



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., 45 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: _____

GRAVEL EXTRACTION APPLICATION

APPLICATION FEE AND ESCROW^a DEPENDENT ON APPLICATION

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.

^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 38-505 – Earth Change Regulations and Permits

- (a) Permit required. Except as exempted under Subsection (e) of this section, no earth change shall be conducted on any parcel of land unless such earth change has been authorized by and is in compliance with a permit issued pursuant to this section. For purposes of this section, the term "earth change" means a man-made change in the natural or existing cover or topography of land, including without limitation, the excavating, mining, removing, importing, moving, filling, stockpiling, depositing and/or storing of topsoil, subsoil, sand, gravel, clay, aggregate, stone, sludge, ash and/or any similar materials and resources.
- (b) Application for permit. An application for an earth change permit shall be filed with the Zoning Administrator. An application fee, as established by the Township Board from time to time, shall be paid when the application is filed. Such application shall contain the following information and documentation:
- (1) The name and address of the applicant. If the applicant is not an individual, the name and title of a contact person for the applicant shall be provided.
 - (2) If the applicant is not the owner of the parcel, the name and address of the holder of record title and the nature of applicant's interest in the parcel shall be stated.
 - (3) A survey and legal description of the parcel for which the earth change permit is sought.
 - (4) A statement together with a map that details the specific nature and extent of the proposed earth change activity including the following:
 - a. The type of materials involved in the proposed earth change.
 - b. A fair and reasonable estimate of the number of cubic yards of materials involved and description as to what volume of materials are to be excavated from, removed from, imported onto, moved on and/or stored on the parcel as part of the proposed activities.
 - c. A map depicting the proposed contours of the parcel upon completion of the earth change activities and showing the location of the proposed earth change activities in relation to the boundaries of the parcel and to buildings, septic systems, existing bodies of water and watercourses, both on the parcel and on adjacent lands.

- d. The location and type of any fencing or other screening to be located on the parcel during the earth change activities.
 - e. The proposed landscaping and/or revegetation to secure and stabilize the ground and any slopes during and at the completion of the earth change activities.
 - f. A description of the type and amount of equipment proposed to be employed in the earth change activities.
 - g. The points of ingress and egress for the parcel and the route the applicant intends to use in transporting materials to and/or from the parcel. The location and size of aprons and scrub pads, if any are proposed, shall be detailed, together with a cleaning and maintenance plan. Aprons and scrub pads may be required as a condition to issuance of the permit and, if so, they shall be constructed of concrete or asphalt with scrub pads having a minimum length of 100 feet from the road onto the parcel and a minimum width of 12 feet and with aprons having a minimum radius of 25 feet, unless the ZBA determines other dimensions under the circumstances of the project.
 - h. Any proposed road signage for "slow trucks," "truck crossings," etc.
 - i. Proposed hours of operation.
 - j. Duration of earth change activities.
- (5) Information regarding approvals and/or permits required under any other federal, state, local government or agency.
- (6) Information regarding financial assurance (in the form of a bond or letter of credit) to be provided to the Township to ensure compliance with the permit.

Applicant is responsible to review Section 38-505 Earth change regulations and permits in its entirety. Not all provisions of the section are provided within this application. A copy of Section 38-505 is available at the Township hall.