



# Cannon Township

A Historic Rural Community

6878 Belding Road NE, Rockford, MI 49341 \* Ph. (616) 874-6966 \* Fax: (616) 874-8940 \* www.cannontwp.org

### Type of Application

- Special Land Use – Type: \_\_\_\_\_
- Change in PUD
- Site Plan Review
- Rezoning
- Text Amendment to Zoning Ordinance
- Major Change to an Approved Site Plan
- Plat  Tentative Preliminary  Final Preliminary  
 Final Plat Approval
- Site Condominium
- Other (please indicate) \_\_\_\_\_

Current Use: \_\_\_\_\_  
Current Zoning District : \_\_\_\_\_  
Requested Zone (if applicable): \_\_\_\_\_

Office Use Only

Escrow Number: \_\_\_\_\_

Process Number: \_\_\_\_\_

\$ \_\_\_\_\_ Application Fee  
\$ \_\_\_\_\_ Escrow Amount

Fee Total: \$ \_\_\_\_\_

Received Date

**Project Name:** \_\_\_\_\_

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

Parcel Number(s): 41-11- \_\_\_\_\_

Lot Size: \_\_\_\_\_ ACRES \_\_\_\_\_ SQUARE FEET

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

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

Applicant's E-mail Address: \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_

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

Owner's Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

**PROJECT DESCRIPTION** (Please provide a brief description of the project)

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**ATTACHMENTS TO THIS APPLICATION SHALL INCLUDE THE FOLLOWING ITEMS AS APPLICABLE:**

1. Proof of interest in the property: \_\_\_\_\_
2. Legal Description: \_\_\_\_\_
3. Site Plans: \_\_\_\_\_
  - 4 folded copies for Development Review
  - Additional hard copies (as requested by the zoning administrator) and an electronic copy will be required for Planning Commission meeting. The number of copies of plans needed and the date the additional plans are needed will be determined by the zoning administrator.
  - The zoning administrator may schedule a review meeting with the applicant and other township departments. In such cases, the applicant will be given notice of the date and time of the review meeting.

I have completed the application information listed above, the checklist on the second page, submitted the required documentation and fees. I/We understand that I am/we are responsible for any shortages in escrow funds for consultant fees that may be incurred in relation to this request.

APPLICANT'S SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

PROPERTY OWNER(S) SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_  
(If not applicant)

\_\_\_\_\_ Date \_\_\_\_\_

## CANNON TOWNSHIP, KENT COUNTY, MICHIGAN SITE PLAN REVIEW CHECKLIST

The site plan shall contain, at a minimum, the following required information. This checklist is for guidance only. All standards outlined in Chapter 22, Site Plan Review, of the Zoning Ordinance must be met. Incomplete submittals will not be considered by the Planning Commission.

The zoning administrator shall check each site plan to ensure that the required information has been provided, note any comments, and initial the bottom line for preliminary and final site plan review.

**Project:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Site Plan Content	Site Plan Level				Comments
	Preliminary		Final		
	Required	Provided	Required	Provided	
<b>General Information</b>					
Date, north arrow, graphic and written scale, and revision dates	✓		✓		
Name and address of the property owner or petitioner	✓		✓		
Project name	✓		✓		
Name and firm address of the professional individual responsible for preparing the site plan	✓		✓		
Professional seal			✓		
Location map illustrating the subject site in relation to surrounding parcels and street system	✓		✓		
Size (in acres) of the subject property, excluding any abutting road right-of-way	✓		✓		
Legal description of the subject property	✓		✓		
<b>Existing Site Conditions</b>					
Property lines and dimensions	✓		✓		
Existing public and private easements	✓		✓		
Location and dimension of all existing structures	✓		✓		
Existing zoning classification of site and adjoining property	✓		✓		

