

JAMESTOWN CHARTER TOWNSHIP

Ottawa County

2380 – Riley Street, Hudsonville, Michigan 49426

PRELIMINARY 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.
- **Initial Submission Requirements:** One (1) electronic copy and Four (4) copies folded to a size no larger than 11” x 14”. No rolled plans shall be accepted.
- **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.
- **Special Meeting Requests:** the fee for a Special Meeting shall be double the application fee. Special meetings are not guaranteed and depend upon membership availability.

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

For office use

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

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PRELIMINARY SITE CONDOMINIUM APPLICATION

APPLICATION FEE: \$1,200.00

(Subject to additional fees as determined by the Township for Engineering, Attorney, Planning Consultant, Publishing fees, etc.)

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 27.3B 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 27.3 – Review of Preliminary Plans by the Planning Commission – Standards and Required Improvements

B. Application for review and possible site plan approval of a site condominium project plan shall be initiated by an applicant filing with the Zoning Administrator a written application along with a preliminary plan. To be placed on the agenda, the application and the preliminary plan must be filed at least thirty (30) days prior to the date of the Planning Commission meeting at which review is requested. The application and preliminary plan submitted for review shall comply with the following requirements and contain the following data:

1. A completed and signed application form as supplied by the Township.
2. A plan showing the boundary of the subject property and its relationship to all contiguous properties, drawn at a scale of not more than 200 feet to the inch.
3. Written proof of applicant's ownership of the subject property or, if the subject property is not owned by the applicant, written authorization signed by the owner of the subject property for the applicant to act on behalf of the owner.
4. A location map showing the relationship of the subject property to the surrounding area (the area within one-half (1/2) mile).
5. The proposed layout of streets, common areas and building sites.
6. The relationship of proposed streets to adjacent streets and relationship of improvements and significant physical features to neighboring properties and public and private utilities.
7. Existing physical conditions and characteristics of the subject property including, but without limitation, existing structures, wooded areas, topography at two (2) foot contours, flood plains, wetlands, streams and drainage.
8. Proposed grading and storm drainage improvements and the location(s) of proposed detention/retention ponds.
9. Proposed arrangements for wells, septics, public water, public sewer or other means for addressing a potable water supply and sanitary sewer needs.
10. The existing land use and the existing zoning of the subject property and all contiguous properties.
11. Preliminary building site data including number of building sites, minimum building site area and building site width.

12. An application fee in accordance with the fee schedule established from time to time by resolution of the Township Board.

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. The applicant is advised to review the Chapter accordingly.

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