

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Applicant,

Thank you for choosing Allendale Charter Township for your project! We are very excited to work with you and answer any questions you may have in order to help make this process easier for you.

Please see the enclosed packet for:

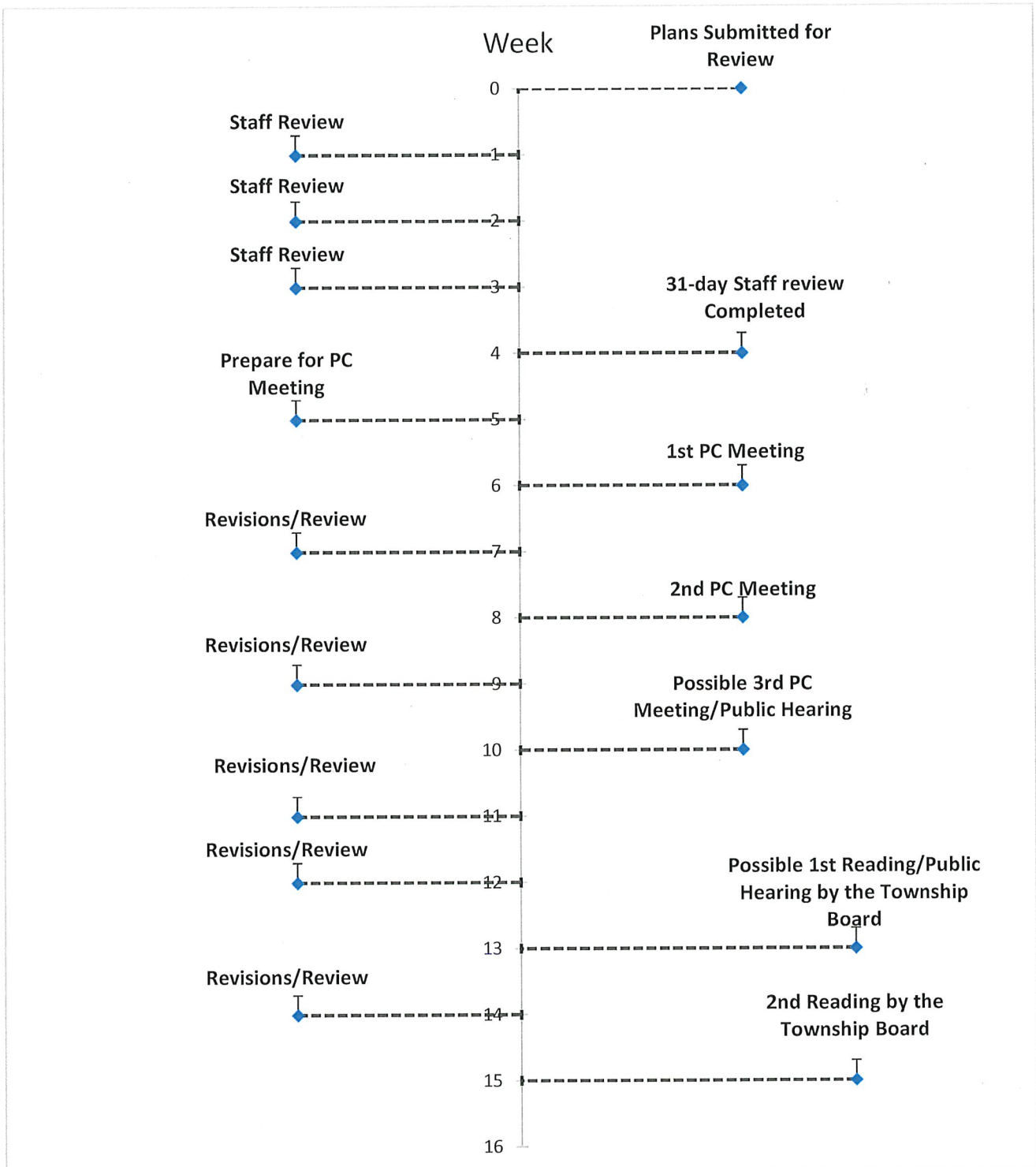
- A tentative Timeline for projects. Please note that all projects are different so this is a general projection and some projects take longer than others.
- Information on Fees and our Escrow Policy.
- Escrow Policy Agreement form.
- Submission Guide for projects that will go to the Planning Commission or for Administrative Review.
- Site Plan Checklist.
- Applications.
- Next Step contacts.

Please contact us if you have any questions.

