

Request Number: \_\_\_\_\_

Filing Fee \_\_\_\_\_

**APPLICATION FOR SITE PLAN REVIEW**

- All drawings must professionally prepared and sealed by a licensed professional architect, landscape architect, engineer, or surveyor, unless waived by the Zoning Administrator or Planning Commission.
- 15 copies of a complete application and plans (and a PDF) must be submitted to the Township Clerk's office **not less than thirty days** before the Planning Commission meeting to allow adequate staff review.
- Preliminary plans may be present for Planning Commission comment, but no final approvals are given until all required conditions are met.
- Incomplete applications will be returned to the applicant by the Zoning Administrator.
- If approved, all other required township, county, state, and federal permits must be secured before construction may commence.
- It shall be unlawful to excavate, construct, enlarge, alter or permit the use or occupancy of a building or structure or change the use of a building until a Certificate of Zoning Compliance has been issued by the Zoning Administrator.
- No excavation shall be initiated, no construction may begin, no building shall be erected, altered, moved, razed and no structural alterations (including but not limited to porches, deck, patios, terraces) shall be initiated until a Certificate of Zoning Compliance has been issued by the Zoning Administrator and where required, a Building Permit has been issued by the Building Inspector. A building permit shall not be issued until a Zoning Compliance permit has been issued pursuant to this Ordinance.

1. Street Address and/or Location of Request: \_\_\_\_\_

2. Parcel Identification Number (Tax I.D. No.): # \_\_\_\_\_

3. Applicant's Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

4. Are You:  Property Owner  Owner's Agent  Contract Purchaser  Option Holder

5. Applicant is being represented by: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

6. Present Zoning of Parcel \_\_\_\_\_ Parcel Size \_\_\_\_\_

7. Description of proposed development (attach additional materials if needed):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The facts presented above and on the following page(s) are true and correct to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type or Print Your Name Here: \_\_\_\_\_

Property Owner Approval: As owner I hereby authorize the submittal of this application and agree to abide by any decision made in response to it. I further agree to permit members of the Planning Commission, Township Board, and other authorized Township officials to enter the above-mentioned property.

**Final Site Plan Review Checklist.** Pursuant to Section 16.06 of the Ontwa Township Zoning Ordinance, the following items are required for final site plan approval, unless waived by the Zoning Administrator or Planning Commission. Please go over this checklist with the Zoning Administrator before presenting to the Planning Commission.

**INITIAL**

**Site Data.**

- Legal description of the property. \_\_\_\_\_
- Small scale sketch of properties, streets and use of land within one half (1/2) mile of the area. \_\_\_\_\_
- A map at a scale not to exceed one inch equals two hundred feet (1' = 200'). The following items shall be shown on the map: \_\_\_\_\_
  - Date site plan was prepared. \_\_\_\_\_
  - Name and address of the preparer. \_\_\_\_\_
  - The topography of the site and its relationship to adjoining land. \_\_\_\_\_
  - Existing man-made features. \_\_\_\_\_
  - Dimensions of setbacks, locations, heights and size of buildings and structures. \_\_\_\_\_
  - Street rights-of-ways, indicating proposed access routes, internal circulation, and relationship to existing rights-of-ways. \_\_\_\_\_
  - Proposed grading. \_\_\_\_\_
  - Location and type of drainage, sanitary sewers, storm sewers, detention or retention ponds, and other utilities. \_\_\_\_\_
  - Location and type of fences, landscaping, buffer strips, and screening. \_\_\_\_\_
  - Location and type of signs and on-site lighting. \_\_\_\_\_
  - Proposed parking areas and drives. Parking areas shall be designed by lines showing individual spaces and shall conform with the provisions of this Ordinance. \_\_\_\_\_
  - Easements, if any. \_\_\_\_\_
  - Dimensions and number of proposed lots. \_\_\_\_\_

**Narrative Descriptions.**

- The overall objectives of the proposed development. \_\_\_\_\_
- Number of acres or square feet allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space. \_\_\_\_\_
- Dwelling unit densities by type. \_\_\_\_\_
- Proposed method of providing sewer and water service, as well as other public and private utilities. \_\_\_\_\_
- Proposed method of providing storm drainage and to prevent soil erosion. The Zoning Administrator may require a professional stormwater, drainage or soil erosion prevention plan to be completed. \_\_\_\_\_