

Park Township 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:** See the fee schedule 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 refer to the site plan checklist for site plan requirements.

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

PARK TOWNSHIP PLANNING COMMISSION APPLICATION

PARCEL #70-15- _____ - _____ - _____ DATE FILED _____

PROPERTY ADDRESS _____

NAME OF APPLICANT _____ TELEPHONE _____

* Email Address _____

OWNER PER TAX RECORD _____

ENGINEERING FIRM/CONTACT _____ TELEPHONE _____

Application is hereby made to the Park Township Planning Commission for the following:

_____ Planned Unit Development - Preliminary Site Plan \$750.00 fee. \$5,000.00 escrow.

_____ Planned Unit Development - Final Site Plan \$1,500.00 fee.

_____ Planned Unit Development – Major Amendment \$750.00 fee (preliminary) \$5,000.00 escrow.
\$1,500.00 fee (final)

_____ Planned Unit Development-Minor Amendment \$500.00 fee

_____ Property Rezoning from _____ to _____ \$1,200.00 fee. \$3,000.00 escrow.

_____ Site Plan Review _____ \$1,000.00 fee. \$3,000.00 escrow.

_____ Special Use _____ \$1,200.00 fee. \$3,000.00 escrow.

_____ Subdivision \$1500.00 fee. \$5,000.00 escrow.

_____ Other _____ Fee and escrow dependent on type of application.

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.

Twelve (12) copies of supportive documentation (i.e. drawings, survey, sketches of proposed plan, proposed location) are to be supplied with request.

AFFIDAVIT: I agree the statements made above are true, and if found not to be true, this application and subsequent decision may be void. Further, 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