Greg Ransford, Fresh Coast Planning, Township Planner, 616-638-1240, greg@freshcoastplanning.com
Kelli McGovern, Planning & Zoning Assistant, 616-895-6295 ext. 1109, kellimcgovern@allendale-twp.org
Steve Kushion, PCI, Zoning Administrator, 616-895-5143, skusion@pcimi.com

Tentative Timeline

****Please note that this is provided as an example only, your project may require more or less review.**



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6676 Lake Michigan Drive | P.O. Box 539 | Allendale MI 49401

Phone: 616-895-6295

Fax: 616-895-6670 or 616-895-6330

www.allendale-twp.org

Fee Schedule:

Zoning Board of Appeals	\$250.00
Special Land Use Requests	\$250.00
Rezoning Requests	\$400.00
Planned Special Unit Development Requests	\$600.00
Special Meeting Requests	\$500.00
Administrative Review	\$500.00

Escrow Account Schedule:

Planned Unit Development Project	\$1,500
Site Plan Review	\$1,500
Special Land Use	\$1,500
Subdivision Plat Review	\$1,500
Zoning Ordinance Amendment	\$1,500
Site Condo Review	\$1,500
Private Road Approval	\$1,500
Variance or Zoning Ordinance Interpretation Request	\$250
Open Space Development	\$1,500
Wireless Communication Facility Application	\$1,000

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Resolution 2011-2
Zoning Escrow Fee Policy

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Dr., Allendale Charter Township, Ottawa County, Michigan, on February 14, 2011.

Present: Alkema, Kraker, Modderman, Hoekstra, Knoper, Meyer, Morren

Absent: none

The following resolution was offered by Morren and seconded by Hoekstra.

Resolution establishing Zoning Escrow Fee Policy
to provide for reimbursement to Township for Expenses in zoning proceedings
and other zoning reviews

WHEREAS, Section 406 of the Michigan Zoning Enabling Act (MCL 125.3406) authorizes the Township to require the payment of reasonable fees for zoning permits; and

WHEREAS, the Allendale Charter Township Zoning Ordinance provides that certain fees to be paid to the Township for various zoning applications shall be established by Township Board resolution (see, for example: Section 3.06 related to Moving Buildings; Section 3.10 related to Temporary Buildings; Section 3.14 related to Condominium Projects; Section 20.03 related to Special Use Permits; Section 24.08 related to Site Plan Review; Section 27.04 related to Permits for Erecting or Altering Buildings and Structures; Section 28.03 related to the Zoning Board of Appeals; and Section 29.01 related to Rezoning Requests); and

WHEREAS, the cost to the Township in reviewing applications for various zoning approvals may differ greatly between different applications, can be significant especially when there are additional and at time extraordinary out-of-pocket expenses (e.g., for engineering, planning, and/or legal review) above and beyond what is associated with the typical review of minor projects, and cannot always be accurately predicted at the time an application is made; and

WHEREAS, the Township Board believes that it is reasonable and appropriate that the actual cost and expenses associated with reviewing such applications, except for routine expenses, should be properly borne by the applicant rather than by the taxpayers of the Township; and

WHEREAS, the Township Board intends that zoning review fees and escrow amounts be reasonably proportionate to the costs incurred by the Township for the particular application processed, and that such fees and escrow amounts be used to defray the costs of processing applications and administering the Township Ordinances under Michigan law; and

WHEREAS, the Township Board intends to establish the basic application fees and escrow accounts for zoning applications as permitted by law;

THE ALLENDALE CHARTER TOWNSHIP BOARD RESOLVES THAT:

1. The Township Board hereby adopts the Basic Fee Schedule set forth below, which fees are considered to cover only the Township's consideration of the application at regularly scheduled Planning Commission, Zoning Board of Appeals, and/or Township Board meetings and publication and mailing of notice of hearing, as applicable.

BASIC APPLICATION FEE SCHEDULE

Zoning Board of Appeals Requests	\$250.00
Special Land Use Permits	\$250.00
Rezoning Requests	\$400.00
Planned Unit Development Requests	\$600.00
Special Meeting requests	\$500.00

The basic application fee schedule set is intended to cover the following general expenses incurred by the Township.

- a. Hearings held at regular Planning Commission, Zoning Board of Appeals, and Township Board meetings to consider zoning applications;
 - b. Publication of legal notices in the *Advance Newspaper*, or another newspaper of general circulation within the Township designated by the Township Supervisor;
 - c. Mailing of legal notices to all property owners and occupants as may be required by the Zoning Ordinance or statute;
 - d. Basic review by the Building Official and/or Zoning Administrator;
 - e. Drafting of an ordinance amending the Zoning Ordinance and Map, special land use permits, and records of variance, if applicable.
2. The Township Board hereby adopts the Escrow Account Schedule set forth below, which fees shall be in addition to the fees required by the Basic Fee Schedule and shall be considered necessary to cover the additional costs and expenses incurred by the Township in processing zoning applications, as set forth below.

