

BILLINGS TOWNSHIP APPLICATION FOR SITE PLAN APPROVAL

Date: _____

Application No. _____

NOTICE TO APPLICANT: Applications for Site Plan Approval by the Planning Commission must be submitted to the Township *in substantially complete form* at least one (1) month prior to the Planning Commission's meeting at which the proposal will be considered. The application must be accompanied by the data specified in Section 12.01 (Site Plan Review), including fully dimensioned site plans and the required review fees. Planning Commission meetings are held in the Billings Township Hall (1050 Estey Rd., Beaverton, MI 48612) at the call of the Chairperson.

APPLICANT: _____ Address: _____ City: _____ State, Zip Code: _____ Phone: _____ Fax: _____ PROPERTY OWNER (if different from Applicant): _____ Address: _____ City: _____ State, Zip Code: _____ Phone: _____ Fax: _____

Location of Property: _____ (Attach legal description) Parcel Number(s): _____ Existing Zoning: _____ Area: _____ Present Use of Property: _____

Proposed Use/Development	Acreage	Number of Units	Gross Floor Area	No. of employees
Detached Single-family				
Attached Residential				
Office				
Commercial				
Industrial				
Other				

Professionals Who Prepared Plans:

A. Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-Mail: _____

Primary Design Responsibility: _____

B. Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-Mail: _____

Primary Design Responsibility: _____

ATTACH THE FOLLOWING:

1. A minimum of eight (8) folded copies of the plans in a manner consistent with Section 12.01M (Required Information for Site Plans). *Applicants are encouraged to also provide a digital copy of the plans in the Adobe .PDF format.*
2. Proof of property ownership.
3. Any review comments or approval received from county, regional, state or federal agencies that have jurisdiction over the project.

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the case may be tabled due to lack of representation. Also, failure to provide true and accurate information on this application shall be grounds to deny approval of a site plan application or to revoke any permits granted subsequent to approval.

APPLICANT'S ENDORSEMENT: I acknowledge that all information contained herein is true and accurate to the best of my knowledge, that my application will not be reviewed unless all required information has been submitted, and that the Township and its employees, officials, agents, representatives, and consultants shall not be held liable for any claims that may arise as a result of acceptance, processing or approval of this application.

Signature of Applicant Date

Signature of Property Owner Authorizing this Application Date

TO BE COMPLETED BY THE TOWNSHIP

Case No. _____

Date Submitted: _____ Fee Paid: _____

Received By: _____ Date of Meeting: _____

PLANNING COMMISSION ACTION

To Approve: _____ To Deny: _____

Date of Action: _____

Reasons for Action Taken : _____

Conditions:

1. _____

2. _____

3. _____

4. _____

5. _____