



Charter Township of Orion

Planning & Zoning Department

2525 Joslyn Rd., Lake Orion MI 48360

P: (248) 391-0304 ext. 159; Fax (248) 391-1454

Checklist for Site Plan Approval Application

Applications must be submitted by noon on Wednesday, three weeks prior to a scheduled meeting. Meetings are held on the first and third Wednesday of each month, unless otherwise specified.

Pursuant to Zoning Ordinance 78, Section 30.01, C, 8 the applicant or a designated representative must be at all scheduled review meetings. Refer to 30.01 F. or G. for the standards the Planning Commission will use to determine site plan approval.

The following must accompany your completed application; incomplete submittals will not be accepted.

- Complete application including original ink signatures of property owner and the applicant.
- The Site Plan Review fees calculated using Ordinance No. 41.
- Proof of ownership. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract, or Option to Purchase with a Copy of the Warranty Deed.
- Traffic Study if applicable.
- Wetlands Permit application if applicable.
- 17 sets of signed and sealed 24" x 36" detailed site plans containing all elements within Zoning Ordinance No. 78, Section 30.01, E.
- 17 sets of all supporting documents, reports, studies etc.
- PDF format copy of all information submitted (may be emailed or provided on a USB/flash drive).

A sample board of building material must be brought to the Planning Commission meeting.

If you have any questions, please call the Director of Planning and Zoning (248) 391-0304 ext. 159



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Case # _____
 Meeting Date: _____

**Charter Township of Orion Planning Commission
 Site Plan Approval Application**

30.01, A. Intent: The site plan review procedures and standards are intended to provide an opportunity for consultation and cooperation between the applicant and the Planning Commission so as to achieve maximum utilization of land with minimum adverse effects on adjoining property. Furthermore, it is the intent of these procedures and standards to allow for review of site plans by the Planning Commission, to provide a consistent and uniform method of review, and to ensure full compliance with the standards contained within Zoning Ordinance 78, and other applicable local ordinances and State and Federal laws.

NOTICE TO APPLICANT:

A completed application and 17 sets of plans must be filed with the Township by noon on Wednesday at least 3 weeks prior to a scheduled Planning Commission meeting. Site Plan Review fees found in Ordinance No. 41 must be received with this application.

Regular meetings of the Planning Commission are held on the first and third Wednesday of each month at 7:00 p.m. at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan 48360. The petitioner, or a representative with written permission from the property owner, must be present at the meeting.

PROOF OF OWNERSHIP MUST BE INCLUDED WITH THIS APPLICATION. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract, or Option to Purchase with a Copy of the Warranty Deed. If the applicant is not the property owner, then written authorization from the property owner must be included.

Project Name: _____

Name of Development if applicable _____

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|----------------------------------|---|
| Applicant | Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____ |
| *Property Owner(s) | Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____ * If the name on the deed does not match the name of the property owner on this application, documentation showing the individual is the same as the company name must be provided. |
| Plan Preparer Firm/Person | Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____ |
| Project Contact Person | Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____ |

Case # _____

| Property Description | Sidwell Number(s): _____ Location or Address of Property: _____ Side of Street: _____ Nearest Intersection: _____ Acreage: _____ Current Use of Property: _____ Is the complete legal description printed on the site plan? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no please attach to the application) | | | | | | | | | | | | | | | | | | | | | |
|--|---|--------------------------|-------------|----------------------|--|--------------------------|--------------------------|---|--------------------------|--------------------------|----------------------------------|--------------------------|--------------------------|------------------------|--------------------------|--------------------------|-------------------------|--------------------------|--------------------------|------|--------------------------|--------------------------|
| Project Information | Subject Property Zoning: _____ Adjacent Zoning: N. _____ S. _____ E. _____ W. _____ List any known variances needed (subject to change based on Township consultant's review) _____ _____ _____ Give a detailed description of the proposed development, including the number and size of the buildings or units being proposed _____ _____ | | | | | | | | | | | | | | | | | | | | | |
| Submittal to Outside Agencies | <p>Pursuant to Zoning Ordinance 78, Section 30.01 C. a copy of this application and two copies of the site plan have been submitted to the each of the following agencies via:</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Mail</u></th> <th style="text-align: center;"><u>Hand Delivery</u></th> </tr> </thead> <tbody> <tr> <td>Road Commission of Oakland County and/or Michigan Department of Transportation</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Oakland County Water Resource Commissioner's Office</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Oakland County Health Department</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Detroit Edison Company</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Consumers Power Company</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>AT&T</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> | | <u>Mail</u> | <u>Hand Delivery</u> | Road Commission of Oakland County and/or Michigan Department of Transportation | <input type="checkbox"/> | <input type="checkbox"/> | Oakland County Water Resource Commissioner's Office | <input type="checkbox"/> | <input type="checkbox"/> | Oakland County Health Department | <input type="checkbox"/> | <input type="checkbox"/> | Detroit Edison Company | <input type="checkbox"/> | <input type="checkbox"/> | Consumers Power Company | <input type="checkbox"/> | <input type="checkbox"/> | AT&T | <input type="checkbox"/> | <input type="checkbox"/> |
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I/We, the undersigned, do hereby submit this application for Site Plan Approval, pursuant to the provisions of the Charter Township of Orion Zoning Ordinance; No. 78, Section 30.01 and applicable ordinance requirements. In support of this request the above facts are provided. I hereby certify that the information provided is accurate and the application that has been provided is complete.

Signature of Applicant: _____ (must be original ink signature) Date: _____

Print Name: _____

I, the property owner, hereby give permission to the applicant listed above to act as my agent in submitting applications, correspondence and to represent me at all meetings. I also grant permission to the Planning Commission members to visit the property, without prior notification, as is deemed necessary.

Signature of Owner: _____ (must be original ink signature) Date: _____

Print Name: _____

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| Office Use Only | Date Filed: _____ Fee Paid: _____ Receipt Number: _____ |
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