 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 monthly 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.

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 | |

Proposed site conditions:

| | | |
|---|---|---|
| \_\_\_\_\_ Detention ponds | \_\_\_\_\_ Runoff calculations | \_\_\_\_\_ Sidewalks |
| \_\_\_\_\_ Drive approaches | \_\_\_\_\_ Landscaping & street trees | \_\_\_\_\_ Signs |
| \_\_\_\_\_ Driveways | \_\_\_\_\_ Property & layout dimensions | \_\_\_\_\_ Staging area |
| \_\_\_\_\_ Easements | \_\_\_\_\_ Structures (including height) | \_\_\_\_\_ Utility connections |
| \_\_\_\_\_ Parking lots | \_\_\_\_\_ 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