



IRA TOWNSHIP
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**APPLICATION FOR PLANNED UNIT
 DEVELOPMENT APPROVAL**

Date: _____

Application No: _____

Review Fee: \$ _____

_____ Preliminary Plan Review

_____ Final Plan Review

APPLICANT'S NAME: _____ ADDRESS: _____

CITY: _____, ZIP: _____ PHONE: _____

NAME OF PROPOSED DEVELOPMENT: _____

PROPOSED USE: _____

PARCEL IDENTIFICATION NO: _____

COMPLETE LEGAL DESCRIPTION (Use opposite side or attach separately).

EXISTING ZONING: _____ SIZE (in Acres): _____

LEGAL OWNER: _____

Name	Address	Phone
SITE PLAN PREPARER: _____		

If petitioner is not the owner, state basis for representative (i.e., Attorney, Representative, Option-to-Buy, etc.):

Thirteen (13) copies of the completed application and signed & sealed plans, a PDF copy of all forms and plans, and the application fee shall be submitted to the Planning Commission at least forty (40) days prior to a scheduled Planning Commission meeting. The site plan shall include all information required by Article 6.0, Section 6.1 of the Ira Township Zoning Ordinance. The applicant or representative must be present at the Planning Commission meeting. All plans must be folded (8½ x 11) when presented and include the individual case number assigned by the Township. A recommendation may or may not be made at the meeting.

Any additional costs incurred by the Township, above and beyond the original review fee, shall be paid by the applicant. All additional fees shall be paid prior to the issuance of any building permit.

The undersigned deposes that foregoing statements and answers and accompanied information are true and correct. The undersigned authorizes the members of the Planning Commission and any employees of the Building Department to enter upon the described premises to visually inspect the proposed site before and after hearings scheduled for this application.

ACTION: _____
 Signature of Applicant

 Signature of Legal Owner (if not Applicant)

___Approved

___Denied

Date: _____

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SITE PLAN REVIEW PROCEDURES

WHEN IS A SITE PLAN REQUIRED?

A site plan is required whenever the following conditions apply:

1. Whenever a building permit is required for the erection or structural alteration of a building (other than a farm structure, single-family home, and accessory building to such dwelling).
2. Wherever a parking or storage area is to be used or constructed.
3. For any substantial change in use or class of use.
4. For all applications for Special Land Use Approval.

SUBMISSION REQUIREMENTS

Submit thirteen (13) copies of the completed application and signed & sealed plans, a PDF copy of all forms and plans, and the application fee to the Planning Commission at least forty (40) days prior to a scheduled Planning Commission meeting. The site plan shall meet all applicable submission requirements of Article 6.0, Section 6.1 of the Ira Township Zoning Ordinance.

TRANSMITTAL OF SITE PLANS

One (1) copy of the site plan shall be submitted to the following persons and/or departments for review:

- Township Planner
- Township Engineer
- Township Attorney
- Building Department
- Fire Department
- Water and Sewer Departments
- Other applicable review agencies

Each of the persons and/or departments identified above shall submit comments on the site plan to the Planning Commission for their consideration. The Planning Commission will not act on the site plan until such time as comments are received from all applicable review agencies and may not take action at the first meeting at which it is presented.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission shall review the site plan with reference to all applicable requirements of the Ira Township Zoning Ordinance and the comments of all applicable review agencies and shall make a recommendation to the Township Board to either; approve, conditionally approve or deny the site plan.