

# ALLENDALE CHARTER TOWNSHIP

6676 Lake Michigan Dr.

Allendale, MI 49401

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[www.allendale-twp.org](http://www.allendale-twp.org)

## Submission Guide for Site Plan Review

*Site Plans shall be submitted a minimum of 31 days before the project can be scheduled for review by the Planning Commission.*

### 1. **Fees and Escrow \$1500.00**

The application fee covers the cost of reviewing 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. Please see Resolution 2011-2 for our full escrow fee policy. It is 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: Staff is given a minimum of 31 days to review before the project can be scheduled for review by the Planning Commission
- What:
  - Application form signed by the property owner and applicant
  - Application and escrow fees
  - Signed escrow agreement form signed by the responsible party.
  - Three separate plans are required:
    - 1) A site analysis plan
    - 2) A site plan
    - 3) A landscape plan(see Site Plan Review Checklist)
  - 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.
  - 5 copies of each 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 5 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.*

### 4. **Planning Commission Meeting Dates & Locations**

- 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

## **5. Processing Period**

A site plan takes approximately 30-45 days to process after all required information is received. A public hearing is not required, but two separate Planning Commission meetings for review and approval will likely be required pursuant to Section 7.

## **6. Site Plan Review Required**

### **a) Planning Commission Review**

A site plan shall be submitted for review and approval 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 approval 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.
- 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. Approved Site Plan**

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 staff 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.

#### **9. Building Permit**

Following approval of the site plan and the applicant meeting all conditions of the approval, the applicant may apply for a building permit at the offices of Professional Code Inspectors, 1913 Baldwin, Jenison, Michigan. Phone: 616-667-8803.