

Village of Ortonville
476 Mill St.
P.O. Box 928
Ortonville, MI 48462
Phone: 248627-4976 **Fax:** 248-627-4677

VILLAGE OF ORTONVILLE

SITE PLAN APPLICATION WHEN A BUILDING PERMIT IS REQUIRED

Applicant's Name: _____ Phone: _____

Property Address: _____

NOTICE TO APPLICANT:

- 1-Applications for site plan are reviewed by the Ortonville Planning Commission. Submitted, with this form and any required plans drawings, etc. must be a fee of \$300.00, plus an escrow deposit of \$2,000.00.
- 2-After review, the Planning Commission may approve, deny Or table for further information.
- 3-Planning Commission Meetings are Usually held the first Tuesday of each month at 476 Mill Street, Ortonville.
- 4-Applications must be submitted to the Village Manager or Clerk at least three weeks prior to the scheduled Planning Commission review date.
- 5-All signatures must be notarized.
- 6-Any parties with any of the following interests must sign the application and indicate their interest:
 - Owners of the property
 - All parties in any land contract
 - All parties having interest in purchase agreements
 - Any or all parties acting as applicant

DO NOT WRITE IN THIS SPACE:

Application #: _____

Date Filed: _____

Amt. of Fee: _____

Date Paid: _____

Scheduled Review Dates:

Approved _____ **Denied** _____

Date: _____

Any Conditions: _____

Authorized Signature:

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1 – Following are the names, current addresses, telephone numbers, and type of interest in the property.

Name: _____
Signature: _____
Phone Number: _____
Address: _____
Interest in Property: _____

Acknowledged before me by _____
this ___ day of _____, 20__
Signed: _____
Printed: _____
Notary Public, State of Mich.
County of _____
Acting in the County of _____
My commission expires _____

Name: _____
Signature: _____
Phone Number: _____
Address: _____
Interest in Property: _____

Acknowledged before me by _____
this ___ day of _____, 20__
Signed: _____
Printed: _____
Notary Public, State of Mich.
County of _____
Acting in the County of _____
My commission expires _____

Name: _____
Signature: _____
Phone Number: _____
Address: _____
Interest in Property: _____

Acknowledged before me by _____
this ___ day of _____, 20__
Signed: _____
Printed: _____
Notary Public, State of Mich.
County of _____
Acting in the County of _____
My commission expires _____

IF ADDITIONAL SIGNATURES ARE NECESSARY, PLEASE USE THE BACK OF THIS DOCUMENT.

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2 – Property Address/Location: _____

3 – Property Sidwell #: _____

4 – Current Zoning of Property: _____

5- Number of persons expected to use the proposed use and development on a daily basis.

6 – Attached is a statement of the reasonable anticipated impact of the proposed use and development upon the environment, including impact upon water, noise, light, smoke dust, run-off, wastes and/or other pollution, etc.

7 – Submitted are 12 sets of plans, with the following applicable information:

- A. – Location, shape, dimension, height, and elevations of all principal structures and accessory buildings, together with a designation of the proposed use for each structure currently on the property and each structure proposed to be constructed, altered and/or moved on the property.
- B. – Vehicular and pedestrian traffic and circulation on and off the site.
- C. – Location and dimensions of all off-street parking areas, including parking spaces, lanes and other areas.
- D. – Existing and finished contour of the site at two foot intervals, unless the engineer reviewing the site plan recommends one foot intervals.
- E. – Storm drainage detail.
- F. – Water supply and sanitary sewage disposal detail, together with all governmental approvals.
- G. Landscape details.
- H. Fences and/or walls, where applicable.
- I. Location, materials, dimension and lighting of all signs.
- J. Number of units per acre and usable square footage of each unit in the case of duplexes or multiple-residential.