



FOUNDED 1862 • HEMLOCK

1180 N. Hemlock Rd. • Hemlock, Michigan 48626
Phone 989-642-2097 • Fax 989-642-5882

APPLICATION FOR SITE PLAN REVIEW

Applicant Name: _____
Address: _____

Contact Phone: _____
Contact Email: _____

Office Use Only:
Date Filed: ___/___/___
Fee: _____
Receipt No: _____
Received By: _____

Property ID: 22-12-2-_____-_____-_____- Current Zoning of Property: _____
Address of Property: _____
Planned Use: _____

(Select one of the following)

- I am the sole owner of the Parcel in Question
- I am a joint owner of the Parcel in Question and have authority to act for the other owners.
- I am not an owner but have legal authority to represent the owner or owners of the property.

List all other persons, firms, or organizations having a legal or equitable interest in the property:

I acknowledge that my representative or I must appear before the Richland Township Planning Commission on a date to be determined and make a presentation covering all elements on the checklist and application.

By making this application, I authorize township officials to enter upon the property to gather information relating to this application.

I hereby certify that the information provided on this application is true and accurate to the best of my knowledge.

Applicant Signature: _____ Date: _____

Site Plan Review Fee Begins at \$ 350.00. Any cost incurred by the township that exceeds \$ 50.00 will be billed to the applicant.

Office use only:	Application Number:
Application Reviewed by: _____	Date: _____ Hearing Date: _____

The Following Documentation Must be Provided Before this Application can be Reviewed:

1. Site plan for the subject property which meets the minimum requirements listed below.
2. A copy of the legal description of the property.
3. A diagram showing the current zoning of the subject property and surrounding parcels if not included in the site plan.
4. Any additional documentation which the Zoning Administrator or Planning Commission feel is necessary to properly evaluate the proposal.

Minimum Requirements for Site Plan Drawings:

- a. Plans drawn to scale, preferably of 1" = 50' or greater.
- b. Location, arrangement, and dimensions of existing and proposed driveways, streets, sidewalks, easements, parking areas, public utilities, and parking structures. Specify construction materials.
- c. General layout of existing vegetation and proposed landscaping.
- d. Approximate size, location, height, floor area, and juxtaposition of all existing or proposed structures.
- e. Relationship of proposed site to all existing utilities, including sewer, water, nearest fire hydrant, storm drainage, gas, electricity, and telephone. Identify material type, size, and location.
- f. Location and type of any existing and proposed signs.
- g. Location and type of existing and proposed lighting.

Site Plan Checklist

The applicant should be ready to discuss the following at the Planning Commission meeting:

- The subject property including location, size, existing buildings, road access, etc.
- The current or most recent use of the property
- The planned use for the property
- How the proposed site plan will affect surrounding properties and traffic patterns.

The Site Plan Review Process

1. The applicant files the site plan review application and required documentation with the Zoning Administrator and pays the required fee to the Township. Fees are non-refundable and payment of fees does not guarantee approval of your project.
2. The Zoning Administrator will review the site plan for completeness and will determine if administrative approval is appropriate or if Planning Commission action is required.
3. If administrative approval is appropriate and the site plan meets all the requirements of the Zoning Ordinance, the Zoning Administrator will approve the site plan, notify the applicant of the approval and report the action to the Planning Commission at the next scheduled meeting.
4. If Planning Commission action is required, the site plan will be placed on the agenda for the next scheduled meeting.
5. The applicant will be expected to make a presentation to the Planning Commission explain the site plan and answer questions from the Commission.
6. The Planning Commission will deliberate on the proposal and will take one of the following actions: Approve the proposal, approve with conditions, table the proposal pending additional information or deny the proposal.
7. The Zoning Administrator will provide formal notification of the action taken by the Planning Commission within 7 days of the hearing.