



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE • Grand Rapids, MI 49546

Planning Department

Site Plan Review Application

A. Property Information

Address: _____ Zoning: _____

Parcel Number: _____ Acres: _____ New Construction: Yes No

Current Use: _____ Proposed Use: _____

B. Applicant Information

1. Applicant

Identify the person or organization requesting the Site Plan Review:

Name: _____ Title: _____

Organization: _____ Cell Phone: _____

Mailing Address: _____ Business Phone: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

2. Applicant Interest

The applicant must have a legal interest in the subject property:

Property Owner Purchaser by Option or Purchase Agreement

Purchaser by Land Contract Lessee/Tenant

3. Property Owner (if different from the applicant)

Identify the person or organization that owns the subject property:

Name: _____ Title: _____

Organization: _____ Cell Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____

4. Agent

Identify the person representing the property owner or applicant in this matter:

Name: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____



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C. Supplementary Documents

- Site Plan Set, Lighting Plan, Landscaping Plan, Description of Project*, Property Interest Documentation, Floor Plan

D. Description of Project*

Written description of the proposed use, the site and/or building layout, building and structure design information, parking calculations, current environmental conditions, hours of operation, number of employees, time schedules for phasing bonds or other surety devices, and other information pertinent to the request. Additional documentation may be required (per section 21.05.4).

Four horizontal lines for writing the project description.

Would you like the Planning Department to Schedule a Pre-Application Conference: Yes No

E. Additional Information

Is your property currently serviced by: City Water, Well, None, Municipal Sewer, Septic, None

Is your property within an HOA, Planned Unit Development, Property Owner Association, or other legal entities responsible for control over required common areas and facilities? Yes No

Does your project require additional curb cuts or construction within the public right of way? Yes No

Are there wetlands located on your property? Yes No

F. Submission Requirements and Fee

Submit one (1) hard copy to Township Hall or one (1) digital copy:

See Township Fee Schedule

Payment Method:

- Cash: In person at Township Hall
Check: In person at Township Hall or by mail
Checks Payable to: Cascade Charter Township

Mail to:

Cascade Charter Township
Planning Department
5920 Tahoe Dr. SE
Grand Rapids, MI 49546



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G. Signatures

The applicant must read the following statement carefully and sign below:

The undersigned requests that Cascade Charter Township review this application and related required documents and site plans as provided in Section 21 of the Cascade Charter Township Zoning Ordinance. The applicant further affirms and acknowledges the following:

- That the applicant has a legal interest in the property described in this application.
- That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of their knowledge.
- That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statues, and does not constitute the granting of a variance.
- That the applicant will comply with any and all conditions imposed in granting an approval of this application.
- If also the owner, the applicant grants Cascade Charter Township staff the right to access the subject property for the sole purpose of evaluating the application.
- I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the Cascade Charter Township for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative reviews which may occur after the Township has taken action on my (our) request.*
- I (we) the undersigned also acknowledge that the proposed project does not violate any known property restrictions (i.e. plat restrictions, deed restrictions, covenants, etc.)***

Applicant Name (printed)

Applicant Signature

Date



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If the applicant is not the property owner, the property owner must read and sign below:

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and:

- Is/are aware of the contents of this application and related enclosures.
- Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed the Cascade Charter Township.
- Grants the Cascade Charter Township staff the right to access the subject property for the sole purpose of evaluating the application.

Property Owner Name (printed)

Property Owner Signature

Date

Office Use Only

Case #: _____ Date Received: _____

Fee: _____ Date Approved: _____ Date Denied: _____

Approved by: _____