



Saugatuck Township

3461 Blue Star Highway
P.O. Box 100
Saugatuck, MI
49453

Phone (269) 857-7721
www.SaugatuckTownship.org

SITE PLAN REVIEW APPLICATION & REQUIREMENTS

See Schedule II of the Saugatuck Township Consolidated [Fee Schedule](#) for appropriate application fees.

Applicant should complete all of the following information, sign and return the form to the Saugatuck Township Zoning Administrator either in person, by mail, or by email: LWells@saugatucktownship.org.

Land developers, engineers, surveyors, and architects and others seeking approval of Subdivisions, Site Condominiums, PUDs, and Site Plan Review from the Saugatuck Township Planning Commission, this letter will be an attachment to all applications requesting the review of any of the above development projects which requires approval from the Saugatuck Township Planning Commission before beginning construction. It is strongly suggested that a pre-application meeting be held with the Zoning Administrator and Planner prior to completion of a preliminary plan to obtain all necessary ordinance sections and application forms that may pertain to the project. Please submit the following:

- 10 – Application form and narrative on 8.5" x 11" paper. Narrative should address all zoning review criteria for the applicable project
- 9 - Site plans on 11" x 17" paper
- 1 - Site Plan on 24" x 36" paper
- 1 - digital copy of all materials

Collated and clipped applications with completed site plan and other required plans such as landscaping, lighting, and drainage must be included in the submittal to be considered complete.

The applicant shall email or transmit a copy of all materials to the Fire District and the Township Engineer by the posted submission deadline. Should a decision be postponed, or tabled, resubmission shall follow the same process and meet the posted deadlines.



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Applicant information

Name _____
Mailing Address _____
Telephone _____
Email _____
Person in charge of project _____

Property information

Address _____
Parcel # _____ Acreage _____
Current Zoning _____ Conforming use? Yes No
Other action required? _____
Variance _____ Rezone _____ Special Approval Use _____

Type of improvement (check as many as possible):

- New Building Addition Alteration Change of Use Multi-Family School Church
- Recreational Facility Cemetery Utility Public Service PUD Special Land Use
- Other (describe) _____

Engineer or Surveyor information:

Name _____ Address _____
City _____ State _____ Zip _____
Phone _____ License# _____
Email: _____

State proposed use of property: _____

Provide site plan as per Chapter VIII.A of the Saugatuck Township Zoning Ordinance.

Provide a Brief narrative describing the following:

- a. The overall objectives of the proposed development
- b. Types and size of structures to be erected
- c. Timetable regarding stages of project and completion date
- d. Any objective or subjective information you wish to convey to the Planning Commission.



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The Saugatuck Township Consolidated Fee Schedule can be viewed here. [Fee Schedule](#)

I have read and agree to Saugatuck Township Code of Ordinance, Chapter 40, [Article IX](#) Site Plan Review.

Applicant Signature _____ Date _____

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Applications accepted per the submitted deadlines found on the Township’s website. By signing this application, I agree to pay all applicable fees and costs associated with the site plan review process as detailed on the reverse of this application. I hereby authorize the Saugatuck Township Planning Commission members and Township staff to inspect the proposed site at their discretion.

Applicant Signature _____ Date _____

For Office Use: Date Recorded _____ Fee Recorded _____

Fee Amount \$ _____ Hearing Date _____ Remarks _____

For Planning Commission Use:

Hearing Date _____ Disposition _____

2nd Hearing _____ Disposition _____

3rd Hearing _____ Disposition _____

Conditions _____

Chairman
Saugatuck Township Planning Commission

Secretary
Saugatuck Township Planning Commission

Fee Policy – Added at all the pertinent non-refundable fees set for the in the Consolidated Fee Schedule will be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. An escrow fund may be established at the beginning of the project based upon reasonable anticipated costs for such consultants. These costs must be paid whether the project is approved or denied. Any portion of the fund not used for the above purpose will be refunded at the completion of the review process.