

**CENTERVILLE TOWNSHIP  
APPLICATION FOR SITE PLAN REVIEW**

**1. APPLICANT**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**1a. OWNER(S) OF RECORD**

*Complete this section only if the Owner of Record is not the Applicant.*

The following individual(s) is/are the owner of record of the subject parcel (or firm or corporation having a legal or equitable interest in the land):

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**1b. OFFICIAL REPRESENTATIVE**

The following individual may act on behalf of the Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**2. DEVELOPER**

*Complete this section only if the Developer is not the Applicant.*

The following individual(s) or firm is the project developer:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**3. PROOF OF PROPERTY OWNERSHIP**

Please attach a full legal description of the subject property. A copy of the deed or land contract is acceptable.

Are there any options on the property, or liens against it? If yes, please explain. If space provided is not sufficient, please attach a separate sheet.

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**4. PARCEL INFORMATION**

Property Tax Identification Number of the subject parcel: 45 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Official address of the subject parcel (*if known*): \_\_\_\_\_

Parcel size (in acres): \_\_\_\_\_

**5. CURRENT LAND USE**

Please list the current land uses, zoning classifications, and existing structures on:

**The subject parcel:**

Current Land Use: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

**The parcel(s) directly north of the subject parcel:**

Current Land Use: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

**5. CURRENT LAND USE (CONT'D.)**

**The parcel(s) directly south of the subject parcel:**

Current Land Use: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

**The parcel(s) directly west of the subject parcel:**

Current Land Use: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

**The parcel(s) directly east of the subject parcel:**

Current Land Use: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

**6. PROJECT DESCRIPTION**

Please provide a Site Plan, description of the proposed project, including (if applicable) the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreation facilities to be provided, and related information as pertinent or otherwise required by the Centerville Township Zoning Ordinance.

**7. PROJECT SCHEDULE**

Please provide a statement detailing project phases and completion schedule.

## **8. PROJECT IMPACTS**

By the time of official site plan review, please provide written statements relative to project impacts on existing infrastructure (including traffic capacity of streets, schools, and existing utilities) and on the natural environment of the site and adjoining lands. Statements may be required from the following officials or agencies:

### **County and Local Agencies**

- Leelanau County Road Commission
- Leelanau County Health Department (septic/well permits)
- Leelanau County Drain Commissioner (drains).
- Solon - Centerville Fire Department (water lines, hydrants, emergency vehicle access)
- Leelanau County Sheriff's Department
- Leelanau County Inspections Department (building code, soil erosion and sedimentation control permits).
- Local School District
- Leelanau County Soil Conservation Service

### **State Agencies**

- Michigan Department of Transportation (driveway permits, access onto property along state trunklines).
- Michigan Department of Natural Resources (floodplains, inland lakes and streams permits, wetlands permits, solid waste disposal permits, hazardous waste disposal permits, air discharge permits)
- Michigan Department of Commerce (if applicable)
- Condominium approvals (if applicable)
- Plat approvals (if applicable)
- Mobile home park approvals (if applicable)
- Michigan State Police/Fire Marshall (for flammable materials storage, if applicable)

### **Federal Agencies**

- US Army Corps of Engineers (Permits for activities in certain wetlands, floodplains and navigable watercourses along the Great Lakes and connecting waters).

**9. FEE**

A non-refundable fee of seven-hundred fifty dollars (\$750.00) must accompany this completed application in order to begin processing.

Make checks payable to the **Centerville Township Treasurer.**

**10. SIGNATURE(S)**

Applicant(s)	Date
_____	_____
Owner of Record	Date
_____	_____
Official Representative	Date
_____	_____

Return this completed application to:  
**Centerville Township Zoning Administrator**  
**Post Office Box 226**  
**Lake Leelanau, MI 49653**

If you have questions or need assistance completing this application, please contact Mr. Tim Cypher, Centerville Township Zoning Administrator, at (231) 360-2557 during business hours.

**THIS APPLICATION MUST BE ENTIRELY COMPLETE IN ORDER TO BE PROCESSED.**  
**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.**