



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: _____

PRELIMINARY PLAT APPLICATION

APPLICATION FEE: \$1,500.00 (+\$5,000 escrow^a)

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.

What is the land use requested? _____

Attach a detailed site plan of the property meeting the requirements of Section 18-61. (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 18-61 Preliminary Plat

A preliminary plat that is in accordance with the following requirements and in accordance with the land division act shall be prepared by the subdivider and submitted to the Township.

(1) Requirements

- a. The preliminary plat shall be drawn to a scale of not more than 200 feet to one inch and may be an original drawing or reproduction on unbacked paper.
- b. The following shall be clearly shown on the plat or submitted in a separate instrument with the plat:
 1. The name of the proposed subdivision.
 2. Names, address and telephone numbers of the subdivider and the surveyor preparing the plat.
 3. Location of the subdivision, giving the numbers of section, Township and range, and the name of the Township and county.
 4. The names of abutting subdivisions.
 5. Statement of intended use of the proposed plat, such as: residential single-family, two-family and multiple housing; commercial; industrial; recreational; or agricultural. In addition, the preliminary plat shall show proposed sites, if any, for multifamily dwellings, shopping centers, churches, industry, and other nonpublic uses exclusive of single-family dwellings as well as any sites proposed for parks, playgrounds, schools or other public uses.
 6. A map of the entire area scheduled for development if the proposed plat is a portion of a larger holding intended for subsequent development.
 7. A location map showing the relationship of the proposed plat to the surrounding area.
 8. The land use and existing zoning of the proposed subdivision and the adjacent tracts including identification of zoning district, lot size and yard

requirements as well as proof of any variances or special exceptions which may have been granted.

9. Streets, street names, right-of-way end roadway widths.
10. Lot lines and the total number of lots by block.
11. Contours at five-foot intervals shall be shown where the slope is greater than 10% and at two-foot intervals where the slope is 10% or less.
12. A site report as described in the rules of the state department of environmental quality, as amended, shall be provided if the proposed subdivision will not be served by public sewer and water systems.
13. Proposed and existing storm and sanitary sewers, water mains and their respective profiles or, in the event any or all of these improvements are not be provided, a statement of the alternate method by which drainage, sewage disposal, and water supply will be provided.
14. Proposed protective covenants and deed restrictions, or a written statement that none are proposed.
15. Utility easements, showing location, width, and purpose.
16. Preliminary engineering plans for streets, water, sewers, sidewalks and other required public improvements. These engineering plans shall contain enough information and detail to enable the Planning Commission to make a preliminary determination as to the conformance of the proposed improvements to applicable Township ordinances.
17. A statement of the lot area of the smallest lot in the subdivision.
18. Building setback lines shown graphically with dimensions from all streets.
19. Site data including total acreage, number of residential lots, typical lot size and acreage in parks and other nonresidential uses.
20. North point, scale, date.

21. Trees with a trunk of over six inches in diameter when required by the Planning Commission.

(2) Procedures, (in part)

e. For final approval of the preliminary plat, the subdivider shall submit a list of all of the approving authorities to the Township Clerk, certifying that the list shows all authorities as required by sections 112 to 119 of the land division act (MCL 560.112-560.119). The subdivider shall also submit all of the approved copies of the preliminary plat to the Township Clerk after all necessary approvals have been secured.

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.