ESCROW ACCOUNT SCHEDULE

An Escrow Account may be established for each of the following matters.

- a. P.U.D. Projects;
- b. Site Plan Reviews;
- c. Special Land Uses;
- d. Subdivision Plat Reviews;
- e. Site Condo Reviews;

- f. Private Road Approvals;
- g. Open Space Development; and
- h. Other applications when Township staff and/or officials determine the need for Establishing an Escrow Account based on the potential for exceptional or unusual costs being incurred by the Township.

An Escrow Account shall be established and maintained in the trust and agency fund of the Township as provided in this Resolution where, in the opinion of the Planning Commission Chair, the Zoning Board of Appeals Chair, or the Township Supervisor, it is likely that advice from consultants will be required in order to properly consider the application, or where it otherwise appears that the application will involve unusual preparation, assistance, or expenses of implementation on part of the Planning Commission, the Zoning Board of Appeals, or the Township Board.

The Escrow Account shall be used to pay for and cover all expenses directly incurred by the Township (including the Planning Commission, the Zoning Board of Appeals, and the Township Board), in processing, considering, reviewing and approving or denying applications. These additional expenses include, but are not limited to, the following:

- a. Special meetings, including subcommittee meetings, at which the application is reviewed or considered;
- b. Additional meetings deemed necessary due to of lack of information provided by the applicant, or any other cause attributable to the applicant;
- c. Legal services provided to the Township, including but not limited to review of application by Township attorney, attendance at meetings and/or public hearings, and preparation of appropriate documentation, including but not limited to opinion letters, approving resolutions or ordinances;
- d. Planning services provided by the Township Planner, including but not limited to review of application by Township Planner, and preparation of appropriate documentation, including but not limited to planning reports;
- e. Engineering services provided by Township Engineer, including but not limited to review of application by Township engineer, and preparation of appropriate documentation, including but not limited to engineering reports;
- f. Additional notices of public hearing(s) or meeting(s);
- g. Traffic studies;
- h. Environmental impact studies;
- i. Review and consideration of proposed private roads;
- j. Obtaining a court reporter and/or recording devices, including transcription costs; and
- k. Other similar services and expenses.

When an Escrow Account is required, it shall be established at the time the application is filed. No application shall be processed by the Township prior to the Basic Fee set forth in Section 1 of this Resolution being paid and the Escrow Account being established.

The Township Supervisor, or the Supervisor's designee, shall determine the amount of the initial deposit required based on an amount reasonably estimated to be sufficient to cover the expected costs and expenses to be incurred by the Township and paid from the Escrow Account as provided below. The initial deposit shall not be less than \$1,500.00, and the amount required to be deposited shall be increased in increments of \$500.00. Factors for determining the initial amount of the Escrow Account shall include, but not be limited to, such variables as project size, location, cost of providing public services, environmental impact studies, time constraints, traffic studies, and other issues deemed relevant by the Supervisor or the Supervisor's designee.

At no time prior to the Township's completion of review and process of the application shall the Escrow Account Balance be allowed to drop below \$500.00. If an Escrow Account balance does drop below \$500.00, the Township Supervisor or the Supervisor's designee shall notify the applicant. The applicant must deposit an additional amount of at least \$500.00, or such greater amount as determined by the Township Supervisor or the Supervisor's designee to be reasonably necessary to cover the anticipated remaining and/or future expenses, to be paid from the Escrow Account. Any additional deposits into the Escrow Account required by the Supervisor or the Supervisor's designee must be deposited promptly to the Township in order to continue processing the application. No further review or processing of the application shall occur until the Escrow Account has been re-established to the appropriate level as determined by the Supervisor or the Supervisor's designee. If an additional deposit into an Escrow Account is required as provided in this Resolution and has not been deposited, the matter will be removed from the current agenda of the Planning Commission, the Zoning Board of Appeals, or the Township Board, as applicable, and the matter will be adjourned until such time as the required fees are deposited into the Escrow Account, or an appeal of the matter has been decided in favor of the applicant.

The Township may draw funds from the applicant's Escrow Account to reimburse the Township for expenses incurred by the Township directly related to the review and processing of the application, or to distribute the funds to pay its agencies or agents upon verification of the expenses incurred. The Township Treasurer shall maintain records regarding Escrow Accounts and shall authorize the disbursement of Escrow Account funds in writing. Such Escrow Account funds shall be accounted for separately in the trust and agency fund, utilizing individual identifying numbers for each such account. Any excess funds will be refunded by the Township to the applicant, without interest.

No final approval, building permit, certificate of use and occupancy permit, or other similar approvals will be granted or issued by the Township unless all required fees have been deposited into the Escrow Account, except as otherwise determined by the Township Board for good cause.

