

SITE PLAN REVIEW PERMIT APPLICATION

Egelston Township
5428 Apple Avenue
Muskegon, Michigan 49442
Phone: 231 788-2308
Website: www.egelstontwp.org

A site plan shall be submitted for review and approval by the Planning Commission, or by authorized township personnel, as determined by the Egelston Township Ordinance Appendix A Zoning, Article V Site Plan Review.

The Egelston Township Planning Commission meets in regular sessions on the first Tuesday of each month at 7:00 p.m. at the Township Complex at 5428 Apple Avenue, Muskegon, Michigan 49442.

Materials related to requests for Planning Commission action, including any required fees, must be filed at the Township Office located at 5428 Apple Avenue, Muskegon, Michigan 49442. Questions may be directed to the Zoning Administrator, at 231 788-2308.

Filing requests which are not complete or which are not filed by the deadline will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established **22 calendar days** prior to the Planning Commission meeting.

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange and mail the notice for publication as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Planning Commission Meeting Dates

January 6, 2026
 January 20, 2026
 February 3, 2026
 February 17, 2026
 March 3, 2026
 March 24, 2026
 April 7, 2026
 April 21, 2026
 May 12, 2026
 June 2, 2026
 July 7, 2026
 August 11, 2026
 September 1, 2026
 October 6, 2026
 November 10, 2026
 December 1, 2026

SITE PLAN REVIEW PERMIT APPLICATION PROCESS

Step 1 – Application for Site Plan Review is Filed: An applicant shall complete the Egelston Township Site Plan Review Application. An application is deemed complete upon submission of the completed application form and all required documentation to the zoning administrator. Incomplete submissions will receive a list of items needed to make the submittal complete. Once an application is deemed complete, a petitioner will be scheduled on the next available Planning Commission’s agenda. A decision to approve, approve with conditions or deny an application shall be made within sixty (60) days of the date of the receipt of the completed application and all required documentation. Refer to Article V Site Plan Review for further information.

Preliminary Site Plans (see Article V Section 2 of the Egelston Township Zoning Ordinance)

Preliminary proposed site plans may be presented for informal review and comment by the planning commission prior to submission of a formal application for site plan approval. The purpose of this provision is to allow discussion between a developer and the planning commission to better inform the developer of the accessibility of proposed plans prior to incurring extensive engineering and other costs which might be necessary for site plan approval.

Amendments to Previously approved Site Plans (see Article V Section 3 & 4 of the Egelston Township Zoning Ordinance)

Amending a site plan previously approved by the Planning Commission under site plan review is permitted and shall be reviewed by authorized township personnel, subject to the application and review procedures outlined under Article V Section 4.

Site plans previously approved pursuant to special use or PUD procedures are not eligible for consideration as an amendment and must be reviewed according to Article V Section 5.

Special Land Uses and Structures (see Article VI of the Egelston Township Zoning Ordinance)

The zoning administrator shall receive applications for special land uses, review same and submit the application and its contents to the planning commission for the final decision. Said submission shall be made by the zoning administrator within ten days from his receipt of the application.

Planned Unit Development (see Article VII of the Egelston Township Zoning Ordinance)

For the purpose of permitting flexibility in the regulation of land development; and encouraging innovation in land use and variety in design, layout, and type of structures constructed; achieving economy and efficiency in the use of land, natural resources, energy and the provision of public services and utilities; encouraging useful open space; and providing better housing, employment and shopping opportunities particularly suited to the needs of the residents of this township, the Township of Egelston will consider from time to time the establishment of planned unit developed districts which meet the requirements of procedure and contingencies and conditions as set forth in Article VII. The zoning administrator shall preliminarily review any such request and refer same within ten days after the receipt of an application to the planning commission for further review and action.

Step 2 – Staff Review: A review by the Zoning Administrator shall be performed in accordance with Article V Site Plan Review Section 1 Site plans required. If necessary a site plan submittal shall be further reviewed by the Building Department, the Department of Public Safety, County Health Department, Road Commission and Drain Commissioner and the Michigan Department of Transportation. The Zoning Administrator and Township Staff and agencies shall have sixty (60) days from receipt of a complete site plan review application to approve, approve with conditions or deny an application.

Step 3 – Planning Commission Meeting: A meeting shall be scheduled for a review of the application, plans, and of the recommendation of the Zoning Administrator. The applicant will be notified of the date, time and place of the meeting on the application. Refer to Article V Site Plan Review Section 5 Application procedures for review of site plans before planning commission.

Validity of Approved Site Plan: Approval of a site plan under the provisions of Section 4 shall be valid for a maximum period of two years. If actual physical construction of the building and improvements included on the approved site plan has not commenced in a substantial way during this period, approval shall be null and void. In this event, no construction or site improvement activities may occur [until] approval is renewed by the planning commission.

An application for renewal of approval shall be made in writing to the planning commission through the zoning administrator no less than 20 days prior to the meeting at which the planning commission will consider the application. The planning commission shall review the record of proceedings and site plan subject to renewal and shall either grant a one year extension, or deny the request.

Approval of site plans under the provisions of Section 6 shall be valid for a period of one year during which time construction of the proposed improvements must be substantially commenced. If commencement does not occur during the year following approval, then the applicant shall refile the site plan application and site plan for review by the planning commission. In such cases, the site plan shall be subject to all application and review procedures outlined in Sections 3 and 4.

