

## Conway Township

8015 N. Fowlerville Road

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Application # \_\_\_\_\_

### **APPLICATION FOR SITE PLAN REVIEW**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ Application Fee \_\_\_\_\_

email \_\_\_\_\_

Property Tax number(s) \_\_\_\_\_

1. Zoning District Classification \_\_\_\_\_
2. Attach Legal Description(s)
3. Proof of ownership.
4. For approval of a site plan submit 10 copies of the site plan, other data and exhibits that support the site plan.
5. The site plan is to contain the following information

#### **A. General Information.**

1. The name, address and telephone number of the applicant and owner, if different.
2. Name, address and profession of person who prepared the site plan.
3. Date of plan preparation, north arrow, and scale of plan, which shall not be less than one (1) inch equals twenty feet (1" = 20') for property under three (3) acres, and not less than one-inch equals one hundred feet (1" = 100') for sites three (3) acres or more.
4. The name of the development and full legal description of parcel and dimensions of all lot and property lines, including building lines, showing the relationship to abutting properties, and in which district the subject property and abutting properties are located.
5. Area map showing the relationship of the parcel to the surrounding area within one-half mile.
6. The location and description of all existing structures within five hundred feet (500')

of the property boundary lines.

7. Project description, including but not limited, to the type of development, the total number of structures, units, square feet, gross and useable floor area, carports or garages, employees by shift, the total area involved, the percent of area being developed, the percent of area used for structures, the percent of area left undeveloped, the amount and type of recreational and open space and related information as pertinent or otherwise required by this ordinance.

**B. Physical Information.**

1. Proposed plans for site grading, surface drainage, water supply and sewage disposal.
2. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas, parking space, unloading areas, easements and open space recreation areas.
3. Vehicular and pedestrian circulation features within and adjacent to the development site shall be shown.
4. The location of all existing and proposed landscaping, greenbelts, separation berms, fences and walls shall be shown. In cases where protective screening is required, the initial and long-term effect of the screening shall be identified. If there are no adjoining residential structures, this requirement may be waived.
5. The size and location of existing and proposed utilities, including proposed connections to public sewer or water supply system.
6. The location and pavement width and right-of-way width of all abutting roads, streets or easements.
7. The location and size of all existing and proposed surface water drainage features. The data shall include the percent coverage of impervious surfaces and the means to control storm water flow.
8. The location, finished floor and grade line elevations, size and height of all existing and proposed structures.

**C. Environmental Information.**

1. Map of existing topography shown at two (2") foot contour intervals with existing surface drainage patterns indicated.
2. Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service in "Soil Survey of Livingston County, Michigan."
3. Location of existing drainage courses, including lakes, ponds, rivers and streams and all elevations.
4. Location of existing wetlands. A Michigan Department of Environmental Quality (MDEQ) permit shall be required for activities in a regulated wetland or an inland lake or stream. A copy of any correspondence with and application to the MDEQ shall be submitted with the site plan application. The Planning Commission shall not grant final site plan approval until all necessary permits have been obtained.

5. Location and type of natural vegetation on-site and plans to retain these natural features.

Application for Site Plan Review shall include items listed in section 14.04 A – P of the Conway Township Zoning Ordinance.

Applicant agrees to grant permission to access site for the purpose of inspections that relate to site plan applications. Please initial \_\_\_\_\_

Applicant is responsible for contacting the Zoning Administrator and requesting the necessary inspections. Please initial \_\_\_\_\_

Applicant acknowledges any improvement not in accordance with the approved Final Site Plan shall be deemed a violation of the ordinance and be subject to the penalties of the ordinance.  
Please initial \_\_\_\_\_

Print Applicant Name \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Print Owner's Name \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**TOWNSHIP USE ONLY**

Date received: \_\_\_\_\_ Fee paid: \_\_\_\_\_

Administration fee: \$600 Escrow: \$2500

Planning Commission Decision:

1. Approved \_\_\_\_\_

\_\_\_\_\_

2. Denied \_\_\_\_\_

\_\_\_\_\_

Signature Planning Commission Chairman \_\_\_\_\_

Date: \_\_\_\_\_