



**Village Of Lawrence**  
**157 N. Paw Paw**  
**P.O. Box 217**  
**Lawrence Michigan 49064**  
(269) 674-8161 Fax (269) 674-3004

## Lawrence Village Planning Commission Site Plan Requirements

A site plan will be submitted to the Lawrence Village Planning Commission for any development for which the submission of a site plan is required by any provision of the Lawrence Village Zoning Ordinance. This includes the following:

- Any development, except R-1 and R-2, for which off-street parking is provided as required in section 1504 of the Zoning Ordinance Manual.
- Any use in an RM-1, B-1, B-2, B-3, CBD, ES, I-1, or 1-2 district lying adjacent to a single family residential district.
- Any use except single family residential which lies adjacent to any major street or thoroughfare.
- All residentially related uses permitted in single family residential districts such as churches, schools and public facilities.

The following information shall be included on the Site Plan:

- A scale of not less than 1" = 50' if the subject property is less than 3 acres and 1" = 100' if three acres or more.
- Date, North Arrow and Scale.
- The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
- The location of all existing and proposed drives and parking areas.
- The location and right-of-way widths of all abutting streets and alleys.
- The names and address of the architect, planner, designer, engineer, or person responsible for the preparation of the Site Plan.

Every site plan submitted to the Planning Commission shall be in accordance with the requirements of the Lawrence Village Zoning Ordinance. No site plan shall be approved until same has been reviewed by the Office of the Building Inspector and is in accordance with the Fire Department and the Police Department, for compliance with the standards of the respective departments.

Please note: The Lawrence Village Planning Commission meets, the 4<sup>th</sup> Monday at 7:00 pm in the Village Hall. **Fifteen (15) full size 24" X 36" copies of completed site plans are to be submitted to the clerk's office one week prior to this meeting so that all necessary reviews may be completed prior to the meeting.**

A copy of the plans must also be submitted electronically in PDF format and sent to the Village's email address which is [office@lawrencemi.org](mailto:office@lawrencemi.org)

Fees for site plan review are posted on the Village Fee Schedule which is reviewed and updated annually.

Every effort will be made to expedite the review process. Please leave a daytime phone number and or email address where you may be reached in order to answer any questions which may arise in order to avoid any unnecessary delays.