

NORVELL TOWNSHIP
106 E. COMMERCIAL STREET, P.O. BOX 188
NORVELL, MI 49263
Phone 517-536-4370 Fax 517-536-0110
Norvelltownship.com

CONDITIONAL USE/SITE PLAN REVIEW APPLICATION
(Print or Type)

This application will not be accepted if incomplete. All required materials must be submitted prior to the enclosed schedule.

1. Name of applicant _____ Date _____

- Proof of ownership (Warranty Deed or Evidence of Fee Simple) is required.
- If the applicant is not the titleholder of the property, a notarized letter is required from the owner(s).

2. Address _____ Phone _____
City State Zip

3. Property Owner(s) Name (if different from applicant)

4. Address _____ Phone _____

5. Location of Property _____

6. Existing Zoning _____

7. Description of Proposed Use/Request

SITE PLAN REVIEW APPLICATION (continued)

8. REQUIREMENTS FOR A SITE PLAN REVIEW (Section 7.5.C):

<input type="checkbox"/>	A completed application must be returned to the Township Clerk 45 days prior to a scheduled Planning Commission meeting.
<input type="checkbox"/>	Name of proposed land use or development.
<input type="checkbox"/>	Vicinity map at a scale no less than 1" = 2,000 feet, showing the location of the site in relation to the surrounding street system.
<input type="checkbox"/>	North arrow.
<input type="checkbox"/>	Site plan scale, not greater than 1" = 20 feet nor less than 1" = 50 feet.
<input type="checkbox"/>	Legal description (include lot area dimensions, angles, sizes correlated with the legal descriptions).
<input type="checkbox"/>	Name, address, and phone number of proprietor(s).
<input type="checkbox"/>	Name, address, and phone number of property owner(s) (property owner shall be identified on the site plan).
<input type="checkbox"/>	Name, address, and phone number of developer and designer (site plan shall be designed and prepared by registered professional architect, engineer, surveyor or community planner who shall affix a seal to the site plan).
<input type="checkbox"/>	Boundary dimensions
<input type="checkbox"/>	Topography (at least two foot contour intervals).
<input type="checkbox"/>	Natural features, wetlands, woodlots, streams, rivers, lakes, drains, and similar features.
<input type="checkbox"/>	Date of site plan preparation or revision.
<input type="checkbox"/>	For subdivision plats and condominium projects: A. Lot layout B. Numbers C. Lot areas in square feet D. Building setback lines (showing dimensions) E. Location of stands and species of trees F. Wetland boundaries shall be designated
<input type="checkbox"/>	Existing manmade features: Buildings, structures, high tension tower, pipe lines, existing utilities (water and sewer lines) excavations, bridges, culverts, drains and easements.
<input type="checkbox"/>	Identify adjacent properties and their existing land uses.
<input type="checkbox"/>	Site plan shall show system for water supply, sanitary sewers/septic systems, storm-water drainage (including direction of storm-water drainage), proposed storm-water basins and point of outlet at the proposed subdivision lines including easements.
<input type="checkbox"/>	Location, proposed finished floor and grade line elevation, size of proposed principal and accessory buildings, their relation to one another.
<input type="checkbox"/>	Height of all buildings and square footage of floor space. <input type="checkbox"/> Density schedule showing number of dwelling units per net acre, including a dwelling schedule showing the unit type and number of each type.
<input type="checkbox"/>	Existing and proposed streets, driveways, sidewalks (including width), and other vehicular and pedestrian circulation features within and adjacent to the site.

<input type="checkbox"/>	Location, size, and number of parking spaces in the off-street parking area - identification of service lanes and service parking.
<input type="checkbox"/>	Road names and right-of-way width for existing and proposed roads.
<input type="checkbox"/>	Plan and cross section view for all proposed roads.
<input type="checkbox"/>	Proposed location, use and size of open spaces and location of landscaping fences or walls
<input type="checkbox"/>	Proposed alterations to the topography and natural features
<input type="checkbox"/>	Proposed location of connections to utilities (existing and proposed)
<input type="checkbox"/>	Existing zoning designation of the site and adjacent parcels.
<input type="checkbox"/>	Four (4) copies of proposed plan.

I/We _____ do hereby swear that the above information is true and correct to the best of my/our knowledge. If any of the above information is found not to be true, this application and any approval will be void. I agree to comply with the condition and regulations provided in this site plan review.

I hereby grant permission for members of the Norvell Township (Planning Commission) (Zoning Board) to enter the above described property for the purpose of gathering information related to this application/request/proposal.

Applicant's Signature

Date

NOTE:

Environmental Permit information can be obtained from EGLE (Michigan Department of Environment, Great Lakes, and Energy).

DO NOT WRITE BELOW THIS LINE

Date: _____

Fee Paid: \$ _____

Township Signature

Date Applicant submitted application
and required materials:

Date

Township Clerk Signature

BOARD ACTION:

Approved Denied by Planning Commission _____
Signature Date

Approved Denied by Township Board _____
Signature Date

