



ALPINE TOWNSHIP PLANNING COMMISSION APPLICATION INSTRUCTIONS

5255 Alpine Ave. NW • Comstock Park, MI 49321 • (616) 784-9090 • Fax (616) 7841234 • www.alpinetwp.org

PRE-APPLICATION CONFERENCE: Applicants are encouraged to meet with Township staff prior to any extensive design and submission of an application. **No design or engineering work is required for these meetings**, but applicants should bring enough information to enable the participants to productively discuss any proposed development. Identification of issues of concern and proposed methods of resolving them will make the entire review process more efficient and should reduce cost to both the Township and applicants as part of a better-coordinated review. **Please call 784-9090 to schedule a Pre-Application Conference with Sue Thomas, Planning Director.** While a pre-application conference is not required, it is **highly recommended**. Where a pre-application conference does not occur, the applicant is encouraged to be familiar with all Township requirements.

DEVELOPMENT REVIEW MEETING: For most applications, the Planning Director will schedule a Development Review Meeting shortly after formal application has been submitted. Representatives from Planning, Building, and Fire Departments and the Township Engineer will be present. The degree to which complete documentation has been provided will determine the success of this review and ultimately, the timely consideration of projects by the Planning Commission or Site Plan Review Committee.

The Development Review Meeting may generate changes to the application documentation. There will be a period of **one-week** following this meeting for the applicant to make necessary changes and submit them to the Planning Director for final review prior to placing the item on the Planning Commission's agenda. If, for some reason, the application is still incomplete or all issues have not been resolved in a timely manner, the item may be withheld from the agenda until complete.

A COMPLETE APPLICATION: Please completely fill out this application and the Site Plan Review Requirements Checklist; attach the required documentation and appropriate fees and return all the items to the Planning Department at the above address. If you have any questions, please call the Planning Director at (616) 784-9090. The Master Plan, Zoning Ordinance, and the calendar of submission deadlines and meeting dates are available at www.alpinetwp.org/publicdocuments.php

PROCESS:

- After a Development Review Meeting and application documents are ready for review, written comments will be sent to the applicant from the Planning Director, and where applicable from the Twp. Engineer, Fire Chief, Plainfield Twp. Water Dept., and other governmental agencies.
- The application will be reviewed at a public meeting of the Planning Commission or Site Plan Review Committee where a decision on the application will be made.
- If a Storm Water Permit application has not already been submitted, it must be submitted and approved at this point in time. Once the site plan or other request has been approved and all appropriate conditions have been fulfilled; Building Permit applications can be processed.
- After Building and Storm Water permits have been issued and construction completed, the Building Department will notify the Township Engineer when the final Building and Storm Water inspection is requested.
- Once the building and site receive final approval, the building and site may be occupied.
- The site and structure will be monitored after construction for compliance with the site plan and any conditions of approval, the Zoning Ordinance, and all construction codes.
- It is the applicant's responsibility to coordinate private utilities such as gas, electric and phone.

Identify the Proposed Project:			
<i>Select (✓)</i>	<i>Project Type</i>	<i>Application Fee</i>	<i>Escrow Deposit*</i>
	Site Plan Review	\$1,000	\$1,000
	Site Plan Review Committee (for projects less than five acres, and not considered a Special Use)	\$500	\$1,000
	Special Land Use	\$1,000	\$1,000
	Rezoning in compliance with the Master Plan	\$300	May be required
	Rezoning <i>not</i> in compliance with the Master Plan	\$700	May be required
	Planned Unit Development	\$1,000	\$1,000
	Site Condominium or Plat	\$1,000	\$1,000
	Fill Permit or Natural Resource Removal Permit	\$1,000	\$1,000
	Special meeting	\$400	NA
	Other		

*Escrow funds must be deposited at the time of application. At no time shall the balance of the escrow account fall below \$500. The application review process will not proceed nor will building permits be issued until the escrow account is replenished. Please call the Treasurer if you have any questions.

