of the Planning Commission are held on the third Wednesday of odd numbered months, at 7:30 p.m., unless otherwise stated and posted, and regular meetings of the Township Board are held on the second Wednesday of the month, at 6:00 p.m., unless otherwise stated and posted. All meetings are held at the Williamstown Township Hall, 4990 North Zimmer Road, Williamston, MI 48895. Phone number: (517)655-3193. An application may be retired from the Planning Commission agenda, after notification of the applicant, if it has not appeared on at least one of three consecutive Planning Commission agendas.

TO BE COMPLETED BY APPLICANT:

I (We), the undersigned, do hereby respectfully request site plan review and provide the following information to assist the review.

NAME OF APPLICANT _____

MAILING ADDRESS _____

TELEPHONE _____

INTEREST IN PROPERTY (if not owner) _____

PROPERTY OWNERS (if different than applicant):

NAME(S) _____

MAILING ADDRESS _____

TELEPHONE _____

LOCATION OF PROPERTY:

STREET ADDRESS _____

SIDWELL (PROPERTY ID) NO. _____

PROPERTY DESCRIPTION _____

NOTE: If property is part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., "acreage
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parcel”), provide metes and bounds description. Attach separate sheets if necessary.

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ZONING:

APPLICANT’S PROPERTY _____

ADJACENT PROPERTIES

NORTH _____ **SOUTH** _____ **EAST** _____ **WEST** _____

PRESENT USE OF PROPERTY _____

PROPOSED USE OF PROPERTY (IF APPROVAL IS GRANTED) _____

MULTIPLE, CLUSTER, AND PLANNED DEVELOPMENT:

TOTAL DWELLING UNITS PROPOSED _____

NUMBER OF SINGLE FAMILY DETACHED UNITS _____

NUMBER OF ATTACHED UNITS _____

NON-RESIDENTIAL DEVELOPMENT:

	DESCRIPTION	LOT COVERAGE	USABLE FLOOR AREA
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RETAIL	_____		
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OFFICE	_____		
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INDUSTRIAL	_____		
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OTHER	_____		
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TOTAL NUMBER OF PERMANENT EMPLOYEES _____

PLAN PREPARATION:

PLEASE PROVIDE THE FOLLOWING WITH APPLICATION:

1. 5 folded copies of required site plans, sealed by registered architect, engineer, landscape architect or community planner
2. Electronic Version of site plan in PDF on disc.
3. Proof of property ownership
4. Review comments and/or approval received from county, state or federal agencies

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PLEASE NOTE:

The applicant or a designated representative must be present at all scheduled review meetings or the site plan review will be tabled due to a lack of representation. If existing sewer facilities are available, an additional fee may be required by the Township and the City of Williamston. This should be verified before proceeding with site plan review.

FAILURE TO PROVIDE TRUE AND ACCURATE INFORMATION ON THIS APPLICATION SHALL CONSTITUTE SUFFICIENT GROUNDS TO DENY APPROVAL OF A SITE PLAN OR TO REVOKE ANY PERMITS GRANTED SUBSEQUENT TO SITE PLAN APPROVAL.

APPLICANT'S ENDORSEMENT:

All of the information contained herein is true and accurate to the best of my knowledge. I understand that the Planning Commission and Township Board will not review my application unless all information in this application and the Zoning Ordinance has been submitted.

Signature of applicant(s)

Date

Signature of owner(s)

Date

IF JOINTLY OWNED, SIGNATURES OF ALL OWNERS (HUSBAND, WIFE, ETC.) ARE REQUIRED.

PLANNING COMMISSION RECOMMENDATION _____

DATE _____

TOWNSHIP BOARD ACTION _____

DATE _____

APPLICANT NOTIFIED OF DECISION _____

DATE _____

AUTHORIZED SIGNATURE _____

DATE _____

FEE

Residential: \$500.00

Commercial & Planned Development: \$2500. escrow deposit*.

Multiple family

Mobile home park

Commercial, office, industrial

Public or semi-public

Telecommunications

*Applicant acknowledges that the fees may surpass escrow deposit and will be responsible for all charges to escrow account.
Additional fund requirements will be made in increments of \$500.