

Village of Almont

Planning & Zoning Department
 817 N. Main Street
 Almont, MI 48003
 810-798-8528

Village of Almont Planning Commission Application

Please submit this form to the Zoning Administrator for review of completeness and to determine applicable fees. The Village will inform you of the fees to be collected. This application will not be considered filed until all necessary documents and fees are collected.

Site Plan Review Application: A site plan is required for this project per Section 7.02 of the zoning ordinance because: Site Plan Subdivision/Condo PUD Special Land Use

Rezoning/Change Ordinance Text Class A Non-Conforming Use

Class A Non-Conforming Structure Temporary Use/Structure

New building Addition Erection or, or addition to major utility facilities (towers, substations etc.)

| Date: | Drivers License # | <input type="checkbox"/> Copy Made |
|--|-------------------|------------------------------------|
| Predevelopment Meeting | Fee: | |
| Site Plan Review | Fee: | Escrow: |
| Site Plan 2 nd Review/Amendment | Fee: | Escrow: |
| Subdivision/Condo Tentative Plan | Fee: | Escrow: |
| Subdivision/Condo Final Prelim. | Fee: | Escrow: |
| Subdivision/Condo Final | Fee: | Escrow: |
| Subdivision/Condo Amendment | Fee: | Escrow: |
| *PUD | Fee: | Escrow: |
| *Special Land Use | Fee: | Escrow: |
| *Rezoning/Change Ordinance Text | Fee: | Escrow: |
| Temporary Use: Outdoor Sales | Fee: | Escrow: |
| *Temporary Use/Structure | Fee: | Escrow: |
| *Class A Non-conforming Use/Structure | Fee: | Escrow: |
| Total | Fees: | Total Escrow: |
| Amount Due: \$ | | |

*Indicates a Public Hearing is required **Temporary Use (not Outdoors Sales) requires a Special Land Use Permit

Applicant Information

Applicant Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email: _____ Date of Birth: _____

Drivers License# _____ Copy of both side of Driver's License

Property Information

Owner Affidavit Submitted

Property Address: _____

Nearest Crossroads: _____

Legal Description: Attached On Site Plan

Parcel ID# _____ Property Size: _____

Frontage: _____ Existing Zoning: _____

Proposed Use: _____ # of Units Proposed: _____

Size of Proposed Structure(s) (square feet) _____

Site Plan Information Temporary Use

Site Plan Prepared By: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Attach the following to the application:

- 15 copies of a site plan
- A copy of the Site Plan Informational Requirements Checklist
- A separate sheet explaining how the site plan will meet the standards for approval
- Affidavit of Ownership of Land Proof of Ownership (Deed, Land Contract etc.)

Signatures (Both the applicant and legal owner of the property must sign this application.)

Signature of Applicant

Signature of Legal Owner

Printed name of applicant

Printed name of Legal Owner

INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

PLANNING COMMISSION MEETINGS are held at 7:30 p.m. on the 1st Thursday of each month at the Village Hall.

The review process takes approximately 21 days. After the review process is complete, the Planning Commission meeting will be scheduled on the next regular meeting date.

HEARINGS WILL NOT BE SCHEDULED UNLESS ALL INFORMATION IS SUBMITTED AND FEES PAID BY THE DEADLINE.

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