



8569 State St – P.O. Box 261 – Millington, Michigan 48746
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Date: _____
Application Number _____
Review Fee: \$ _____

SITE PLAN REVIEW APPLICATION

Applicant Information

Name: _____
Street Address: _____
City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property Owner (if different from applicant; if more than 1 list on separate sheet)

Name: _____
Street Address: _____
City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property for which site plan is requested

Street Address: _____
Nearest Crossroads: _____
Tax Parcel ID#: _____ Zoning District: _____

Brief description of the proposed use: _____

A site plan is required for this project per Section 1001 of the zoning ordinance because:

- It is part of an application for a special use permit.
- It is part of a change in use which requires construction of five (5) or more additional parking spaces.
- It is part of an application for approval of a condominium development.
- It is part of proposed construction or moving of a structure EXCEPT
 - a. Single family and duplex residences on individual parcels and their accessory structures
 - b. Non-residential accessory structures under five hundred (500) square feet
 - c. Expansions of under five hundred (500) square feet to existing structures.

Attach the following to the application:

9 copies of a site plan of the proposed site (see site plan checklist)

A copy of the Site Plan Informational Requirements Checklist

A separate sheet explaining how the site plan will meet the standards for approval (see attached checklist).

I hereby affirm that the above information is correct to the best of my knowledge.

Signature of Applicant

Print/type name

Date

Signature of Property Owner
(if different from applicant)

Print/type name

Date

(See reverse)

FOR OFFICE USE ONLY

Copies of site plan sent for review (attach comments)

	Date Sent	Date of Response
Village Fire Chief	_____	_____
Village Fire Chief	_____	_____
Village DPW Director	_____	_____
Village Planner	_____	_____
Village Engineer	_____	_____
Village Attorney	_____	_____
Michigan Department of Transportation (MDOT)	_____	_____
Michigan Department of Environmental Quality (MDEQ)	_____	_____
Planning Commission members	_____	_____

Site Plan Approval

Site plan approved Site plan denied Site plan approved w/conditions

Date of Planning Commission meeting (minutes attached): _____

Remarks: _____

INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

REGULAR PLANNING COMMISSION MEETINGS are held at 6:00 p.m. on the 3rd Tuesday of each month at the Village Hall.

The deadline for filing applications is 20 days prior to the meeting.

HEARINGS WILL NOT BE SCHEDULED UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE PAID BY THIS DEADLINE.

Applicant must attend the Village Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Letter explaining in detail exactly what your intended use of the property is.
2. Proof of ownership – DEED
3. Completed application form
4. Site plan of the property with the information listed in the attached site plan check list.
5. Application fee