



TALLMADGE CHARTER TOWNSHIP

Ottawa County

O-1451 Leonard Street, Grand Rapids, Michigan, 49534

PLANNED DEVELOPMENT APPLICATION

For an application to be considered complete, all requested information must be provided. If an item is not applicable to your application, please state “not applicable” and provide an explanation why it is not applicable.

- **Initial Review Body:** Planning Commission
- **Meeting Frequency:** Fourth Tuesday of every month
- **Site Plan Required:** Site plans require professional seal of designer
- **Application Deadline:** Forty-five (45) calendar days prior to the fourth Tuesday meeting at which you desire your application to be considered.
- **Township Office Review:** Following review by township personnel, if any required materials are deemed missing the applicant will be notified and must provide said material, which must result in a complete application at least thirty (30) calendar days prior to said meeting for consideration.
- **Plan Submission Requirements:** Twelve (12) copies of all plan materials for distribution to the Review Body are required to be folded to a size no larger than 11” x 14” and shall be clipped or otherwise secured in twelve (12) equal groups. No rolled plans shall be accepted.

**DO NOT DISCARD THIS PAGE
YOU MUST SUBMIT A COPY OF THIS PAGE WITH YOUR APPLICATION**

For office use

Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____



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SITE PLAN REVIEW APPLICATION

REQUEST FEE:

\$1,000 for 15 sites or less; \$1,500 for 16 to 25 sites; \$2,500 for 26 or more sites
+\$1,000 minimum escrow

PROCEDURE:

Name of Applicant: _____

Address of Applicant: _____

Email: _____ Telephone: _____

Property Location: _____

Name of Owners: _____

Address of Owners: _____

Email: _____ Telephone: _____

Permanent Parcel Number: _____

Legal Description: _____

Parcel Size: _____ Current Zoning of Property: _____

Proposed Use of Property and/or Structure: _____

Point of Contact Name(POC)*: _____

*Point of Contact shall be the only person contacted by the township regarding the application

POC Telephone: _____ POC Email: _____

I agree to authorize members of the Planning Commission and representatives from the Zoning or Building Department to enter my property in order to review the particulars of my request.

Date

Applicant's Signature

REQUIRED MATERIALS:

SEE CHAPTER 14 – PLANNED UNIT DEVELOPMENT DISTRICT

THE FOLLOWING MATERIALS MAY ALSO APPLY

(see the township office for copies)

- **SECTION 3.17 – LANDSCAPING AND SCREENING REQUIREMENTS**
- **SECTION 3.22 – OUTDOOR LIGHTING**
- **SECTION 3.31 – TRASH RECEPTACLES AND DUMPSTERS**
- **CHAPTER 15 – OFF-STREET PARKING AND LOADING REQUIREMENTS**
- **CHAPTER 16 – SIGN REGULATIONS**
- **APPLICABLE ZONING DISTRICT PROVISIONS**