



**PARK TOWNSHIP**  
Ottawa County  
52 – 152nd Avenue, Holland, Michigan 49424

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**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**

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For office use

Date Received: \_\_\_\_\_ Payment of: \_\_\_\_\_ Via Check: \_\_\_\_\_ Cash: \_\_\_\_\_

**SITE PLAN REVIEW APPLICATION**

APPLICATION FEE: \$1,000.00 (+\$3,000 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.

\_\_\_\_\_

\_\_\_\_\_

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

Attach a detailed site plan of the property meeting the requirements of Section 38. (see following pages)

\_\_\_\_\_ <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.

\_\_\_\_\_  
\*\*Signature of Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Sec. 38-101 - Review.**

Notwithstanding the failure of this chapter to specifically provide elsewhere for site plan approval of a particular use, site plan review and approval is required in each of the following instances:

- (1) A site plan shall be submitted to the Planning Commission for approval of any use or change of use permitted in the C-1 or C-2 zoning district.
- (2) A site plan shall be submitted to the Planning Commission for approval of any multifamily dwelling in an R-5 zoning district.
- (3) A site plan shall be submitted to the Zoning Administrator for approval of any two-family dwelling in an R-4 or R-5 zoning district. The Zoning Administrator may, in his discretion, refer any such site plan to the Planning Commission for its review and approval.
- (4) A site plan shall be submitted to the Planning Commission for approval of any church, public school or private or parochial school, or any public or private recreational facility to be constructed in the R-1, R-2, R-3, R-4, or R-5 zoning districts.
- (5) For any special use and also for any planned unit development, provided that if the requirements for a site plan, as provided in this division, are met by plans and other documentation required in Article III, Division 8 of this chapter, then a separate site plan shall not be required pursuant to this division.
- (6) When any other section of this chapter requires site plan approval.

**SECTION 38-102 - Content**

A site plan shall include all of the following information unless the same is not reasonably necessary, as determined by the Planning Commission:

- (1) A plot plan based on an accurate certified land survey showing:
  - a. Location, size and type of present buildings or structures to be retained or removed.
  - b. Location of all proposed buildings, structures or other improvements.
  - c. Location of existing and proposed streets, private roads, drives and parking lots.
  - d. Location of water and sewer lines.

- e. Storm drainage.
  - f. Refuse and service areas.
  - g. Utilities with reference to location, availability and compatibility.
  - h. Screening and buffering with reference to type, dimensions and character.
  - i. Topographical features, including contour intervals no greater than five feet.
  - j. Ditches and watercourses.
  - k. Ground cover and other pertinent physical features of the site, including, but not limited to existing vegetation, trees, etc.
  - l. Proposed landscaping.
  - m. Location of existing improvements.
  - n. Location of lot lines.
  - o. Loading and unloading of facilities.
  - p. Exterior lighting and signs.
  - q. Location of existing structures on land immediately adjacent to the site within 100 feet of the site's parcel lines.
  - r. The date, north arrow, and scale. The scale shall not be less than one inch equals 50 feet if the subject property is less than three acres and one inch equals 100 feet if the subject property is three acres or more.
  - s. The name and address of the professional individual, if any, responsible for the preparation of the site plan.
- (2) Preliminary architectural sketches and/or a general statement as to the type of construction and materials to be used in the proposed buildings or structures. Height and area of buildings and structures shall be provided. The height of buildings and structures shall be detailed from the existing grade (and proposed grade if there is to be any change

in the grade), as well as from the crown of the street and/or private road adjoining the property upon which the building or structure will be erected.

- (3) The period of time within which the project will be completed.
- (4) Proposed staging of the project, if any.
- (5) Gross areas of buildings and parking.
- (6) Delineation of the one-hundred-year floodplain and any proposed uses therein.
- (7) A description of all aspects of such plan that might have an adverse effect on public health, safety and welfare.
- (8) Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land such as an option or purchase contract.
- (9) Method of financing and commitments, or other proof of ability to obtain financing.
- (10) Additional information which the body or official reviewing and approving the site plan may request which is reasonably necessary to evaluate the site plan.

The body or official review the site plan shall have the discretion to waive the inclusion in the site plan of any of the information referenced in this section.

The following sections of the Zoning Ordinance may apply to the proposed use. Please see the Planner for section copies or the Zoning Ordinance.

- ARTICLE VI – SIGNS
- ARTICLE VII – PARKING AND LOADING SPACES
- SECTION 38-486 - OUTDOOR STORAGE AND WASTE DISPOSAL