

# Application for Site Plan Zoning Approval

Received

File Number



8555 Kalamazoo Ave SE  
Caledonia, MI 49316  
(616) 698-6640 • [www.gainestownship.org](http://www.gainestownship.org)

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|------------------------------------------------|-----------------------------|------------------------------|
| <b>Project Address</b>                                                                                                                                                                                                                                                    | Street: _____<br>City: _____ Zip: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |                             |                                                |                             |                              |
| <b>Parcel Number(s)</b>                                                                                                                                                                                                                                                   | 41-22- _____ 41-22- _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                             |                                                |                             |                              |
| <b>Owner Name</b>                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |
| <b>Owner Address</b>                                                                                                                                                                                                                                                      | Street: _____<br>City: _____ Zip: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |                             |                                                |                             |                              |
| <b>Phone No. &amp; Email</b>                                                                                                                                                                                                                                              | /                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |                             |                                                |                             |                              |
| <b>Applicant Name</b>                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |
| <b>Applicant Address</b>                                                                                                                                                                                                                                                  | Street: _____<br>City: _____ Zip: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |                             |                                                |                             |                              |
| <b>Phone No. &amp; Email</b>                                                                                                                                                                                                                                              | /                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |                             |                                                |                             |                              |
| <b>Brief Description of Proposed Project/Use</b>                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |
| <b>Proposed Use</b>                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |
| <i>I grant Township staff permission to enter onto the subject property in review of this application, certify the correctness and knowledge of the information submitted, and agree to comply with the terms and requirements of all applicable Township ordinances.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |
| <b>Owner Signature</b>                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |
| <b>For Township Use Only</b>                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |
| <b>Zoning District</b>                                                                                                                                                                                                                                                    | <input type="checkbox"/> RR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> SR | <input type="checkbox"/> VR | <input type="checkbox"/> MFR                   | <input type="checkbox"/> VN | <input type="checkbox"/> NC  |
|                                                                                                                                                                                                                                                                           | <input type="checkbox"/> GC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> OS | <input type="checkbox"/> MB | <input type="checkbox"/> LI                    | <input type="checkbox"/> HI | <input type="checkbox"/> PUD |
| <b>Project Type</b>                                                                                                                                                                                                                                                       | <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Single/Multi Unit Family<br/> <input type="checkbox"/> Site Plan Review<br/> <input type="checkbox"/> Plat/Site Condo<br/> <input type="checkbox"/> Minor PUD Amend         </div> <div style="width: 50%;"> <input type="checkbox"/> Accessory Bldg.<br/> <input type="checkbox"/> Rezone/PUD<br/> <input type="checkbox"/> Land Combo<br/> <input type="checkbox"/> Text Amend         </div> <div style="width: 50%;"> <input type="checkbox"/> Sign<br/> <input type="checkbox"/> Major PUD Amend<br/> <input type="checkbox"/> Lot Line Adj<br/> <input type="checkbox"/> _____         </div> </div> |                             |                             |                                                |                             |                              |
| <input type="checkbox"/> Special Land Use                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |
| <input type="checkbox"/> Land Division                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |
| <input type="checkbox"/> Road Maint. Agmt.                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |
| <b>Zoning Administrator</b>                                                                                                                                                                                                                                               | <input type="checkbox"/> Approved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |                             | <input type="checkbox"/> Approved w/Conditions |                             |                              |
|                                                                                                                                                                                                                                                                           | <input type="checkbox"/> Denied                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             | <input type="checkbox"/> Withdrawn             |                             |                              |
| <b>Signature</b>                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                | <b>Date</b>                 |                              |
| <b>Notes</b>                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                             |                                                |                             |                              |

# Application for Zoning Approval

| CHECKLIST FOR SITE PLAN                                                                                                                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>General Information</b>                                                                                                                                                                                                                                                                      |  |
| Project description and brief narrative description of the project, including proposed use, existing floor area (square feet), size of proposed expansion (square feet), and any change in the number of parking spaces                                                                         |  |
| Date of original plan and document revisions                                                                                                                                                                                                                                                    |  |
| Scale and north arrow                                                                                                                                                                                                                                                                           |  |
| Acreage excluding public right-of-way                                                                                                                                                                                                                                                           |  |
| Zoning of adjacent properties                                                                                                                                                                                                                                                                   |  |
| Legal property description                                                                                                                                                                                                                                                                      |  |
| Existing Conditions                                                                                                                                                                                                                                                                             |  |
| Vicinity map showing overall location                                                                                                                                                                                                                                                           |  |
| Lot lines and required setbacks (building envelop)                                                                                                                                                                                                                                              |  |
| Streets, right-of-way, buildings, and properties within 100 feet of the site                                                                                                                                                                                                                    |  |
| Location, width, and purpose of all existing easements                                                                                                                                                                                                                                          |  |
| <b>Site Planning Elements (See Chapter 26)</b>                                                                                                                                                                                                                                                  |  |
| Proposed buildings, structures, fences, light poles, driveways, parking lots, landscaped areas, and other proposed physical infrastructure, as applicable                                                                                                                                       |  |
| Cross section of all parking lot and driveway surfaces                                                                                                                                                                                                                                          |  |
| Recreation areas, common use areas, dedicated open space, and areas to be conveyed for public use.                                                                                                                                                                                              |  |
| Proposed changes to lot lines, if applicable                                                                                                                                                                                                                                                    |  |
| Parking calculation and proposal                                                                                                                                                                                                                                                                |  |
| Photometric plan and light fixture specifications                                                                                                                                                                                                                                               |  |
| Landscape plan including landscape materials, location, size, type, and calculations                                                                                                                                                                                                            |  |
| Well and septic or connections to existing water and sewer lines, if applicable                                                                                                                                                                                                                 |  |
| Location, connections, and spacing of fire hydrants, if applicable                                                                                                                                                                                                                              |  |
| Location and type of all proposed surface water drainage and stormwater facilities                                                                                                                                                                                                              |  |
| Proposed grading at no more than two (2) foot contour intervals.                                                                                                                                                                                                                                |  |
| <b>Supplemental Information</b>                                                                                                                                                                                                                                                                 |  |
| Building details                                                                                                                                                                                                                                                                                |  |
| Exterior elevations, showing building height and describing building materials.                                                                                                                                                                                                                 |  |
| Any other information required by the Zoning Administrator or Planning Commission to demonstrate compliance with other applicable provisions of this ordinance.                                                                                                                                 |  |
| Outside agency permits, or proof of application or initial contact, including but not limited to: Kent County Health Department; Kent County Drain Commission; Kent County Road Commission; Michigan Department of Transportation; Michigan Department of Energy, Great Lakes, and Environment. |  |
| For special land uses, provide responses to standards of approval if special land use not already approved through concept plan review process                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                 |  |

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| Private Streets, If Applicable                                                    |  |
|-----------------------------------------------------------------------------------|--|
| Street cross section, crown height                                                |  |
| Street layout, easement width, drainage, longitudinal grade                       |  |
| Street name                                                                       |  |
| Street signs and traffic control signs                                            |  |
| Recordable legal instrument(s) describing and granting private street easement(s) |  |
| Private street maintenance agreement                                              |  |