

INSTRUCTIONS

Please read and follow these instructions carefully and submit all of the following:

1. The enclosed application form completely filled out. An application deemed incomplete will either be returned or cause a request for further information.
2. A written description of the proposed use. This should describe the nature of the use and, if a business, the hours of operation, number of employees, size, and number of commercial vehicles to be used, and other relevant information. This should be written on a separate sheet of paper, captioned "Proposed Use", and attached to the application. Please identify the property by address and include your name.
3. If you need additional room to answer any other question on the application, simply answer on an additional sheet and identify the question to which it refers by number.
4. A filing fee. Checks or money orders must be made payable to the "Village of Lawrence."

Please return the completed application to the Village of Lawrence, by mail at 157 N. Paw Paw St., Lawrence, MI 49064.

If measurements and other information submitted to the Village of Lawrence Officials are later found to be in error, whether the error occurred intentionally, negligently, or otherwise, any permit or approval granted in reliance upon the information submitted shall be considered void.

Application together with the application fee must be on file in the office of the Village no later than 30 days prior to the next regularly scheduled meeting of the Village of Lawrence Planning Commission. Meetings are held quarterly on the fourth Monday of the month at 6:00 pm at the Village of Lawrence Hall or as called by the Chairman of the Planning Commission. "Special meetings" shall be scheduled, if at all, only by consent of the Village of Lawrence Planning Commission in light of its schedule and other factors it deems relevant.

Village of Lawrence Site Plan Review

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Property Location Information:

Property Tax ID: \_\_\_\_\_

Street Address \_\_\_\_\_ City

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

Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

Property Owner: (if different from Applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

Project Information:

Briefly describe use \_\_\_\_\_

Building size – gross sq. ft. \_\_\_\_\_ Lot size – sq. ft. \_\_\_\_\_ Acres \_\_\_\_\_

Estimated project cost \_\_\_\_\_

**Submit 10 sets of plans showing the following information:**

(check whether the information is provided or N/A where not applicable) \_\_\_\_\_

Engineering scale \_\_\_\_\_ North arrow \_\_\_\_\_ Location map \_\_\_\_\_

Existing site conditions:

- |                    |                                     |                      |
|--------------------|-------------------------------------|----------------------|
| _____ Driveways    | _____ Roadways with limits of ROW   | _____ Utility mains  |
| _____ Easements    | _____ Fixed objects in right-of-way | _____ Water features |
| _____ Sidewalks    | _____ Landscaping & street trees    | _____ Flood plains   |
| _____ Lighting     | _____ Structures (including height) | _____ Signs          |
| _____ Parking lots | _____ Topography, 2' contours       |                      |

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Proposed site conditions:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Detention ponds  | <input type="checkbox"/> Runoff calculations           | <input type="checkbox"/> Sidewalks           |
| <input type="checkbox"/> Drive approaches | <input type="checkbox"/> Landscaping & street trees    | <input type="checkbox"/> Signs               |
| <input type="checkbox"/> Driveways        | <input type="checkbox"/> Property & layout dimensions  | <input type="checkbox"/> Staging area        |
| <input type="checkbox"/> Easements        | <input type="checkbox"/> Structures (including height) | <input type="checkbox"/> Utility connections |
| <input type="checkbox"/> Parking lots     | <input type="checkbox"/> Limits of construction        |  |

I understand that, upon execution and submission of this application, I agree to abide by all provisions of the Village of Lawrence Zoning Ordinance as well as all procedures and policies of the Village of Lawrence Planning Commission as those provisions, procedures, and policies relate to the handling and disposition of this application; that the above information is true and accurate to the best of my knowledge.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner signature

\_\_\_\_\_  
Date