

NAPOLEON TOWNSHIP ZONING APPLICATION

Print or Type

CASE # _____

- ① This application will not be processed if incomplete. **All required materials must be submitted at least thirty (30) days prior to the next Planning Commission meeting. Site Plans with all documentation thirty (30) days prior to the next Planning Commission meeting.

◆All required materials must be submitted at least thirty (30) days prior to the next Zoning Board of Appeals meeting.

APPLICATION FOR

- | | |
|---|---|
| ☐ Rezoning ** | ☐ Variance ◆ |
| ☐ Site Plan Review | ☐ Conditional Use ** |
| ☐ Planned Developments | ☐ Home Occupation ** |
| ☐ Special Land Use | ☐ Site Plan Change/Renewal |
| ☐ Amendments | ☐ Administrative Site Plan |
| | ☐ Other |

② **APPLICANT INFORMATION** (If different than owner, a letter of authorization from the owner must be attached)

Name(s) _____ Phone _____

Address _____

③ **OWNER INFORMATION**

Name(s) _____ Phone _____

Address _____

④ **PROPERTY INFORMATION**

Address or Location _____

Permanent Parcel # _____

Zone District (Current) _____ Property Size _____

Attach legal description-also a survey, site drawing and pictures may be required.

⑤ **NARRATIVE DESCRIPTION OF PROPOSED USE/REQUEST** (attach additional pages as needed)

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Signature of Applicant

Signature of Applicant

Date

- ⑥ I hereby grant permission for members of the Napoleon Township (Planning Commission) (Zoning Board of Appeals) (Township Board) to enter the above described property (or as described in the attached) for the purpose of gathering information related to this application. (Note to Applicant: This is optional and will not affect any decision on your application.)

Signature of Applicant

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE

- ⑦ **Date Received** _____ **Application** ☐ **E-mail or** ☐ **Submitted Materials:** Site plan ☐ # of copies 24 x 36 ☒ 11 x 17 ☒ CD/PDF ☒
Site plan checklist ☐ Environmental checklist ☐ Pictures\ Video ☐
Survey: Stake ☐ Mortgage ☐
Letters: JCRC ☐ JCDC ☐ JCHD ☐ DPW ☐ JCAP ☐ DEQ ☐ FIRE ☐
Application Fee _____ **Publication\Mailing Fee** _____
APPLICATION ACCEPTED BY: _____

Meeting Dates: PC _____

ZBA _____

CNTY _____

TWPBD _____

Publication Dates #1 _____

WEB _____

NOTE: Please attach all documents as required for each type of request and as listed on the attached sheets. Publication and postage cost charged accordingly over and above filing fees.

White Copy - Township

Yellow Copy - Applicant

ZONING FEE SCHEDULE: EFFECTIVE 06/24/15

Any application requiring publication and mailing is at actual costs

CLASSIFICATIONS

ZONING COMPLIANCE.....	\$ 20.00 for all permits
CONDITIONAL USES AND HOME OCCUPATION - Type 2..... (Business <u>must</u> be in full operation within one (1) year of approval)	\$ 300.00 plus mailing and advertising
ZONING CHANGE.....	\$ 350.00 plus mailing and advertising
ZONING VARIANCE..... (Building Permit <u>must</u> be issues within six (6) months of approval)	\$ 275.00 plus mailing and advertising

ITEMS REQUIRING APPROVAL:

- Type One Home Occupations - Application and Zoning Compliance Fee
- Fences - Application and Zoning Compliance Fee
- Temporary Signs as permitted by the Ordinance: Application and Zoning Compliance Fee
- Any other uses requiring Approval and Compliance Letter

SITE PLAN REVIEWS*:

Commercial, Industrial, Office, Multiple Dwellings, Residential Planned Unit Developments:

- Site Plan..... \$400.00
- Administrative Site Plan requiring Zoning Department approval only.. \$200.00

*The above schedule may require an advertising and mailing fee.

NAPOLEON TOWNSHIP ZONING APPLICATION INSTRUCTIONS

PLEASE print or type all information

Section 1: Application for:

- * Check the appropriate type of request.
- * Use a separate application for each type of request.
- * Note the filing dates at the right.

Section 2: Applicant Information:

- * Applicant name(s). (If a corporation, partnership or different than the owner, a letter of authorization must be attached.)
- * Phone - list area code, plus number, and extension number if available.
(Please note if it is a home or work number, or list both numbers.)
- * Address - list street number, full street name, city, state, and zip code.
- * Bottom line - use this line for additional information such as times available to be contacted.

Section 3: Owner Information:

Same requirements as Section 2 except letter of authorization is not necessary if the owner is the applicant.

Section 4: Property Information:

- * Address or location - this requires either the street number, full street name and zip code or the full street name with nearest intersection, lot number of a subdivision, unit number of a condominium project, or other detail that will help locate the property.
- * Permanent parcel # - this is a fifteen (15) digit number which identifies the property and can be found on the property tax statements or is available through the assessing office.
- * Current Zone District - is available through the zoning office; a lot number in a subdivision, a unit number in a site condominium project, a metes and bounds number or the permanent parcel number is necessary in order to locate the current zoning district.
- * Property size - in length and width.
- * All requests must have a legal description attached. This may be obtained from a current tax statement, from the assessing office, or a copy of the property deed.
- * Site drawing - survey and pictures are as required by the type of request.

Section 5: Narrative Description:

- * All requests must have attached a narrative description of the use request which includes specifics of the request; in addition, surveys, site drawings, pictures, letters of authorization, check lists, legal descriptions and other required letters must be attached as required by the type of application.

Section 6: Is optional but is very important in helping the Township and its various boards in performing their function and will allow the boards to provide the applicant and township residents with the best possible decision.

Section 7: Is for Township use and is used to insure that required fees and documents have been received.