



PARK TOWNSHIP

Ottawa County

52 – 152nd Avenue, Holland, Michigan 49424

Planning Commission Procedures and Deadlines

- Deadline:** The deadline to submit materials for a Planning Commission Meeting is by 5:00 p.m., 47 days prior to the next scheduled meeting date. The materials must be dropped off at the Park Township Office, 52 S. 152nd Avenue, Holland, MI 49424.
- Meeting:** The Planning Commission meets the second Wednesday of the month at 6:30 p.m. at the Park Township Office Board Room. If there is no agenda by the deadline, there is no meeting that month.
- Cost:** Fees are listed on the application form.
- Submittal:** Twelve identical packets must be submitted to the Township along with the fee by the deadline. They should be folded in 8 ½” by 11” sizes. The packets should contain any supporting documents such as proof of ownership, surveys, site plans, drawings, pictures, and narratives. When the site plan reaches the Township Board, eight (8) additional packets are required to be submitted to the Township, at least one week in advance of said meeting.

Please call the Building/Zoning Department with any questions. 616-738-4244

DO NOT DISCARD THIS PAGE. YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION

For office use

Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____

PARK TOWNSHIP
Ottawa County
52 – 152nd Avenue, Holland, Michigan 49424

SPECIAL USE PERMIT APPLICATION

REQUEST FEE: \$1,200.00 (+\$3,000 escrow^a)

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Email/Fax: _____

Address of Subject Property: _____

Parcel Number: _____

Zoning District: _____

List the name, address and interest of every person who has a legal or an equitable interest in any property included in the special use permit application.

What is the special land use requested? _____

Attach a detailed site plan of the property meeting the requirements of Section 38. (see following pages)

^a Escrow funds are used to reimburse planning, engineering, and legal fees incurred. If the fund drops below 10% of the deposit, an additional deposit will be required to continue. Any funds remaining will be refunded when the project is complete. Any approvals will be subject to requiring any outstanding funds due are paid in full.

PARK TOWNSHIP DEVELOPMENT APPLICATION AGREEMENT

****AFFIDAVIT:**

I agree to comply with the statements below, and if I fail to comply, this development application and subsequent decision may be voided.

The cost to the Township in reviewing applications for various development or zoning approvals differs greatly between applications, and may be significant when there are additional out-of-pocket expenses (such as professional planning consultant, engineering, and/or legal review) above and beyond what is associated with the typical zoning review of minor projects. This cost cannot always be accurately projected at the time an application is made. The Township Board has determined that it is reasonable and appropriate to pass the charges for the actual costs and expenses associated with reviewing such applications, except for the routine expenses, on to the applicant rather than having the taxpayers of the Township subsidize the application. The Township has therefore established an appropriate fee schedule, which includes an escrow account/fee in addition to the base fee for some application when deemed by Township staff to be appropriate.

The basic application fee set forth in the Township's fee schedule covers general expenses such as the initial review of the application by the zoning administrator, and the publication and mailing of the required legal notice for a single public hearing held at a regularly scheduled meeting of the public body. Any other fees and expenses incurred by Park Township as a part of the review process (including but not limited to planning, engineering, and/or legal fees) will be transmitted and charged to the applicant for timely payment. This is a legal requirement for development review in Park Township. The Township does not fund the private development utilizing taxpayer monies. Failure to timely pay the escrow fee or escrow charges may result in the application being put on hold, no action being taken by the Township, or subsequent building or occupancy permits being denied.

I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Park Township Zoning Ordinance, and Michigan Construction Code will be complied with. Further, I agree to notify the Park Township Building Dept. for inspections when required. Further, I agree to give permission for officials of Park Township, the County of Ottawa and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand this is a planning commission application, and any permit issued conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, deed restriction, or other property rights.

