



15185 ALGOMA AVE., NE
CEDAR SPRINGS, MI 49319

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SOLON TOWNSHIP APPLICATION for SITE PLAN REVIEW and/or SPECIAL LAND USE

Chapter 14 of the Solon Township Zoning Ordinance describes the Site Plan Review procedure and duties of the Solon Township Planning Commission (please read attached.)

Received on: _____

The Solon Township Planning Commission meets the 4th Wednesday of each month.

ALL MATERIAL MUST BE SUBMITTED 30 DAYS PRIOR TO PLANNING COMMISSION MEETING DATE. THIS APPLICATION WILL NOT BE ACCEPTED IF NOT COMPLETE.

Applicant: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____
Relationship of Applicant to Property Owner: _____

Property Owner: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____

Site Address of Review Property: _____

Parcel Number of Review Property: _____ 41-02- _____

Zone District of Review Property: _____ Size _____
(obtain from Zoning Administrator)

Legal Description of Review Property: _____

(include additional sheets if necessary).

Current use of Property: _____

Detailed Description of Proposed Use: _____

(include additional sheets if necessary).

Property Easements or Deed Restrictions (if any): _____



ALL COMPLETED SITE PLAN REVIEW APPLICATIONS REQUIRE THE FOLLOWING:

- ✓ ALL APPLICATION FEES APPLICABLE TO THIS PROJECT – Separate check
- ✓ ALL ESCROW FEES APPLICABLE TO THIS PROJECT – Separate check
- ✓ 10 COPIES OF ALL PLANS, NARRATIVE, ENGINEER REVIEWS, HEALTH DEPARTMENT REPORTS, ROAD COMMISSION REPORTS, DNR OR DEQ REPORTS, IF REQUIRED.
- ✓ APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT THE MEETING

WITHDRAWAL OF THIS PROJECT WILL NOT RESULT IN A REFUND OF THE APPLICATION FEE.

(If this is a PUD, Site Condo, or Open Space Development, Commercial Building, etc., please request Solon Township’s Zoning Ordinance pertaining to your project.)

General Standards of Approval. Prior to approving a special land use application, the Planning Commission must find that the following general standards are met. Please explain how your request will meet these standards:

A. The proposed special land use will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and the special land use will not change the essential character of the area in which it is proposed.

B. The proposed special land use will be served adequately by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities.

C. The proposed special land use does not create excessive additional requirements at public cost for public facilities and services.

D. The proposed special land use does not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.



6. Specific Standards of Approval. In addition to the above general standards, there are specific standards that apply to the specific special use being requested, as stated in Chapter 16 of the Zoning Ordinance (a copy of which may be obtained from the Zoning Administrator). The applicant, on a separate sheet of paper attached to this application, must address how the proposed use meets these specific standards.
7. Time Limitation. If approved, the Special Land Use Permit shall expire if the special land use has not commenced within twelve (12) months from the date of issuance.
8. Conditions of Approval. The Planning Commission may impose conditions and limitations 1) that are necessary for the protection of property, health, safety, or general welfare; 2) that are necessary to ensure that the intent, purposes, and objectives are met and will be observed; and 3) that relate to the standards established in the Zoning Ordinance for the land use or activity under consideration. The Zoning Administrator shall make periodic inspections of the use authorized in an approved special use permit to ensure compliance with all requirements of the Zoning Ordinance and the special use permit. Noncompliance may result in termination of an approved special use permit.
9. Applicant Certification.

By my signature below, I certify that I am the property owner, agent of the owner, or authorized by the property owner to submit this application. Further, I certify that the information provided within or attached to this application is, to the best of my knowledge, true and accurate. I hereby authorize the Township to enter the property associated with this application for purposes of conducting necessary site inspections.

Date: _____

Applicant's Printed Name

Applicant's Signature



ESCROW POLICY ACKNOWLEDGMENT

I have read, and agree to abide by, the Solon Township policy concerning escrow fees.

Name (please print): _____

Signature: _____ Date: _____

Project Name: _____

PERSON/COMPANY RESPONSIBLE FOR ACCOUNT (statement/billing purposes):

Name (please print): _____

Mailing Address: _____
(street/PO Box)

_____ (city) (state) (zip)

Phone: _____ Fax: _____

Email: _____

THESE ARE MINIMUM DEPOSITS ONLY. If there is a CREDIT balance after all expenses have been paid it will be refunded to the applicant. If there is a DEBIT balance it must be paid before the project can continue.

