



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: _____

REQUEST FOR ZONING ORDINANCE AMENDMENT

REQUEST FEE: \$1,200.00 (+\$3,000 escrow¹)

CHECK THE APPLICABLE REQUEST

____ MAP AMENDMENT (Rezoning)

____ TEXT AMENDMENT

All petitions for an amendment to the Zoning Ordinance or the Zoning Map shall include the following information.

SECTION 38-127 – PETITION PROCEDURE

Name of Petitioner:

Address of Petitioner:

Telephone: _____ Email: _____

What is the Petitioner’s interest in making this petition?

What is the nature and effect of the proposed amendment?

¹ 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.

MAP AMENDMENT

List the name, address and interest of every person who has a legal or equitable interest in any land to be rezoned (map amendment).

What is the current zoning of any property requested to be rezoned?

What is the proposed zoning of any property requested to be rezoned?

Parcel Number of property requested to be rezoned:

Provide a scaled map of the property, fully-dimensioned and correlated with the legal description, showing the following:

1. The land which would be affected by the proposed amendment;
2. If the land proposed for rezoning does not include the entire parcel or lot, the land and legal description of the portion of the parcel of the lot which is proposed for rezoning and the portion of the parcel of the lot which is not proposed for rezoning;
3. The present zoning of the land proposed for rezoning;
4. The present zoning of all abutting lands; and
5. All public and private rights-of-way and easements bounding and intersecting the land proposed for rezoning.

Attach the legal description of the property.

ADDITIONAL INFORMATION

Please provide proof of ownership. If ownership is pending a purchase agreement that is conditional to the Zoning Amendment request, please provide proof of said agreement.

In the instance there is an alleged error in the Ordinance which would be corrected by the proposed amendment, provide a detailed explanation of such alleged error and detailed reasons why the proposed amendment would correct the same:

State the changed or changing conditions in the area or in the Township that make the proposed amendment reasonably necessary to the promotion of the public health, safety and general welfare:

State all other circumstances, factors and reasons which the petitioner offers in support of the proposed amendment:

TEXT AMENDMENT

Provide the exact text you are proposing with Section numbers (or new section number if a new section is proposed). Separately, provide text that shows all proposed changes, which include deletions and/or additions.

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