

Date: _____

Application Number: _____

Review Fee: \$ _____

VILLAGE OF ALMONT SITE PLAN REVIEW APPLICATION

PLEASE DIRECT ANY QUESTIONS TO THE ZONING ADMINISTRATOR AT (810) 798-8528

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 7.02 of the zoning ordinance because:

Construction of a new building other than a single or two-family residence or farm building or buildings accessory to them

Construction of an addition to a of 1,000 S.F. to a building other than a single or two-family residence or farm building or buildings accessory to them

Construction, use or establishment of a parking or storage area or expansion of existing parking lots of one thousand (1,000) square feet or more or ten (10%) percent over 12 months whichever is less.

Special Land Use

Substantial change in use or class of use

The erection of, or addition to, any major utility service facilities, including towers, substations, pump stations or similar facilities.

Attach the following to the application:

15 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
Michigan Department of Transportation	_____	_____
Fire Department	_____	_____
Building Department	_____	_____
Assessor's Office	_____	_____
Village Engineer	_____	_____
Village Planner	_____	_____
Almont School District	_____	_____
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 7:30 p.m. on the 1th Thursday 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 to cover costs for meetings, advertisements, mailings, etc.