SITE PLAN PROCESS

SAUGATUCK TOWNSHIP

Application

- Building permit application (available on line) submitted to the Township with all required fees/escrow deposits
- Paper and digital copies are provided by the applicant per application form requirements 1 24x36, 8 11x17, 1 digital file of all materials
- Staff (Zoning Administrator/Planner) review for completeness, contacts applicant with any missing information

Notice

- •Township Planner sets date for consideration by the Planning Commission once deemed complete
- •When application is complete, staff will prepare notices to be sent to adjacent property owners

Engineering Review

- Application is forwarded to the Township Engineer who reviews for compliance with local, county, state and federal regulations
- Engineer reviews grading and drainage plan, coordinates with Kal-Lake Water and Sewer Authority when necessary regarding utilities
- Engineer contacts applicant for clarification or changes if necessary
- Engineer provides written review to Planner and Applicant, Planner includes in packet to the Planning Commission

Fire District Review

- •Township Planner (or applicant) provides set of plans and application to Fire District. See Fire District Checklist for submittals: https://www.saugatuckfire.org/site-plan-road--driveway-requirements.html
- Fire District conducts review to determine compliance with the International Fire Code
- Fire District contacts applicant for clarification or changes if necessary
- Applicant pays all required fees to the Fire District for their review
- Fire District prepares written report, forwarded to applicant, engineer, planner. Planner includes in packet to the Planning Commission

Planning Commissior

- Planner prepares written report outlining conformance with Zoning Ordinance
- Application, site plan, review letters, and other materials are provided to the Planning Commission in advance of meeting
- Planning Commission reviews request per Zoning Ordinance standards, approves, approves with conditions, tables for more information or denies request

Conditions/ Final Approvals

- •Applicant provides updated plan to the Township (digital and paper)
- •Township Planner, Fire Department, and Engineer reviews for completeness
- Applicant submits approved site plan to the Building Inspector with Building Permit Application
- •See Building Permit Process for Next Steps

For on-line forms visit www.saugatucktownship.org, and Click the *Permits & Forms* menu

To view the zoning map and ordinance, visit www.saugatucktownship.org, and click on Departments, Planning & Zoning

CONTACT INFO:

Zoning Administrator Saugatuck Township 3461 Blue Star Highway Saugatuck, MI 49453 (269) 857-7721 Lynee Wells, AICP Iwells@saugatucktownship.org

Cell: (616) 648-3534

Building Inspector Cindy Osman (269) 857-7721 ext. 108 cosman@saugatucktownship.org

Fire District 3342 Blue Star Highway Saugatuck, MI 49453 Chris Mantels (269) 857-3000 inspections@saugatuckfire.org

Electrical Inspector Gord Bosch 996 College Street Holland, MI 49423 (616) 396-1448 (ph and fax)

Plumbing and Mechanical Bob Modreske 2644 15th Avenue Hopkins, MI 49328 (616) 477-4940 ph (269) 793-7140 fax