In the event an applicant objects to the reasonableness or the amount of an Escrow Account, including but not limited to the amount of the initial deposit required, the

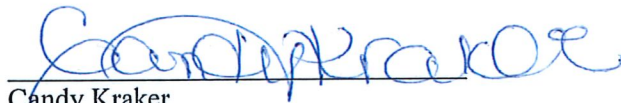
amount of additional deposits required, or how the Township has applied the funds from the Escrow Account, the aggrieved applicant may appeal the Township's determination regarding the matter to the Township Board. All such appeals shall be in writing and shall be made not later than thirty (30) days after receipt of the disputed Escrow Account billing or of the decision of the Supervisor or the Supervisor's designee. The Township Board shall establish a date and time to hear the appeal and shall permit the applicant or the applicant's agent to appear before the Township Board at a regularly scheduled Board meeting to object to and appeal the decision of the Supervisor or the Supervisor's designee. The Township Board may affirm, modify, or reverse the decision of the Supervisor or the Supervisor's designee.

3. All fees established by this resolution shall be effective immediately.
4. All resolutions in conflict in whole or in part with this resolution are hereby revoked to the extent of such conflict.

Yes: Alkema, Kraker, Modderman, Hoekstra, Knoper, Meyer, Morren

No: none

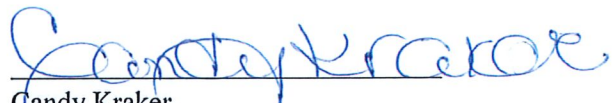
Resolution declared adopted on February 14, 2011.



Candy Kraker
Allendale Charter Township Clerk

CERTIFICATE

I, Candy Kraker, the Township Clerk of the Charter Township of Allendale, Ottawa County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting held on the 14th day of February, 2011. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Candy Kraker,
Township Clerk

Escrow Fee Policy Explanation

The purpose of this memo is to provide information to planning and zoning applicants regarding the Allendale Charter Township policy that calls for applicants to reimburse to the Township the actual costs for Township review of planning and zoning applications.

Many townships have adopted such a policy, and the Allendale Charter Township Board did so on February 14, 2011. The cost of Township review of planning and zoning applications can be significant, depending upon the complexity of the matter, the area of land involved and other factors. These costs do, however, differ greatly among various applications and cannot always be accurately predicted at the time the planning and zoning applications are filed.

The Township's general fund can no longer bear the cost of review expenses, and so the Township Board has adopted a resolution specifying that such costs and expenses are to be reimbursed to the Township by the individual applicants who are seeking project approvals. In this way, the actual costs of review and consideration of planning and zoning applications is borne by the persons who are seeking approval, rather than by the taxpayers.

Who is Affected by this Policy?

All applicants for rezoning, planned unit development approval, site condominiums, private road approval, site plan approval, granting of variances and other types of planning and zoning applications.

What Expenses are to be Paid by Applicants?

Costs and expenses for consideration of zoning applications include the basic application fee that is paid to the Township for initial consideration of an application at meetings of the Planning Commission, the Zoning Board of Appeals, the Township Board and other meetings, if any. In addition, the expenses include the costs actually incurred by the Township for the review of applications for zoning approvals, variances, special land use approvals, site plan reviews, planned unit developments, platted subdivisions, site condominiums and similar requests.

How are these Expenses Calculated?

Basic application fees are established by Board resolution from time to time; other expenses will equal the Township's actual expenses incurred in reviewing the application, including the costs of subcommittee meetings, special meetings, review by Township attorney, Township planner, Township engineer, traffic studies, environmental impact studies, notice of additional hearings and similar services or expenses.

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What is the Procedure for Payment?

At the time of filing a planning and zoning application, the applicant will pay \$1500 into a Township escrow account.

If the funds in the escrow account become depleted, the applicant must make an additional deposit sufficient to cover any deficit and to re-establish a balance of at least \$500, or such greater amount as determined by the Township Supervisor or the Supervisor's designee, to be reasonably necessary to cover the anticipated remaining and/or future expenses.

The monies paid into the escrow account are solely for the purpose of reimbursing the Township's actual expenses, and so any excess funds remaining in the account after all services have been fully performed will be promptly refunded to the applicant.

If the balance of the expenses incurred exceeds the amount remaining in escrow following final action by the Township, the Township will send the applicant an invoice for such additional fees, and the Township will issue no further permits or certificates of occupancy until the outstanding fees are paid in full. In addition, if the expenses are unpaid for a period of 14 days, stop work orders or other actions to halt work on a development project may be issued.

We hope that the above explanation will be helpful to you. We believe that this policy will serve the Township well and be beneficial to all Township residents and taxpayers. Thank you for your prompt attention to this policy of the Township, and if at any time you have questions about the matter, please let us know.