Site Plan Content	Site Plan Level				Comments
	Preliminary		Final		
	Required	Provided	Required	Provided	
Existing buildings and structures within 100 feet of the property boundaries on all property abutting site	✓		✓		
Abutting street right-of-way and pavement width	✓		✓		
Location of all existing driveways and parking areas on both sides of the street within three hundred (300) feet of the subject property's boundary	✓		✓		
Size and location, if applicable, of existing utilities (water, sanitary sewer, storm sewer, electric, gas, phone, septic tanks, drain fields, and wells)	✓		✓		
Lakes, rivers, or similar water bodies (including names)	✓		✓		
All existing surface water drainage facilities	✓				
General location of flood plain and wetlands	✓				
Delineated flood plain and wetland boundaries			✓		
Existing vegetation	✓		✓		
Topographic contours at no more than two foot intervals	✓				
Slope analysis showing slopes of 12% or greater	✓				
Natural features assessment (if required)	✓		✓		
<b>Proposed Development</b>					
Required setbacks	✓		✓		
Location and dimension of all proposed buildings and structures	✓		✓		
Gross and net floor area for non-residential buildings			✓		
Height of all buildings and structures			✓		

Site Plan Content	Site Plan Level				Comments
	Preliminary		Final		
	Required	Provided	Required	Provided	
Layout & typical dimensions of proposed parcels or lots	✓		✓		
Location of all proposed driveways, streets, acceleration/deceleration lanes, sidewalks, parking areas (including total number of spaces to be provided or deferred), snow storage areas, and unloading areas	✓		✓		
Surface materials and dimensions (width, radii, taper length, typical cross-sections, etc.) of driveways, acceleration/deceleration lanes, sidewalks, curbing, parking areas (showing individual spaces), and unloading areas			✓		
Parking calculations showing required and proposed parking (including barrier-free spaces) and any parking to be deferred or shared, including written agreements for shared parking			✓		
Dimensions and turning radius for truck maneuvering at loading/unloading areas, trash receptacles, and similar locations			✓		
Location and type of directional signs and pavement markings			✓		
Location and details of signs and lighting fixtures, including size, height, materials, type of lighting, and other relevant details			✓		
Landscape concept showing location of existing vegetation to be retained, proposed landscaped areas, required buffers, berms, screening, and other open space	✓				

Site Plan Content	Site Plan Level				Comments
	Preliminary		Final		
	Required	Provided	Required	Provided	
Landscape plan (prepared by registered landscape architect) showing location, type, and size of all plant material and dimensions of all landscaped areas			✓		
Recreation areas, common use areas, and areas to be conveyed for public use	✓		✓		
Location, type, height, and materials for all fences and walls			✓		
All deed restrictions or covenants			✓		
A brief narrative description of the proposed project including size, density, parking availability, relationship to the surrounding area, traffic movement, and conformance to applicable review standards of the zoning ordinance	✓				
Notation of any variances received			✓		
<b>Engineering</b>					
Proposed method of handling sanitary sewage and providing potable water	✓				
Size and location of proposed utilities, including proposed connections to public sewer and water supply systems			✓		
Location of fire hydrants and spacing between hydrants			✓		
Location of on-site water wells and/or wastewater systems and dimensions from existing and proposed water bodies and property lines			✓		
Location and type of proposed storm water drainage facilities	✓				

Site Plan Content	Site Plan Level				Comments
	Preliminary		Final		
	Required	Provided	Required	Provided	
Storm drainage system, including location of catch basins, manholes, detention pond design, and materials			✓		
Concept grading plan showing proposed changes to existing site	✓				
Final grading plan at no more than two (2) foot intervals			✓		
Proposed roadways (including pavement width, materials, and easement or right-of-way)	✓		✓		
Proposed roadways (including cross-section, curve radii, and vertical profiles)			✓		
<b>Building Details</b>					
Building footprints & typical floor plan (dimensioned)			✓		
Basement and finished floor elevations of all buildings			✓		
Typical elevation views of all sides of each building type			✓		
Elevation views of building additions			✓		
Summary schedules for residential developments, providing: (i) Number of proposed dwelling units (by type), including typical floor plans; (ii) Number and location (by code, if necessary) of efficiency and one or more bedroom units			✓		

