



Saugatuck Township

3461 BLUE STAR HIGHWAY
P.O. BOX 100
SAUGATUCK, MI 49453
info@saugatucktownshipmi.gov
PHONE (269) 857-7721
www.saugatucktownshipmi.gov

ADMINISTRATIVE PLAN REVIEW APPLICATION & REQUIREMENTS

See Schedule II of the Saugatuck Township Consolidated Fee Schedule for appropriate application fees.

Applicant should complete all of the following information, sign and return the form to the Saugatuck Township Zoning Administrator either in person, by mail, or by email: LWells@saugatucktownshipmi.gov

Land developers, engineers, surveyors, and architects and others seeking amendment of Subdivisions, Site Condominiums, PUDs, and Site Plan Review from the Saugatuck Township Planning Commission, this letter will be an attachment to all applications requesting the review of any of the above development projects which requires approval from the Planning & Zoning Administrator before beginning construction. Please submit the following:

- 1 – Application form and narrative on 8.5" x 11" paper. Narrative should address all zoning review criteria for the applicable project
- 1 - Site Plans on 11" x 17" paper
- 1 - Site Plan on 24" x 36" paper
- 1 - digital copy of all materials

Collated and clipped applications with completed site plan and other required plans such as landscaping, lighting, and drainage must be included in the submittal to be considered complete should those plans be changing.



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ADMINISTRATIVE PLAN REVIEW APPLICATION & REQUIREMENTS

Applicant information

Name _____
Mailing Address _____
Telephone _____
Email _____
Person in charge of project _____

Property information

Address _____
Parcel # _____ Acreage _____
Current Zoning _____ Conforming use? Yes ☐ No ☐
Other action required? _____

Type of improvement (check as many as possible):

- ☐ New Building ☐ Addition ☐ Alteration ☐ Change of Use ☐ Multi-Family ☐ School ☐ Church
☐ Recreational Facility ☐ Cemetery ☐ Utility ☐ Public Service ☐ PUD ☐ Special Land Use ☐ Amendment
☐ Other (describe) _____

Engineer or Surveyor information:

Name _____ Address _____
City _____ State _____ Zip _____
Phone _____ License# _____
Email: _____

State proposed use of property: _____

Provide site plan as per Chapter VIII.A of the Saugatuck Township Zoning Ordinance.

Provide a Brief narrative describing the following:

- The overall objectives of the proposed development
- Types and size of structures to be erected
- Timetable regarding stages of project and completion date
- Any objective or subjective information you wish to convey.

The Saugatuck Township Consolidated Fee Schedule can be viewed here. [Fee Schedule](#)

I have read and agree to Saugatuck Township Code of Ordinance, Chapter 40, [Article IX](#) Site Plan Review.

Applicant Signature _____ Date _____



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Applications accepted per the submitted deadlines found on the Township's website. By signing this application, I agree to pay all applicable fees and costs associated with the site plan review process as detailed on the reverse of this application. I hereby authorize the Saugatuck Township staff to inspect the proposed site at their discretion.

Applicant Signature _____ Date _____

For Office Use: Date Recorded _____ Fee Recorded _____

Fee Amount \$ _____ Hearing Date _____ Remarks _____

Conditions _____

Saugatuck Township Planning & Zoning Administrator

Fee Policy – Added at all the pertinent non-refundable fees set for the in the Consolidated Fee Schedule will be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. An escrow fund may be established at the beginning of the project based upon reasonable anticipated costs for such consultants. These costs must be paid whether the project is approved or denied. Any portion of the fund not used for the above purpose will be refunded at the completion of the review process.