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Project Name: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THE ESCROW POLICY ADOPTED BY THE ALLENDALE TOWNSHIP BOARD AND AGREE TO THE TERMS SET FORTH IN THE POLICY. I UNDERSTAND THAT BREAKING THE TERMS OF THIS POLICY BY NOT PAYING INVOICES SENT BY THE TOWNSHIP FINANCE DEPARTMENT MAY SUBJECT THE PROJECT TO A *STOP WORK ORDER*.

☐ By checking this box, I acknowledge that I have received a copy of the Escrow Policy.

Applicant or Authorized Agent Signature

Date

Applicant or Authorized Agent Name

Date

Submission Guide for Planning Commission Review

*Site Plans shall be submitted a **minimum** of 31 days before the date of initial review by the Planning Commission.*

1. Fees and Escrow \$1500.00

The application fee covers the cost of Township Staff review of the preliminary and final site plan. The escrow fee covers the cost of services provided by professional consultants retained by the Township to assist in reviewing the plan. In accordance with our escrow policy. If your escrow account falls below the \$500 threshold you will be billed to bring the back to a balance that is acceptable to the Township. Failure to do so could result in a *Stop Work Order* being placed on your project. Please see Resolution 2011-2 for our full escrow fee policy which can be found in this packet. It is also available on our website or by request at the Township office.

2. Pre-application Conference

Before submitting a formal application for site plan review the applicant is encouraged to meet with the Township Planner or Zoning Administrator to review procedures and ask questions.

3. Submittal Requirements

- To: Planning and Zoning Department
- When: A **minimum** of 31 days before the date of requested initial review by the Planning Commission.
- What:
 - Application form signed by the property owner and applicant
 - Application and escrow fees
 - Three separate plans are required (see Site Plan Review Checklist):
 - 1) A site analysis plan
 - 2) A site plan
 - 3) A landscape plan
 - An electronic version of the site plan and all other items submitted in a form that is acceptable to the Township.
 - 5 copies for staff review.
 - Completed site plan checklist
 - Narrative describing the project.
- After initial staff review and the project is ready to advance to the Planning Commission:
 - An electronic version of the site plan and all other items submitted in a form that is acceptable to the Township.
 - 3 complete copies of the full site plan are required, prepared in accordance with the attached site plan checklist and other information required by Article 24 of the Zoning Ordinance, following receipt of review comments from the Township Planner and other applicable staff. The 3 copies shall include the necessary revisions addressing the review comments.
- *Please note – Construction plans are not required at this stage of review and should not be submitted.*

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4. Processing Period

A site plan takes approximately 31-45 days to process after all required information is received. At a **minimum** the Planning Commission will require two meetings for review and decision pursuant to Section 7. The Commission may require additional meetings and/or a public hearing. A public hearing is not required for every submission.

5. Planning Commission Meeting Dates & Location

- First and Third Monday of each month
- 7:00 P.M.
- Public meeting room of the Township Hall located at 6676 Lake Michigan Dr., Allendale, MI 49401

6. Site Plan Review

There are 2 types of Site Plan Review:

a) Planning Commission Review

A site plan shall be submitted for review and decision by the Planning Commission prior to the issuance of a building permit for:

- Construction of a new non-residential principal building or permitted principal use or a new residential principal building or principal permitted use containing three or more dwelling units.
- An alteration or enlargement of an existing building or property such that additional parking spaces are required by the Zoning Ordinance.
- A change in the principal use of a building or property such that additional parking spaces are required by the Zoning Ordinance.
- Special land uses and planned unit developments; Mobile home parks; Parks and recreation areas.

b) Administrative Review

A site plan shall be submitted for review and decision by the Zoning Administrator, Planner and applicable staff prior to the issuance of a building permit for:

- Expansion of an existing use or building which does not increase the intensity of the use or result in the need for additional parking as required herein and which would not otherwise require review by the Planning Commission.
- Construction of a building or structure which is accessory to the principal use or building.
- For farm buildings as defined herein the applicant shall provide an accurate drawing to the Zoning Administrator illustrating the property proposed for the building, dimensions of the building, setbacks from lot lines and other information pertaining to the building as may be required by the Zoning Administrator to determine compliance with applicable Township Ordinances. A building permit is not required for a farm building except as may be required by the State of Michigan Construction Code.
- The Zoning Administrator may submit the site plan to the Planning Commission for its review.

7. Review Process

- Copies of the application and initial site plan are sent to the Township Fire Dept., Planner, Engineer, Public Utilities Dept., and other Township staff as necessary.

