



# PORT SHELDON TOWNSHIP

16201 Port Sheldon Street, West Olive, MI 49460  
Telephone 616-399-6121 Fax 616-399-7173  
[www.portsheldontwp.org](http://www.portsheldontwp.org) | [info@portsheldontwp.org](mailto:info@portsheldontwp.org)

## SITE PLAN REVIEW APPLICATION

Submit at least 28 days prior to desired meeting to:  
Port Sheldon Township  
16201 Port Sheldon Street, West Olive, MI 49460 616-399-6121

Parcel # \_\_\_\_\_ Date paid \_\_\_\_\_

Address of subject property \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Applicants Name \_\_\_\_\_ Phone # \_\_\_\_\_

Applicants mailing address \_\_\_\_\_

Proposed Use \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Submit 10 copies of the Site Plan with this application. Site Plan must include the following (Article XXI, Section 21.03 (b) (3) of Port Sheldon Township Zoning Ordinance):

- A. Scale, not to exceed 1" = 100'
- B. Location map showing all road intersections within 500 feet.
- C. All structures, wooded areas and topography with two-foot intervals, except where the slope exceeds five (5) percent, in which case contour intervals may be ten feet.
- D. All lot lines, and owners of lots within 300 feet of the site (as amended June 12, 1986)
- E. Streets, easements, watercourses and right-of-ways.
- F. Utility and drainage plans and information.
- G. Preliminary plans for elevations and locations of structures.
- H. Preliminary plans for parking, lighting, loading, signs and landscaping.
- I. Any extension of off-tract improvements necessitated by the proposed development.
- J. Any other items as required by the Planning Commission (as amended June 12, 1986).

\_\_\_\_\_  
Signature of owner/agent (circle one) and date

**FILING FEE: Small Site Plan \$900.00 (+) Large Site Plan \$1200.00 (+)\***

\*(Plus) fees for required engineering, planning or legal fees incurred by the township to offset township expenses. Applicant billed for any additional expenses. The township Supervisor would have the option of requiring an escrow account if deemed necessary. The applicant can appeal to the township board the plus fees that could be changed or waived by majority vote.