

JAMESTOWN CHARTER TOWNSHIP

Ottawa County

2380 – Riley Street, Hudsonville, Michigan 49426

FINAL SITE CONDOMINIUM

Instructions

For an application to be considered complete, ALL information must be provided. If an item is not applicable to your petition, please mark that item N/A for “not applicable” and provide an explanation why it is not applicable.

- **Initial Review Body:** Planning Commission
- **Meeting Frequency:** Third Tuesday of every month
- **Application Deadline:** Forty-nine (49) calendar days prior to the third 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 twenty-one (21) calendar days prior to said meeting for consideration.
- **Final Plan Submission Requirements:** Twelve (12) copies of all final 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 THIS PAGE WITH YOUR APPLICATION**

For office use

Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____ **Irrevocable Letter of Credit:** _____

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FINAL SITE CONDOMINIUM APPLICATION

APPLICATION FEE: \$0.00*

(*Original application fee paid through Preliminary Site Condominium submission, which includes the Final Site Condominium Application. Subject to additional fees as determined by the Township for Engineering, Attorney, Planning Consultant, Publishing fees, etc.)

**By motion of the Planning Commission on September 17, 2019, an Irrevocable Letter of Credit or cash deposit is required for all street trees.

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Fax/Email: _____

Address of Subject Property: _____

Parcel Number: _____

Zoning District: _____

List the name, address, phone number of every person who has a legal or an equitable interest in any property included in the application. Provide proof of ownership or a legal financial interest in the property, such as a purchase agreement.

What is the land use requested? _____

Provide a detailed site plan of the property meeting the requirements of Section 27.7 of the Jamestown Charter Township Zoning Ordinance. (see following pages)

**By signing this application I acknowledge that I am the legal owner, petitioner or agent and that I have the authority to apply and that I provide consent for township officials to access the property to accurately evaluate the request.

**Signature of Applicant

Date

Section 27.7 – Contents of Final Site Condominium Project Plan

A final site condominium project plan shall include all of the documents and graphic information required by Section 66 of the Condominium Act and by Sections 3.1 and 3.2 of Jamestown Charter Township Subdivision Ordinance, and shall also include all of the following:

- A. The use and occupancy restrictions and maintenance provisions for all general and limited common elements that will be included in the master deed.
- B. A narrative describing the overall objectives of the proposed site condominium project.
- C. A complete list of all other review or permitting federal, state, or county agencies having jurisdiction over any element of the site condominium project or its construction and copies of any comments, recommendations or letters of approval from such agencies.
- D. A storm drainage and a storm water management plan, including all lines, swales, drains, basins and other facilities and easements granted to the appropriate municipality for installation, repair and maintenance of all drainage facilities.
- E. A utility plan showing all water and sewer lines and easements to be granted to the Township for installation, repair and maintenance of all utilities.
- F. A narrative describing the proposed method of providing potable water supply, waste disposal facilities and all other public and private utilities.
- G. A street construction paving plan for all streets within the proposed site condominium project. If one or more of the streets are to be private, which is only permitted if first approved as part of a planned development as is provided in Section 27.3, subsection D paragraph 3 of the Zoning Ordinance, a street maintenance plan shall be included.

The following Chapter of the Zoning Ordinance applies to the proposed use. Please see the Planner for copy of the Chapter or the Zoning Ordinance in its entirety as well as for a copy of the Subdivision Ordinance in its entirety. The applicant is advised to review the Chapter and Subdivision Ordinance accordingly.

- **Chapter 27 – Review and Approval of Site Condominium Projects**