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- Township staff reviews the plan for completeness with the site plan checklist. If substantially complete the plan can be forwarded to the Planning Commission. If not, the applicant is notified and must revise the site plan to comply with the checklist.
- Applicant should seek comments from the Ottawa County Road Commission and the Water Resources Commission at this time.
- Township staff provides their written reports to the Planning Commission and to the applicant a minimum of 5 days before the Commission meeting.
- At the Commission meeting the revised plans will be reviewed along with the staff reports. In order to allow for proper review, the Commission will not accept revised plans submitted at the meeting.
- The Planning Commission at its meeting reviews the plan in accordance with the standards for approval contained in Section 24.06 of the Zoning Ordinance. The Commission may approve, modify or deny the site plan, approve it subject to revisions being made, or table the site plan for further discussion at a later meeting.
- **The Commission may require the revised plan to be brought back to the Commission for final approval** or allow the Township Planner or Zoning Administrator to review and approve the revised plan according to the changes required by the Commission.
- The Commission may require approval of the Ottawa County Road Commission and / or Water Resources Commission as well as other applicable State and Federal agencies as a condition of approval.

8. If/When Project is Approved by the Planning Commission

a) Projects requiring Planning Commission or Administrative Approval Only:

Once all revisions to the site plan have been made, all conditions of approval satisfied and have been verified by Township staff, the applicant shall provide two (2) final copies of the site plan to the Township. The plans shall be signed and dated by the Chairperson of the Planning Commission or the Zoning Administrator in the case of administrative review. One copy is for the Township and one is for the applicant. An electronic version of the approved site plan in a form acceptable to the Township shall also be provided.

b) Projects requiring Township Board Approval in addition to Planning Commission:

Once the project has been recommended for Approval or Denial to the Township Board, the applicant shall submit 2 sets of plans to the Township Supervisor. The number of meetings required by the Board for a decision will be determined by whether or not a public hearing is required. After all meetings have been held and the project is approved by the Township Board the applicant shall provide two (2) final copies of the site plan to the Township. The plans shall be signed and dated by the Chairperson of the Planning Commission. One copy is for the Township and one is for the applicant. An electronic version of the approved site plan in a form acceptable to the Township shall also be provided.

9. Next Steps

Please see the Next Steps page for information on:

- Pre-Con Meetings
- Building Permits

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Planning Commission Site Plan Review Checklist

- This checklist shall be completed and submitted as part of the submittal packet to the Planning Commission. This is the same checklist that will be used by staff and Planning Commissioners to verify that all requirements set forth in the zoning ordinance are met.
- Township staff reviews the plan for completeness with the site plan checklist. If complete the plan can be forwarded to the Planning Commission. If not, the applicant is notified and must revise the site plan to comply with the checklist.
- A site plan which is to be reviewed by the Planning Commission shall be submitted to the Township offices **no less than 31 days** before the next regularly scheduled Commission meeting.
- **Three separate plans are required:**
 - 1) A site analysis plan
 - 2) A site plan
 - 3) A landscape plan**A checklist is provided for each plan on the following pages.**
- Site plans shall be drawn at a scale of not more than 1"=20' if the site is less than two acres; 1"=40' if the site is less than six acres; and 1"=100' if the site is greater than six acres and shall contain the following information unless specifically waived by the Planning Commission.
- Either YES, NO or NA (Not Applicable) shall be marked next to each item. If NA is marked, please provide the reasoning for the NA notation.
- Before submitting a formal application for site plan review the applicant is encouraged to meet with the Township Planner or Zoning Administrator to review procedures and ask questions.

1. SITE ANALYSIS PLAN CHECKLIST

This is a separate site plan showing natural and man-made features and is used to determine how the existing features of a property will be changed by the proposed project.



- _____ Small-scale sketch of properties, streets and zoned uses of land within one-quarter mile of the site, sufficient to illustrate the existing character and development in the area of the site
- _____ A sketch illustrating the location of the site within the Township
- _____ Existing buildings and structures
- _____ Current zoning of site and all abutting properties
- _____ Current use of site
- _____ Existing contour lines at two feet intervals on the subject property and to a distance of 50 feet outside the boundary lines of the site
- _____ Swales and existing drainage patterns
- _____ Existing strands of trees, tree lines and individual large trees.
- _____ Water bodies, streams, creeks and wetlands on the site and within 50' of subject property
- _____ Base flood elevation data (if applicable)

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2. SITE PLAN CHECKLIST

See article 24 of Allendale Twp. Zoning Ordinance for actual language



GENERAL INFORMATION

- _____ Name of development
- _____ Date on which the site plan was prepared
- _____ North arrow and scale
- _____ Architect, landscape architect, engineer, or professional surveyor who prepared the plan
- _____ Name _____ Address _____ Professional seal

