

CASE #P- \_\_\_\_\_ FILED \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ PAID: \$ \_\_\_\_\_ MEETING DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I (We), the undersigned, do hereby respectfully make application to the Township Planning & Zoning Commission to approve the following request: CHECK ONE BELOW \*Note: Special Meetings are \$300

**\$200** \_\_\_\_\_ **SITE PLAN REVIEW** approval is requested for \_\_\_\_\_  
 \*A Planning Consultant may be required at an hourly rate of cost which the applicant will be responsible for payment of.

\* **\$200** \_\_\_\_\_ **SPECIAL APPROVAL USE** to the ZONING ORDINANCE is requested, pursuant to:  
 Article \_\_\_\_\_, Section \_\_\_\_\_, Sub-section \_\_\_\_\_, Paragraph \_\_\_\_\_,  
 For \_\_\_\_\_

**\$200** \_\_\_\_\_ **SITE PLAN AMENDMENT** is requested for \_\_\_\_\_

**\$200** \_\_\_\_\_ **TEXT AMENDMENT** requested is \_\_\_\_\_  
 Please use other side to fill out additional text amendment information → → → → →

\* **\$225** \_\_\_\_\_ **REZONE** We, the owners, contract purchasers, optionees and/or leaseholders of the hereinafter described property do hereby petition your honorable body to make recommendation to rezone said property described as:  
 Description is attached or  As follows: \_\_\_\_\_  
 Permit zoning to be changed from \_\_\_\_\_ to \_\_\_\_\_ Zone District  
 For the purpose of \_\_\_\_\_

\*Request requires all the individuals, firms or corporations owning property within 300 feet of the subject property to be notified. Provide required information below which may be obtained from the Assessor's Office (attach additional sheets, if necessary).

NAME	ADDRESS	PARCEL NUMBER

**ATTENTION:** A **LETTER OF INTENT** needs to be submitted for all cases, as well as any documentation necessary for review. Also, provide 10 copies of each correspondence upon remittance of application.

**APPLICANT AND PROPERTY INFORMATION**

Property Owner: \_\_\_\_\_ Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Property Location: \_\_\_\_\_ Parcel No: \_\_\_\_\_ Zone District: \_\_\_\_\_

I hereby grant permission for members of the Alpena Township (Planning & Zoning Commission, Board of Appeals and/or Township Board) to enter the above or attached described property for the purpose of gathering information related to this applicant request/proposal. NOTE TO APPLICANT: This is optional and will not affect any decision on your application.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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 OFFICE USE ONLY

Date Received \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ No. of Site Plans \_\_\_\_\_ Accepted by \_\_\_\_\_ Checked by \_\_\_\_\_

**TEXT AMENDMENT INFORMATION – CONTINUED**

Continued

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Reason(s): \_\_\_\_\_

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Are there other areas within the Township in which this amendment would affect: \_\_\_\_\_

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Property owners notified by the proposed amendment change: \_\_\_\_\_

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Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

For Recommendation

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

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**CHAIRPERSON'S SIGNATURE**

# SITE PLAN CONTENTS CHECK LIST

Applicant: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant phone #(s): \_\_\_\_\_

Applicant is (check where appropriate): Property owner \_\_\_\_\_ Authorized agent \_\_\_\_\_

Property address/location: \_\_\_\_\_

THE FOLLOWING INFORMATION SHALL BE INCLUDED ON ALL SITE PLANS  
(Use check mark or N/A where appropriate)

**REMINDER: A Letter of Intention must be submitted for all cases.**

	<u>Applicant Use</u>	<u>Office Use</u>
Date, north arrow, scale indicated	_____	_____
Appropriate scale: Less than 3 acres: 1" = 50' (minimum) 3 acres or more: 1" = 100' (minimum)	_____	_____
Name of person preparing site plan	_____	_____
Boundaries, dimensions and legal description of property	_____	_____
Name and address of property owner	_____	_____
Existing and proposed structures	_____	_____
Proposed driveways and parking	_____	_____
Proposed walkways	_____	_____
Proposed signs and exterior lighting	_____	_____
Proposed loading and unloading areas	_____	_____
Proposed common use and recreational areas	_____	_____
Location and width of abutting right-of-ways	_____	_____
Existing environmental features (streams, wetlands, vegetation)	_____	_____
Existing structures within 200' radius	_____	_____
Existing and proposed zoning of site	_____	_____

