



## 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., 30 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 fourth Thursday 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: \_\_\_\_\_

## FINAL PLAT APPLICATION

APPLICATION FEE: \$1,500.00 (+\$5,000 escrow<sup>a</sup>)

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax/Email: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

\_\_\_\_\_

Parcel Number: \_\_\_\_\_

Zoning District: \_\_\_\_\_

List the name, address, phone number of every person who has a legal or an equitable interest in any property included in the application. Provide proof of ownership or a legal financial interest in the property, such as a purchase agreement.

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What is the land use requested? \_\_\_\_\_

Attach a detailed site plan of the property meeting the requirements of Section 18-62. (see following pages)

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<sup>a</sup> 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.

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**\*\*Signature of Applicant**


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 Date

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**\*\*Signature of Property Owner**


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 Date

## Section 18-62 Final plats

(a) Final plat requirements.

- (1) Final plats shall be prepared and submitted as provided in the land division act.
- (2) A written request for approval and the recording fee shall accompany all final plats.
- (3) The subdivider shall submit proof of ownership of the land included in the final plat in the form of an abstract of title certified to a date on or after the proprietor's certificate, or a policy of title insurance currently in force.
- (4) The Township may require such other information as shall be reasonably necessary to establish whether the proper parties have signed the plat.

The following section of the Subdivision Ordinance also applies to the proposed use. Please see the Planner for copy of the section or the Subdivision Ordinance in its entirety.

- Division 2 – Platting Procedure and Data Required

The applicant is advised to review the Park Township Subdivision Ordinance in its entirety to ensure complete compliance with said Ordinance.