**Signature of Applicant

Date

**Signature of Property Owner

Date

SECTION 38-36 – Special Use Authorization

- (a) Where special use authorization is required by a provision of this chapter, a site plan, which is in accordance with the requirements of Division 3 of this chapter, may be required by the body or official charged with reviewing and approving the special use.
- (b) Application for special use authorization shall be made on forms therefor provided by the Township and shall include such supporting materials as are reasonably necessary to evaluate the application. Notification of receipt of a request for special use authorization shall be given as required by the Zoning Act. A public hearing, with notice thereon as required by the Zoning Act, shall be held at the initiative of the body or official charged with approving the special use, or when such a hearing is requested by the applicant for special use authorization, or a property owner, or the occupant of a structure located within 300 feet of the boundary of the property being considered for a special use.
- (c) The body or official charged with reviewing and approving the special use may deny, approve, or approve with conditions the special use request. The decision on a special use shall be incorporated in a written statement containing the conclusions relative to the special use under consideration that specifies the basis of the decision and any conditions imposed in conformance with the provisions of the Zoning Act that are determined to be necessary or appropriate.
- (d) Where the provisions of this chapter require that an application for special use authorization be submitted to the Zoning Administrator for review and approval, the Zoning Administrator may, in his discretion, decline to decide such matter and refer decision thereon to the Planning Commission. When the Zoning Administrator does not refer the decision but denies the special use request, the applicant may resubmit his application for special use authorization without prejudice to the Planning Commission.

SECTION 38-101 - Review

Notwithstanding the failure of this chapter to specifically provide elsewhere for site plan approval of a particular use, site plan review and approval is required in each of the following instances:

- (5) For any special use and also for any planned unit development, provided that if the requirements for a site plan, as provided in this division, are met by plans and other documentation required in Article III, Division 8 of this chapter, then a separate site plan shall not be required pursuant to this division.

SECTION 38-102 - Content

A site plan shall include all of the following information unless the same is not reasonably necessary, as determined by the Planning Commission:

- (1) A plot plan based on an accurate certified land survey showing:
 - a. Location, size and type of present buildings or structures to be retained or removed.
 - b. Location of all proposed buildings, structures or other improvements.
 - c. Location of existing and proposed streets, private roads, drives and parking lots.
 - d. Location of water and sewer lines.
 - e. Storm drainage.
 - f. Refuse and service areas.
 - g. Utilities with reference to location, availability and compatibility.
 - h. Screening and buffering with reference to type, dimensions and character.
 - i. Topographical features, including contour intervals no greater than five feet.
 - j. Ditches and watercourses.
 - k. Ground cover and other pertinent physical features of the site, including, but not limited to existing vegetation, trees, etc.
 - l. Proposed landscaping.
 - m. Location of existing improvements.
 - n. Location of lot lines.
 - o. Loading and unloading of facilities.
 - p. Exterior lighting and signs.

q. Location of existing structures on land immediately adjacent to the site within 100 feet of the site's parcel lines.

r. The date, north arrow, and scale. The scale shall not be less than one inch equals 50 feet if the subject property is less than three acres and one inch equals 100 feet if the subject property is three acres or more.

s. The name and address of the professional individual, if any, responsible for the preparation of the site plan.

(2) 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 provided. The height of buildings and structures shall be detailed from the existing grade (and proposed grade if there is to be any change in the grade), as well as from the crown of the street and/or private road adjoining the property upon which the building or structure will be erected.

(3) The period of time within which the project will be completed.

(4) Proposed staging of the project, if any.

(5) Gross areas of buildings and parking.

(6) Delineation of the one-hundred-year floodplain and any proposed uses therein.

(7) A description of all aspects of such plan that might have an adverse effect on public health, safety and welfare.

(8) Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land such as an option or purchase contract.

(9) Method of financing and commitments, or other proof of ability to obtain financing.

(10) Additional information which the body or official reviewing and approving the site plan may request which is reasonably necessary to evaluate the site plan.

The body or official review the site plan shall have the discretion to waive the inclusion in the site plan of any of the information referenced in this section.

The following section of the Environment Ordinance also applies to the proposed use. Please see the Planner for copy of the section.

- Division 3 – Stormwater System, Floodplain and Other Standards, Soil Erosion Control

The following sections of the Zoning Ordinance may also apply to the proposed use. If applicable, please see the Planner for copies of applicable sections or the Zoning Ordinance in its entirety.

- Section 38-504 – Outdoor Ponds
- Section 38-505 – Earth Change Regulations and Permits
- ARTICLE VI – Signs
- ARTICLE VII – Parking and Loading Spaces

The applicant is advised to review the Park Township Environment and Zoning Ordinances in their entirety to ensure complete compliance with said Ordinances.