

HOLLY TOWNSHIP

102 Civic Drive • Holly, Michigan 48442 • Phone (248) 634-9331 • Fax (248) 634-5482

APPLICATION FOR SITE PLAN REVIEW

Instructions to Applicant:

Answer each question completely. Please read the additional instructions provided for this application. Incomplete submittals will not be processed.

For Township Use Only:

Date Received: _____

File No.: _____

Administrative Fee Paid: _____

Escrow Fee Paid: _____

1) Applicant:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Office) _____ (Fax) _____

Interest: _____

2) All Parties of Interest (Title Holder, Contract Purchaser, Partners):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Office) _____ (Fax) _____

Interest: _____

(If the applicant/petitioner is not the owner of record, a notarized letter of authority or Power of Attorney must be included as part of this application)

3) Designer: (Registered Engineer, Architect, Surveyor, Landscape Architect or Planner)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Office) _____ (Fax) _____

Interest: _____

4) General Property Information and Description:

General Location: _____
Acreage: _____
Sidwell Number: _____
Legal Description: _____

(Attach metes and bounds description where applicable)

Site Plan Attached: Yes _____ No _____

5) Zoning:

Current Zoning: _____

6) Proposed and Intended Use:

Construction Trailer or
Mobile Office on site: Yes _____ No _____

Requested Location: _____

7) Signature:

I, the undersigned, state that the foregoing answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I hereby grant permission for members of the Township Board of Trustees, Township Planning Commission and the Township's Zoning Administrator, Township consultants, or other Township agents or employees, to enter the above described property for the purposes of gathering information related to this application.

Signature of Applicant Date

Instructions to Applicant:

- 1) The applicant may choose to submit three (3) copies of a site plan for cursory review by the Township Planner and staff, prior to submitting to the Planning Commission for review. Applications and applicable fees must be provided at this time.
- 2) Upon submission of a site plan and application, the Township Planner shall complete the site plan checklist; the site plan shall contain all of the data required by the checklist (per Chapter 32 Article 6) prior to the site plan's submission to the Planning Commission for review. The site plan checklist is available upon request from the Township.
- 3) Discussions with the Township Planner as it concerns the proposed site plan and its conformity with the Township Master Land Use Plan and Holly Township Code of Ordinances are suggested prior to submitting a formal petition to the Planning Commission. Appointments with the Township Planner may be made by contacting the Zoning Administrator.
- 4) All applications to be submitted to the Planning Commission must be accompanied by ten (10) copies of the site plan prepared in accordance with Chapter 32 Article 6 of the Holly Township Zoning Ordinance and submitted four (4) weeks prior to a regularly scheduled Planning Commission meeting.
- 5) Applications must be submitted with the application fees as set by resolution "Res 2008-03".