



GRAND RAPIDS CHARTER TOWNSHIP

1836 E. BELTLINE NE - GRAND RAPIDS, MI 49525 - (616) 361-7391 - FAX (616) 361-0137

www.grandrapidstwp.org

SITE PLAN REVIEW

APPLICATION INSTRUCTIONS

- Please call 361-7391 for an appointment to consult with the Planning Staff regarding your application.
- Only complete applications will be processed. A complete application includes the following list of items pertaining to the requested site plan:
 1. 7 full-sized **folded copies** and 1 ledger-sized copy of a scaled, legible illustration with the required details.
 2. A separate detailed written statement fully explaining your request.
 3. The fee as listed. Please note that at no time shall the balance in the escrow account fall below \$500.00. Petitions will be held until the escrow account is replenished. If you have any questions, please call the Treasurer at 361-7391.
- Incomplete applications will be returned to the applicant.
- Attached is a checklist. Site Plan petitions are heard in front of the Site Plan Review Committee, which meets on an as needed basis. It is the applicant's responsibility to provide revised drawings if required. In addition, development on East Beltline Avenue requires additional review by advisory bodies, so please allow for sufficient time to accommodate this.

5. Description of Project: _____
6. Address of Property: _____
7. Permanent Parcel Number: 41-14-_____
8. Attach an Accurate Drawing of the Site Showing:
 - a. Property boundaries
 - b. Existing and proposed buildings
 - c. The distance from lot lines of each existing or proposed building.
 - d. Unusual physical features of the site (example: wetlands).
 - e. Abutting Streets
9. Names and addresses of all other persons, firms or corporations having a legal or equitable interest in the property: _____

Applicant must provide lease, purchase agreement or written authorization from Owner

DECLARATION:

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above described property and that the answers given herein are true to the best of my knowledge. I understand that if the requested Site Plan Approval is granted, I am in no way relieved from all other applicable requirements of the Grand Rapids Charter Township Zoning Ordinance.

By virtue of my application for Site Plan Approval, I do hereby declare that the appropriate appointed officials and Township staff responsible for the review of my application are given permission to visit and inspect the property in order to determine the suitability of the request.

Applicant Signature: _____ Date: _____

**FILING FEE: \$500.00 + \$1000.00 Escrow:
 \$100.00 Revised Site Plan Approval is within one year of first approval.**

Office Use Only	
Date Filed: _____	Fee Paid: _____
SPR Meeting: _____	Received By: _____
Case number: <u>SPR-</u> _____	

SITE PLAN REVIEW CHECK LIST

x	Mark the items included in submittal.
	Date site plan was prepared, north arrow, and scale. The scale shall not be smaller than 1" = 50' if the subject property is less than 3 acres and 1" = 100' if the subject property is 3 acres or more.
	Name and address of the professional individual responsible for the preparation of the site plan.
	Location of lot lines, existing and proposed easements; and encroachments.
	A plot plan based on an accurate current land survey, including legal description.
	Location of existing structures, driveways, streets and water bodies on land immediately adjacent to the site within 100 feet of the site's parcel lines and to a depth of 100 feet, on opposite sides of each street fronting the property.
	Existing and proposed topographical features at contour intervals no greater than 2 feet.
	Storm drainage; existing and proposed.
	Ditches and water courses.
	Location of existing and proposed water and sewer lines.
	Location, size and type of present buildings or structures to be retained or removed.
	Location of all proposed buildings, structures or other improvements.
	Gross area of buildings and parking.
	Preliminary architectural sketches and/or a general statement as to the type of construction and materials to be used in the proposed buildings or structures. Height and area of buildings and structures shall be described.
	Location and dimensions of existing and proposed streets, drives and parking lots.
	Location of existing improvements.
	Utilities with reference to location, availability and compatibility.
	Ground cover and other pertinent physical features of the site - including existing tree stands and individual trees over eight inches in diameter.
	Screening and buffering with reference to type, dimensions and character.
	Proposed landscaping
	Exterior lighting including the location, height and type of all exterior light fixtures.
	Refuse and service areas.
	Loading and unloading facilities.
	Proposed signs, including their location, dimensions and type of construction.