



# Application Form Planning Commission – Site Plan

Planning and Zoning Department  
52700 Van Dyke Ave, Shelby Twp, MI 48316  
(586) 726-7243  
planning@shelbytp.org  
shelbytp.org

<b>Office Use</b>			
Application No. _____	Review Fee _____	Engineering Fee _____	Tree Permit Fee _____
Date Received _____	Receipt No. _____	Receipt No. _____	Receipt No. _____

## Section I – Identification

### 1. Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 3. Project Contact Person (if different from applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 4. Project Designer/Developer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 5. Type of Review

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Site Plan                 | <input type="checkbox"/> PUD Preliminary        | Subdivisions:                                       |
| <input type="checkbox"/> Special Land Use          | <input type="checkbox"/> PUD Final              | <input type="checkbox"/> Tentative Preliminary Plat |
| <input type="checkbox"/> Class A Nonconforming Use | <input type="checkbox"/> Site Condo Preliminary | <input type="checkbox"/> Final Preliminary Plat     |
| <input type="checkbox"/> Rezoning                  | <input type="checkbox"/> Site Condo Final       | <input type="checkbox"/> Final Plat                 |

### The applicant must read the following statement carefully and sign below:

The undersigned requests that the Charter Township of Shelby review this application and related required documents and site plans as provided in Article 7.17 of the Zoning Ordinance. The applicant further affirms and acknowledges the following:

- That the applicant has a legal interest in the property described in this application.
- That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her, or their knowledge.
- That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.
- That the applicant will comply with any and all conditions imposed in granting approval of this application.
- If also the owner, the applicant grants the Charter Township of Shelby staff and Planning Commission the right to access the property for the sole purpose of evaluating this request.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### If the applicant is not the property owner, the property owner must read and sign below:

The undersigned affirms and acknowledges that he, she, or they are the owner(s) of the property described in this application, and:

- Is/are aware of the contents of this application and related documents.
- Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the Charter Township of Shelby.
- Grants the Charter Township of Shelby staff and Planning Commission the right to access the subject property for the sole purpose of evaluating this request.

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

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_



# Application Form Planning Commission – Site Plan

## Section II – Project Information

Address of the Property: \_\_\_\_\_

Name of Development: \_\_\_\_\_

General Location: \_\_\_\_\_

Sidwell #: \_\_\_\_\_

Area of Site in Acres: \_\_\_\_\_

Has this project been reviewed before? (Yes/No)

→ If so, when? \_\_\_\_\_

Legal Description (Attached / on Site Plan)

Will the proposed use include any of the following activities? (Check all that apply)

- Construction of a new building
- Expansion of an existing building
- New/Expanded use of an existing building
- Demolition of an existing building
- Increase in residential density
- Construction of a new parking area
- Expansion of an existing parking area

Details of the Proposed Development (attach a separate sheet if necessary)

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## Section III - Site Requirements

### 1. Development Standards

Required Setbacks

Front Yard(s): \_\_\_\_\_

Side Yard(s): \_\_\_\_\_

Rear Yard: \_\_\_\_\_

Provided Setbacks

Front Yard(s): \_\_\_\_\_

Side Yard(s): \_\_\_\_\_

Rear Yard: \_\_\_\_\_

Building Height: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Area of Building(s): \_\_\_\_\_

### 2. Parking

Required number of parking spaces: \_\_\_\_\_

Proposed number of parking spaces: \_\_\_\_\_

Shared parking agreement? \_\_\_\_\_

Required Parking Lot Setback: \_\_\_\_\_

Provided Parking Lot Setback: \_\_\_\_\_

### 3. Landscaping

Number of Existing Street Trees: \_\_\_\_\_

Number of Proposed Street Trees: \_\_\_\_\_

Parking Lot Trees: \_\_\_\_\_

Proposed tree removal? (Y / N)

### 4. Lighting

Number of light fixtures on building: \_\_\_\_\_

Number of light fixtures on-site: \_\_\_\_\_

Light level at each property line: \_\_\_\_\_

### 5. Buffers and Screening

Proposed outdoor storage? (Y / N)

Proposed roof-mounted equipment? (Y / N)

Landscaped screening required? (Y / N)

Protected use requiring screening: \_\_\_\_\_

Type of screening Required: \_\_\_\_\_

### 6. Site Standards

Sidewalks: (Existing / Proposed)

Is fencing proposed? (Y / N)

Trash receptacle: (Existing / Proposed)

Canopies or awnings (Y / N)

Facade Material(s): \_\_\_\_\_

### 7. Zoning Compliance

Zoning district: \_\_\_\_\_

Current use: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Permitted, Non-Conforming or Special Land Use? \_\_\_\_\_

Will the project require any variances? (Y / N)

Identify: \_\_\_\_\_

Leased or rental units as part of proposal? (Y / N)

Development Impact Statement submitted? (Y / N)

Traffic Impact Study submitted? (Y / N)

Special Land Use responses submitted? (Y / N)



# Applicant Information Form

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Office Use  
Application No. \_\_\_\_\_ Date Received \_\_\_\_\_ Copy of Driver's License Attached?  
 Yes  No

## Section I – Type of Application (The appropriate Application Form must accompany this form.)

- Site Plan
- Special Land Use
- Rezoning
- Class A Nonconforming Use
- Zoning Board of Appeals, Interpretation, Major Temporary Use
- Minor Temporary Use
- Tree Permit
- Sign Permit
- Condominium Subdivision
- Planned Unit Development
- Subdivision

## Section II – Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver's License Number \_\_\_\_\_

*(A copy of both sides of the applicant's driver's license must be attached.)*

## Section III – Signature

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



# Affidavit of Ownership of Land

Charter Township of Shelby

Planning and Zoning Department  
52700 Van Dyke Ave, Shelby Twp, MI 48316  
(586) 726-7243  
planning@shelbytp.org  
shelbytp.org

STATE OF MICHIGAN  
COUNTY OF MACOMB

I/We \_\_\_\_\_  
*Name(s)*

of \_\_\_\_\_  
*Address City State Zip Phone*

the \_\_\_\_\_ of \_\_\_\_\_  
*Title Name of Company*

being duly sworn, depose(s) and say(s) as follows:

1. The owner(s) of the property described on the attached

- Warranty Deed                       Land Contract                       Other Document (Specify)

is/are as follows: \_\_\_\_\_  
*Name(s) Address*

\_\_\_\_\_  
*Name Address*

\_\_\_\_\_  
*Name Address*

This property is the subject of a \_\_\_\_\_  
*Type of Application*

2. I/We authorize \_\_\_\_\_  
*Name(s)*

the \_\_\_\_\_ of \_\_\_\_\_  
*Title(s) Name of Company*

of \_\_\_\_\_  
*Address City State Zip Phone*

to be my/our designated representative(s) in the processing of the application and to make representations and commitments on my/our behalf in connection with obtaining approval of my/our request.

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Title of property owner (if applicable)

\_\_\_\_\_  
(Print/type name of property owner)

Subscribed and sworn to before me on

The \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_, Notary Public

\_\_\_\_\_ County, Michigan

My commission expires \_\_\_\_\_