

# Village of Fowlerville

213 S. Grand Avenue  
Fowlerville, Michigan 48836  
Phone (517) 223-3771 Fax (517) 223-7435  
www.fowlerville.org



Permit # \_\_\_\_\_

## APPLICATION FOR SITE PLAN REVIEW

To be completed by applicant:

APPLICANT'S NAME: _____
ADDRESS: _____
APPLICANT PHONE: _____ EMAIL: _____
PROPERTY ADDRESS: _____
PERMANENT PARCEL NUMBER: _____
EXISTING ZONING: _____ PROPOSED USE: _____
Is site plan submitted in conjunction with any other zoning request? Yes _____ No _____
If yes, for which? Special Approval Use: _____ PUD: _____ Other: _____
Would you like to request a Pre-Planning meeting? (See #2 of attached checklist) Yes _____ No _____

I, the undersigned, acknowledge that additional cost may be incurred in the review of my application as result of professional services for the Village Planner, Engineer, Attorney, or others to review my application.

By signing this application, I hereby acknowledge, and agree to pay, any and all additional cost incurred by the Village and/or its consultants as they pertain to this review of my application.

APPLICANTS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Four (4) copies of a complete site plan containing all the information required by Sec. 2403.3 of the Village of Fowlerville Zoning Ordinance must accompany this application form, along with a fee, as established by the Village Council. The attached Instructions should be retained by the applicant. It is the applicant's responsibility to meet the requirements of the Village Zoning Ordinance in all respects. Copies of the Ordinance may be obtained from the Village Clerk.

<b>FOR OFFICE USE ONLY</b>	
Date Application Filed: _____	Fee Amount: \$500 + \$50 acre + escrow _____
Date Paid: _____	Date of Planning Commission Meeting: _____
Other Action Required: Special Approval _____ Variance _____	



## Site Plan Review Checklist

1. Do you need to go through the Site Plan Approval Process?
  - Are you changing the size of the building by more than 2000 square feet, or new construction/addition
  - Does the lot abut a residential zoning district?
  - Does the project require a variance from Village Council?
    - If the proposed development requires a variance from any provision of the Village of Fowlerville Zoning Ordinance, a variance request shall be brought before the Village Zoning Board of Appeals **before** any action will be taken by the Planning Commission on the site plan.
  - Are you resurfacing an off-street parking lot that will alter the drainage features of the property?
  - Is this a site condominium project?
  - Does the project require a Special Land Use Permit?
  - Is there a change in use, or a development, that could affect the compliance with the current zoning regulations?

**IF YOU ANSWERED "YES" TO ANY OF THESE QUESTIONS, YOU MUST GO THROUGH THE SITE PLAN APPROVAL PROCESS.**

2. Village Staff, including the Zoning Administrator and DPW, are happy to meet with you to discuss your development plans. PLEASE NOTE: there may be fees for some of the requested professionals. The *Village of Fowlerville Fee Schedule for Pre-Planning Meeting for Representatives and Consultants* details associated fees and costs.
  - Does your application include the legal description and tax identification number (parcel ID) of the property?
  - Is the application complete with name(s) and address(es) of the property owner(s)?
  - If the applicant is not the property owner, have you submitted a notarized statement signed by the property owner that the applicant may act on their behalf?
  - Is the completed applications submitted at least 14 days before a scheduled meeting with Zoning, DPW , and/or other pertinent officials?
  - Have you submitted a **digital copy** of the drawings in PDF format to the Zoning Administrator?
  - Have you submitted 4 copies of the Site Plan Application, and associated Initial site plan drawings, the impact assessment and the Baseline Monitoring Report?
  - Is the drawing done to the correct scale based on the size of the site?
  - Does the drawing include the lot lines, roads/streets, driveways, structures and natural features?
  - Does the drawing show proposed landscaping, topography, and soil information?
  - Does the drawing show the locations and dimension of all existing and proposed driveways, sidewalks, curb opening, signs, exterior lighting, curbing, parking areas, parking spaces, loading and unloading zones?
  - Does the plan include proposed and existing utilities?
  - Does your application include the appropriate payment according to the Village of Fowlerville Fee Schedule?
3. Site Plan goes before the Planning Commission

## PRELIMINARY SITE PLAN

- After the initial review (#2) submit 10 copies of the (revised) site plan.
- For a **PRELIMINARY SITE PLAN**, the Planning Commission will approve, approve with conditions, or deny the Preliminary Site Plan after review. If more information is necessary, the Planning Commission may take no action and table the issue giving the applicant time to provide more information.
- Approval of Preliminary Site Plan signals the *general acceptance of the proposed use*. A Final Site Plan still needs to be approved the Village of Fowlerville.

## FINAL SITE PLAN

- For a **FINAL SITE PLAN**, the Planning Commission shall determine compliance with zoning requirements, in accordance with the preliminary site plan (if there was one).
- Was an impact assessment required?
- Does the plan include easements and deed restrictions?
- Proof provided that the Final Site Plan has been reviewed by all other agencies, such as:
  - Village Engineer
  - Department of Public Works
  - Fire Department
  - Livingston County Road Commission
  - Livingston County Health Department
  - Livingston County Building Department
  - Livingston County Drain Commissioner
  - The Michigan Department of Transportation
  - The Michigan Department of Environmental Quality
- **An approved project must be under construction within one (1) year of the Planning Commission's approval or if a Certificate of Occupancy (Livingston County) is not issued for the proposed site within eighteen (18) months after the date the site plan approval was granted, approval becomes null and void. A ninety (90) calendar day extension of this approval may be granted by the Zoning Administrator if the extension is warranted and the work on the project is proceeding meaningfully toward completion as determined by the Zoning Administrator.**
- **Changes to an approved site plan must be approved by the Zoning Administrator (minor changes) of the Planning Commission (major changes), as defined in Section 2407 of the Zoning Ordinance.**