



**Solon Township Application for Site Plan Review
and/or Special Land Use**

2305 19 Mile Rd
CEDAR SPRINGS, MI 49319
Phone 616-696-1718 Fax 616-696-3970

Chapter 14 of the Solon Township Zoning Ordinance describes the Site Plan Review procedure and the duties of the Solon Township Planning Commission (please read attached) Solon Township Planning Commission meets the 3rd Tuesday of each month.

ALL MATERIAL MUST BE SUBMITTED 30 DAYS PRIOR TO PLANNING COMMISSION MEETING DATE. THIS APPLICATION WILL NOT BE ACCEPTED IF NOT COMPLETE.

Applicant: _____

Applicant's address: _____

Applicant's phone: _____ Fax _____

Site address of Review property: _____

Parcel Number of Review property 41-02-____-____-____-____

Attach legal description of Review Property

Zone District of Review property _____ Size _____

Detailed Description of Proposed Use: (attach additional sheets)

ALL COMPLETED SITE PLAN REVIEW APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING: APPLICATIONS WILL NOT BE ACCEPTED IF NOT COMPLETE. ALL MATERIAL MUST BE SUBMITTED 30 DAYS PRIOR TO PLANNING COMMISSION MEETING DATE:

- ALL APPLICATION FEES APPLICABLE TO THIS PROJECT
- ALL ESCROW FEES APPLICABLE TO THIS PROJECT

- 10 COPIES OF ALL PLANS, NARRATIVE, ENGINEER REVIEWS, HEALTH DEPARTMENT REPORTS, ROAD COMMISSION REPORTS, DNR OR DEQ REPORTS IF REQUIRED
- APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT THE MEETING.
- WITHDRAWAL OF THIS PROJECT WILL NOT RESULT IN ANY REFUND OF THE APPLICATION FEE

(If this is a PUD, site condo, or open space development, commercial building, etc. please request Solon Township’s zoning ordinance pertaining to your project)

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Cedar Springs, MI 49319
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ESCROW POLICY ACKNOWLEDGMENT

I have read, and agree to abide by, the Solon Township policy concerning escrow fees.

Name(please print)_____

Signature_____ **Date**_____

Project Name_____

Person/Company responsible for account (billing purposes):

Name_____

Mailing Address/PO Box_____

City_____ **State**_____ **Zip**_____

Phone Number_____ **Fax Number**_____

**THESE ARE MINIMUM DEPOSITS ONLY.
ALL ESCROW CHARGES MUST BE CURRENT OR PROJECT WILL BE
REMOVED FROM AGENDA AND NO ACTION WILL BE TAKEN.**

**NO BUILDING PERMITS WILL BE ISSUED IF A BALANCE IS OWING.
The escrow fee is a deposit only. If there is a CREDIT balance after all expenses have
been paid it will be refunded to the applicant. If there DEBIT balance it must be paid
before the project can continue.**

- ❑ **Site Plan Review Application Fee: \$600.00**
- ❑ **Escrow Required: \$2,000.00**

THE FOLLOWING FEES ARE IN ADDITION TO SITE PLAN REVIEW FEES AND ARE ALSO REQUIRED AT THE TIME OF APPLICATION:

- ❑ **OS-PUD or Rezone Application Fee: \$600.00 Request Chapter 13**
- ❑ **Escrow Required: PUD \$2,000.00 Rezone \$3,000.00**
- ❑ **Site Condo Application Fee: \$600.00 Request Chapter 13B**
- ❑ **Escrow Required: \$2,000.00**
- ❑ **Open Space Development Fee: \$600.00 Request Chapter 13A**
- ❑ **Escrow Required: \$2,000.00**
- ❑ **Special Land Use Application Fee Residential: \$600.00 Request chapter for specific Zoning District**
- ❑ **Escrow Required: \$1,000.00**
- ❑ **Special Land Use Application Fee Commercial: \$600.00 Request chapter for specific Zoning District**
- ❑ **Escrow Required: \$2,000.00**

The above listed fees do not include the application or escrow fee for private streets or Storm water permits. These permits need to be submitted separately.

Applicant's signature _____

Date received by Township Representative _____

Application Fee(s) _____ **Escrow Fee(s)** _____

Date of Planning Commission Meeting _____

Applicant should be given a copy of this application and all applicable ordinances. Keep Original in Township Files.