ALL ESCROW CHARGES MUST BE CURRENT OR PROJECT WILL BE REMOVED FROM AGENDA AND NO ACTION WILL BE TAKEN.

NO BUILDING PERMITS WILL BE ISSUED IF A BALANCE IS OWING.

ESCROW PAYMENT MUST BE SEPARATE FROM APPLICATION PAYMENT.

Applicant's Signature: _____ Date: _____



APPLICATION/ESCROW FEE SCHEDULE

THE FOLLOWING FEES ARE REQUIRED AT THE TIME OF APPLICATION AND CANNOT BE COMBINED ON ONE CHECK.

DESCRIPTION	FEE
Site Plan Review	\$ 600.00 – Single Payment
Escrow Required	\$ 2,000.00 – Single Payment

THE FOLLOWING FEES ARE IN ADDITION TO SITE PLAN REVIEW FEES AND ALSO MAY BE REQUIRED AT THE TIME OF APPLICATION.

The following listed fees do not include the application or escrow fee for PRIVATE STREETS or STORM WATER permits. Those permits need to be submitted separately.

DESCRIPTION	FEE
OS-PUD or Rezone Application - Escrow Required - Escrow Required	\$ 600.00 – Request Chapter 13 PUD = \$ 2,000.00 Rezone = \$ 3,000.00
Site Condo Application Fee - Escrow Required	\$ 600.00 – Request Chapter 13B \$ 2,000.00 - \$5,000.00
Open Space Development Fee - Escrow Required	\$ 600.00 – Request Chapter 13A \$ 2,000.00 - \$5,000.00
Special Land Use Application Fee – Residential - Escrow Required	\$ 600.00 – Request chapter for specific zoning \$ 1,000.00 - \$ 4,000.00
Special Land Use Application Fee – Commercial - Escrow Required	\$ 600.00 – Request chapter for specific zoning \$ 2,000 - \$ 5,000.00

Applicant's Signature: _____ Date: _____

Office Use Only

Township Representative: _____

Date Received: _____

Application Fee(s): \$ _____ Received on: _____

Escrow Fee(s): \$ _____ Received on: _____

Date of Planning Commission Meeting: _____

Approved: _____ Conditions (if any): _____

Denied: _____ Conditions: _____

Zoning Administrator: _____ Date: _____

Applicant receives a copy of this application and ordinances. Original stays with Solon Township.

SOLON TOWNSHIP ZONING ORDINANCE

SECTION 14.03.B. SITE PLAN REVIEW REQUIREMENTS

Final Site Plan Review. If desired by the applicant, ten copies of a final site plan prepared by a registered professional competent in such matters may be submitted for review without first receiving approval of a preliminary site plan. Applications for final site plan reviews shall include the following information, unless deemed unnecessary by the Zoning Administrator:

1. The date, north arrow, and scale. The scale shall be not less than 1"=20' for property under three acres and at least 1"=100' for those three acres or more.
2. The seal, name, and firm address of the professional individual responsible for the preparation of the site plan, unless waived by the Planning Commission.
3. The name and address of the property owner or petitioner.
4. A location sketch.
5. Legal description of the subject property.
6. The size (in acres) of the subject property and approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
7. Property lines and required setbacks shown and dimensioned.
8. The location of all existing structures, driveways, and parking areas within 100 feet of the subject property's boundary.
9. The location and dimensions of all existing and proposed structures on the subject property including dwelling unit densities by type, if applicable.
10. The location of all existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, signs, exterior lighting, curbing, parking areas (including the dimensions of a typical parking space and the total number and location of parking spaces to be provided), and off-street loading and unloading areas. (Amended March 13, 2007)

11. The location, pavement width and right-of-way width of all roads, streets, and access easements within 100 feet of the subject property.
12. The existing zoning and use of all properties abutting the subject property.
13. The location of all existing vegetation and a landscaping plan showing the location, type and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls and the materials to be used in constructing such fences and walls. (Amended March 13, 2007)
14. Size and location of existing and proposed utilities, including any proposed connections to public, or private community sewer or water supply systems.
15. The location and size of all surface water drainage facilities.
16. Existing and proposed topographic contours at a minimum of five-foot intervals.
17. Recreation areas, common use areas, flood plain areas and areas to be conveyed for public use and purpose.