SITE PLAN REVIEW PERMIT APPLICATION FORM

Type of application being filed: Check all that apply

- | | |
|---|---|
| <input type="checkbox"/> Preliminary Site Plan | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Amendment to Previously Approved Site Plan | <input type="checkbox"/> Planned Unit Development (PUD) |
| <input type="checkbox"/> Special Land Uses and Structures | <input type="checkbox"/> Rezone |

Project Information:

Address/Location of the property: _____

Name of Development: _____

Tax Parcel ID No: _____ Zoning District: _____

Current Use: _____ Proposed Use: _____ Area in Acres: _____

Applicant Information:

(Name of Applicant)

(Street Address of Applicant)

(City, State, Zip Code)

(Phone / Day or Evening /Fax)

(E-mail)

Applicant is the; Owner Lessee Contractor/Architect Other: _____

Property Owner Information:

(Name of Owner)

(Street Address of Owner)

(City, State, Zip Code)

(Phone / Day or Evening /Fax)

SITE PLAN REVIEW PERMIT APPLICATION CHECKLIST

Applicants wishing to submit a site plan for review and approval must submit the materials and information described below. Individual site plan elements may be waived by the zoning administrator if deemed unnecessary. The materials and information required include:

1. A completed application form, checklist and application fee;
2. Seven Copies of a site plan containing the following information:

	Required Items	Meets Minimum Requirements	Comments
1. The name and the address of the person or firm that prepared the site plan;	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. The date on which the site plan was prepared;	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. The legal description of the parcel or parcels subject to the application;	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. The exterior property lines of the property subject to the site plan review;	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Topography of the site at five-foot intervals;	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. The location and dimensions of all existing and proposed buildings and other man made features with the measurements of the existing and proposed setbacks indicated;	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. The location and width of existing and proposed public and private rights-of-way and easements;	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. The location of existing and proposed parking and loading areas, driveways and driving lanes;	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. The location of existing and proposed sanitary sewers, storm sewers or other drainage facilities, and other infrastructure and facilities;	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. The location, type of existing and proposed fences;	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. The location and type of existing and proposed landscaping and screening;	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Proposed earth changes;	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. The location of existing and proposed sign and exterior lighting fixtures;	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. The percent of land covered by existing and proposed buildings. The location and area of reserved open space and buffer areas; and	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Any additional information necessary to consider the impact of the project upon adjacent properties and the public.	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. The Scale of the drawing and a north arrow. In no instance shall the scale of the drawing be greater than one inch equals 20 feet nor less than one inch equals 200 feet.	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. The date, name, address and professional seal of the preparer.	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. One copy of the site plan(s) submitted in a photo-reduced form of 11"x17" paper.	<input type="checkbox"/>	<input type="checkbox"/>	_____

By signing below, permission is granted for Township staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the Egelston Township Code of Ordinances.

(Applicant Signature)

(Date)

(Print Name)

(Owner Signature)

(Date)

(Print Name)

To Be Complete By Egelston Township

Date Received: _____

Case No.: _____

Public Hearing Date: _____

Planning Commission Meeting Date: _____

If this application is an amendment to a previously approved site plan by the Planning Commission the applicant shall provided a written statement, dated and signed by the applicant, indicating that the use subject to the previous site plan is being operated and maintained in full compliance with that previous approval, as well as any conditions upon which that previous approval was granted. *(see Article V Section 4 of the Egelston Township Zoning Ordinance)*

(Applicant Signature)

(Date)

(Print Name)

If this application is for a special land use permit the applicant shall provide a statement setting forth the reasons for the grant of approval of a special land use and addressing in particular any environmental effects that the special land use would have on surrounding properties and on the public in general, and including where deemed necessary by the planning commission or the zoning administrator, copies of all engineering studies, soil borings, hydrological studies and all data, if appropriate, to indicate the expected levels of noise, glare, dust, smoke, air pollution and special provisions if needed for disposal of wastes and protection of surrounding water supplies. (see Article VI Section 3 of the Egelston Township Zoning Ordinance)

It is hereby requested that the Egelston Township Planning Commission approve the issuance of a Special Use permit on the property listed here in for the purpose of

A previous application for a variance, Special Use permit, or rezoning on this land has/has not (choose one) been made with respect to these premises in the last ____ years. If a previous appeal, rezoning or Special Use permit application was made, state date, nature of action requested and decision (approved/denied).

Present use of property _____

List of all deed restrictions (attach additional sheets if necessary)

Names and addresses of all other persons, firms, or corporations having a legal or equitable interest in the land

Evidence of compliance with all federal, state and county statutes, ordinances, rules and regulations.

AFFIDAVIT

The undersigned affirms that he/she or we is/are the _____ (specify owner/lessee/other type of interest) involved in the application; that if this request is granted actual construction in accordance with the plans herewith submitted will begin within ____ months from the date of granting of a Special Use permit, will be completed within ____ year(s) from said date, and that I/we am/are able from a legal, financial, and physical basis to do so; and that the answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of his/her/our knowledge and belief.

(Applicant Signature)

(Date)

(Print Name)