PROPERTY INFORMATION

- _____ Legal description based upon the most current survey
- _____ Small-scale sketch of properties, streets and zoned uses of land within one-quarter mile of the site, sufficient to illustrate the existing character and development in the area of the site
- _____ A sketch illustrating the location of the site within the Township
- _____ The size in acres and square feet of the subject property
- _____ Property line dimensions and bearings
- _____ Current zoning of site and all abutting properties
- _____ Location and use of existing structures within 100 feet of the boundary of the subject property
- _____ Proposed contour lines at not less than two feet intervals
- _____ Percentage of site covered by impervious surface

BUILDINGS AND USES

- _____ Location of existing and proposed buildings including: ____Use ____Length ____Width ____Height
____Square Footage
- _____ Roof top equipment (Sec. 24.06.G.2)
- _____ Setback of buildings from all property lines
- _____ Architectural elevation drawings and exterior building materials (Sec. 24.06.J)

UTILITIES AND STORMWATER MANAGEMENT

Location, size and dimensions of the following:

- _____ Utility easements
- _____ Water lines
- _____ Sanitary sewer lines
- _____ Storm drainage lines
- _____ Ditches and swales
- _____ Retention and/or detention areas
- _____ Fire hydrants
- _____ Catch basins
- _____ Septic tank and drain fields and water wells if applicable
- _____ Transformers and above ground utilities

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VEHICLE CIRCULATION

Location, size and dimensions including width of the following:

- _____ Proposed streets
- _____ Abutting streets
- _____ Rights-of-way
- _____ Service drives
- _____ Driveways / curb cuts
- _____ Curbs and gutters
- _____ Access easements serving the site
- _____ Driveways opposite the site and driveways and intersections within 100 feet on either side of the site
- _____ Traffic control signs
- _____ Master Plan streets which may cross the property

PEDESTRIAN CIRCULATION (Sec. 24.06.C)

- _____ Location, dimensions and surface type of all sidewalks, bike paths and other walkways
- _____ Internal walkways through the parking lot (Sec. 24.06.C.3)

PARKING (Article 21)

- _____ Number and dimensions of spaces and aisles
- _____ Computations to show number of spaces required
- _____ Distance to nearest property line
- _____ Barrier free parking spaces and sidewalk ramps
- _____ Type of parking area surface
- _____ Curbs and gutters
- _____ Loading areas

LIGHTING (Article 24.06.E)

- _____ Location of exterior lights including building lights
- _____ Height
- _____ Type of fixture

OTHER REQUIRED INFORMATION

- _____ Outdoor storage (Sec. 24.06.G)
- _____ Waste disposal facilities (Sec. 24.06.H)
- _____ Trip Generation Analysis (Sec. 24.06.L)
- _____ Signs (Article 22)
- _____ For residential developments (Sec. 24.05.D.17) summary schedules and views should be affixed as applicable in residential development, which gives the following data:
 - _____ The net residential area which is the total size of the parcel minus any portion of the site within the road right-of-way expressed in acres and in square feet
 - _____ The number of dwelling units proposed (by type) and the number of bedrooms for each type
 - _____ Typical lot size dimensions if detached housing is contemplated
 - _____ Typical elevation views of the front and side and rear of each type of building

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- _____ Proposed density of the net residential site
- _____ Proposed phasing
- _____ Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Ordinance or by State or Federal Agencies.
- _____ The Planning Commission may require written statements relative to the effects on the existing traffic capacity of streets, and the proposed development's impact on public safety, existing utilities, the environment and natural features
- _____ The Planning Commission may request additional studies, graphics or other written materials from the applicant in order to assist in determining the appropriateness of the site plan

3. LANDSCAPING PLAN CHECKLIST

This is a separate plan illustrating proposed landscaping
See Articles 21A and Sec. 24.06.F of the Zoning Ordinance for actual language



- _____ Name, address and seal of landscape architect who prepared the plan
- _____ Number of plants, type, size, location and spacing for:
 - _____ greenbelts;
 - _____ front yard along all streets abutting property;
 - _____ Parking lots (Sec. 21A.04.G);
- _____ Computations for all required landscaping
- _____ Underground irrigation system (Sec. 21A.03.E)
- _____ Berms, walls and fences
- _____ Landscaping for multi-family buildings see also Sec. 23.06.I
- _____ Open space and common areas

Please note that the number of plantings required by the Ordinance may be modified (increased or decreased) by the Planning Commission based on the criteria below. If a reduction in the required landscaping is proposed, please provide the reasons for this reduction on the landscaping plan relative to the criteria.

