

CITY OF ORCHARD LAKE VILLAGE APPLICATION FOR SITE PLAN REVIEW

NOTICE TO APPLICANT: Application for site plan review which require Planning Commission action must be submitted to the City at least fifteen (15) days prior to the meeting. The application must be accompanied by 13 individually folded copies of the site plan, plus the required review fee. Regular meetings of the Planning Commission are held on the first Tuesday of each month at 7:00 p.m. at the Orchard Lake City Hall, 3955 Orchard Lake Road, Orchard Lake, Michigan. Phone number: (248) 682-2400.

If Planning Commission review is not required then only three (3) individually folded copies of the site plan are required.

TO BE COMPLETED BY THE CITY	
Date Submitted_____	Action Taken Approved_____
Received By_____	Approved Subject to Condition_____
Fee Paid_____	Denied_____
	Date of Action_____

TO BE COMPLETED BY APPLICANT:

I, (we) the undersigned, do hereby respectfully request site plan review, and provide the following information to assist in the review:

Name of Applicant_____

Address_____ Phone_____

Property Owner (if different from Applicant)_____

Address_____ Phone:_____

Relationship of Applicant to Owner_____

Location of Property: Street Address_____

Nearest Cross Streets_____

Property Description:

If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., "acreage parcel") provide metes and bounds description. Attach separate sheets if necessary.

Existing Zoning: _____

Zoning of Adjacent Property: North _____ South _____ East _____ West _____

Property Size _____ Acres _____ Square Feet

Proposed Use: _____

Building Data:

Size: _____ Square Feet of Floor Area

Height: _____ Feet _____ Stories

If a Non-Residential Development: Total Leasable Units: _____

Name of Architect or Engineer Who Prepared Plans: _____

Address _____ Phone _____

Attach the Following:

1. Three (3) individually folded copies of the site plan, sealed by a registered architect or engineer. If Planning Commission review is required, thirteen (13) individually folded copies must be submitted.
 2. Proof of property ownership
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APPLICANT'S ENDORSEMENT:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the City will not review my plan unless all information required in this application, the Site Plan review checklist, and the Zoning Ordinance have been submitted.

Signature of Applicant

Date

Signature of Property Owner

Date