Please Attach the Following Items to this Application:

1. Legal description of the property
2. If the Applicant is not the Property Owner, the Applicant must provide the lease, purchase agreement or written authorization from Property Owner(s)
3. A separate detailed written statement fully explaining the request
4. Development Review Meeting = 4 full-sized, folded site plans
After the Development Review meeting, submit the following number of copies:
 Site Plan Review Committee = 7 full-sized, folded site plans and 1 ledger-sized copy
 Planning Commission = 11 full-sized, folded site plans and 1 ledger-sized copy

For all projects impacting storm water, applicants are strongly encouraged to complete a Storm Water Permit Application at the same time as this application.

DECLARATION:

I, the applicant, do hereby declare that I am the owner or the authorized agent of the owner of the above described property on which this application is made, and that the answers given herein are true to the best of my knowledge.

I have completed this application, attached the completed and signed *Alpine Township Site Plan Review Requirements Checklist*, attached all other appropriate materials and fees for a complete application, and agree to the Alpine Township Escrow Policy.

By virtue of my application, I do hereby declare that the appropriate appointed officials and Township staff responsible for the review of my application are given permission to visit and inspect the property in order to determine the suitability of the request.

Applicant's Signature: _____ Date: _____

Applicant's Name and Title: _____

ALPINE TOWNSHIP SITE PLAN REVIEW REQUIREMENTS CHECKLIST

Site plans will NOT be accepted without the professional seal of the preparer and this checklist completely filled out and signed by the preparer. Additional information in the Zoning Ordinance is available in the office or at www.alpinetwp.org/publicdocuments.php including Chapter 18, Site Plan Review Standards and Chapter 21, Special Land Use Standards.

Requirement	Check(√) when complete	Requirement	Check (√) when complete
Vicinity map of location in Township		Location and size of existing and proposed water, sanitary sewer and storm water lines	
Scale of not more than 1" = 200'		Location of all existing and proposed fire hydrants	
Date site plan was prepared		Locations of all existing and proposed catch basins	
Name, address, and seal of preparer		Location of all wells, septic tanks and drain fields	
North arrow		Location of all utility easements	
Current legal description		Direction of storm water runoff and how storm water will be handled. Storm water management calculations and design per the Alpine Twp. Storm Water Ordinance.	
Property lines and dimensions		Location of all existing wetlands	
Description of zoning on adjacent parcels		Location of existing or proposed county drains and drainage easements	
All structures and lot lines within 100' of site		Location of all significant natural resources such as woodlots, water courses, ponds, steep slopes, etc.	
USGS topographical lines at 2 foot intervals		Location and specs for all existing and proposed hazardous materials storage tanks or facilities	
Proposed topographical lines at 2 foot intervals		Location of all utility poles, transformers, etc.	
Existing/ proposed topo lines to 10 feet outside of the project		Location of all dumpsters/trash disposal units	
Location of existing and proposed buildings		Location, type and height of all light fixtures (photometric plan & fixture cut sheets)	
All building setbacks		Location and size of all freestanding signs	
Intended use and dimensions of all buildings, including building height		Location and size of walls, fences or screens	
Square footage of all buildings		Parking lot configuration, number of spaces, dimensions of spaces and aisles and surface material	
Use group and construction type for all buildings		Location of parking blocks or timbers	
Elevation drawings of building façades and description of building materials and colors		Location of parking islands	
Locations of abutting street right-of-ways		Location of handicap spaces and access ramps	
Locations of service drives and curb cuts		Location of loading areas	
Location of access easements		Location of all existing and proposed sidewalks	
Location of driveways opposite the site and within 100 feet on either side		Location of all bike paths, trails and walkways	
		Location of existing vegetation & indications what vegetation is to remain	
		Landscaping Plan to Township guidelines including material types and planting sizes	

Preparer's Signature:	
Preparer's Name and Firm:	
Date Submitted:	