Modification of Required Landscaping. For existing and proposed uses that require site plan approval to either expand or be built, landscaping shall be installed insofar as practical. The Planning Commission in its review of the site plan has the authority to increase, decrease or otherwise modify the landscaping and screening requirements of this article. In doing so, the Commission shall consider the following criteria:

1. The amount of space on the site available for landscaping.
2. Existing landscaping on the site and on adjacent properties.
3. The type of use on the site and size of the development.
4. Existing and proposed adjacent land uses.
5. The effect the required landscaping would have on the operation of the existing or proposed land use.
6. Whether additional landscaping is necessary to mitigate the adverse effects of adjoining land uses, to reduce headlight glare, reduce noise and to otherwise achieve the objectives of this Section.

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Planning Commission

Application

Submission Date: _____

Application for Site Plan Review in conjunction with which of the following:

- | | |
|------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Site Plan Review Only | <input type="checkbox"/> Zoning Amendment (including PUD) |
| <input type="checkbox"/> New PUD Development | <input type="checkbox"/> Special Use Application |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Other: _____ |

Property Owner:			
Mailing Address:			
Phone Number:		Cell Phone:	
Email Address:		Fax:	
Owner's Signature:			

Applicant Name: (if not owner)			
Mailing Address:			
Phone Number:		Cell Phone:	
Email Address:		Fax:	
Applicant's Signature:			

Who is the responsible party for future invoices? Check one:

<input type="checkbox"/> Property Owner	<input type="checkbox"/> Applicant
-----------------------------------------	------------------------------------

Architect, Engineer, Attorney or other professionals associated with the project (attach additional sheets if necessary):

Contact:			
Mailing Address:			
Phone Number:		Cell Phone:	
Email Address:		Fax:	
Address of Property:			

Permanent Parcel Number: - - - -					
Legal Description of Property (or attach to the application):					
Lot Area:		Lot Depth:		Lot Width:	
Current Zoning of Parcel:		Current Use of Parcel:			
Proposed Use of Parcel:					
Name of Proposed Development (if applicable):					
Name of Proposed Buildings to be constructed:					
Square feet of gross:		Square feet of usable floor area:			
Number of Permanent Employees (if applicable):					

- Please include 5 sets of the proposed Site Plan and 1 electronic copy for staff review along with your application and escrow fee. (When ready for submission to the Planning Commission, smaller than typical plans are allowed when they can be easily interpreted and are to scale.)
- Please see Resolution 2011-2 for our full escrow fee policy. If you would like a copy of this policy it is available online or by request at the Township office.
- If your escrow is not kept up to date, according to our policy, the Township reserves the right to withhold approval of your project, issue a stop work order, or withhold final occupancy until the escrow balance is made current.

For Office Use Only

Date Received:			
Amount Paid:		Check No:	
Notes:			

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If your project is a Rezoning or Zoning Text Amendment please fill out the following:

1. Action Requested:

A. Rezone from _____ to _____ the property located at (address if any)

_____, parcel ID _____

legally described as:

B. Text Amendment:

Amend Chapter _____ Article _____ Section(s) _____ to read:

2. General Information:

A. List all deed restrictions to property described in 2A, above, (attach additional pages if needed):

B. Present use of the property is: _____

C. Lot size in acres or square feet: _____

D. Provide a scaled map of the property, fully-dimensioned and correlated with the legal description, showing the following:

1. The land which would be affected by the proposed amendment;
2. If the land proposed for rezoning does not include the entire parcel or lot, the land and legal description of the portion of the parcel of the lot which is proposed for rezoning and the portion of the parcel of the lot which is not proposed for rezoning;
3. The present zoning of the land proposed for rezoning;
4. The present zoning of all abutting lands; and

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5. All public and private right-of-ways and easements bounding and intersecting the land proposed for rezoning.

E. Reason for this amendment request at this time:

F. If the amendment is a proposed rezoning please answer the following questions:

1. Is the requested amendment consistent with the Master Plan? If yes, explain:

2. If the proposed zoning does not conform with the Master Plan, why should the change be made? Please be specific, brief, and attach any supporting documentation which substantiates your claim:

G. What do you anticipate the impact of the proposed zoning change on the neighboring property to be?

The undersigned affirm that he, she, or they, accept the responsibility of the Petition and that information herewith submitted is true and correct to the best of their knowledge.

Petitioner's Signature(s)

Date

Petitioner's Signature(s)

Date

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Next Steps

Congratulations! Your project has been approved. We thank you again for choosing Allendale Charter Township as the location for your project. Please see below for the contacts for the next steps to keep your project on track.

Pre-Construction Meeting

Chad Doornbos
Superintendent of Public Utilities
616-892-3117
chaddoornbos@allendale-twp.org

Building Permits

Professional Code Inspections, Jenison Office
616-667-8803
www.pcimi.com

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