



Charter Township of Washington
Planning & Zoning Application for a Site Plan Request
Preliminary and Formal Submission Process

Development Name or Project Description: _____

<input type="checkbox"/> Multi-Family Residential Development	Total Units Proposed: _____	Total Acreage: _____
<input type="checkbox"/> Commercial Development	Total Square Footage: _____	Total Acreage: _____
<input type="checkbox"/> Accessory Building or Use	Total Square Footage: _____	Total Acreage: _____
<input type="checkbox"/> Building Addition	Total Square Footage: _____	Total Acreage: _____

Property Information:

Address/Site Location: _____ Parcel(s) #: _____ Zoning: _____

Applicant Information:

Name: _____ Address: _____

Business/Cell Phone: _____ Email Address: _____

**If you are not the legal owner of the property, you will need to include an acknowledgment letter signed and notarized with the legal owner(s) listed giving you permission to submit this application for development.*

Legal Owner:

Name: _____ Address: _____

Business/Cell Phone: _____ Email Address: _____

Site Plan Preparer:

Name: _____ Address: _____

Business/Cell Phone: _____ Email Address: _____

Signature of Applicant

Signature of Legal Owner

Date

Applicant (please print your name)

Legal Owner (please print your name)

Applying does not guarantee that you will be placed on an upcoming Planning Commission agenda. Please follow the submission requirements outlined in the Washington Township Zoning Ordinance, you can find the ordinance online at www.washingtontownship.org



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STEP ONE (PRELIMINARY SUBMISSION):

Prior to being placed on an upcoming Planning Commission agenda, you will submit to the Planning and Zoning Department for a preliminary review by our staff, consultants and County Agencies. Once the review comments are received, a determination will be made based on the level of comments needing to be addressed, if you are ready to be placed on an agenda or if revised plans are needed.

Preliminary Submission Requirements for a Site Plan Request:

_____ **10 copies** (sealed drawings) of the site plan also including the preliminary utility plan, tree survey, landscaping plan, floor plan and elevation plan.
 _____ Email the complete submission to: planning@washingtontwpmi.org

STEP TWO (FORMAL SUBMISSION):

Once the Township Staff, Consultants and County Agency comments considered significant in nature are addressed you will now submit revised plans that will follow the site plan submission process outlined in our Zoning Ordinance.

Formal Submission Requirements for a Site Plan Request:

_____ **16 copies** (sealed drawings) of the site plan also including the preliminary utility plan, tree survey, landscaping plan, floor plan and elevation plan.
 _____ Email the complete submission to: planning@washingtontwpmi.org

(Refer to the Zoning Ordinance online for a full list of the submission requirements at www.washingtontownship.org)

Site Plan Review Fee	PZ Admin	FD Admin	Postage	Legal	Planner	Engineer	Total
Residential (Multiple Family Development)	\$375.00	\$50.00	\$45.00	\$200.00	\$500.00 + \$50.00 per unit	\$550.00	\$1,720.00 (+unit fees)
Non-Residential	\$375.00	\$50.00	\$45.00	\$200.00	\$500.00 + \$50.00 per acre	\$550.00	\$1,720.00 (+acre fees)
Minimal revisions to approved site plans	\$300.00	\$50.00	\$20.00	\$100.00	\$200.00	\$148.00 per hour	\$670.00 + hourly charge
<u>Resubmission for Revised Plan Reviews</u>							
2nd Review	n/a	n/a	n/a	n/a	Same fee as originally submitted	n/a	Planners Original Review Fee
3rd Review	\$200.00	\$50.00	\$45.00	\$100.00	Same fee as originally submitted	1/2 of original review fee	\$395.00 (+ Add'l fees)

Meeting Information once you are ready to submit formally to the Planning Commission:

Applications must be submitted **ONE MONTH** prior to the date of the scheduled Planning Commission Meeting. The Planning Commission meetings are held at the Washington Township Hall located at 57900 Van Dyke Washington Township MI 48094 in the Board Room Starting at 6:30 p.m. unless posted otherwise.

Planning Commission Meeting Scheduled Meeting Dates:

May 9th, 2024, June 13th, 2024, July 11th, 2024, August 8th, 2024, September 12th, 2024, October 10th, 2024, November 14th, 2024, December 12th, 2024