



# Saugatuck Township

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

## SITE 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](mailto:LWells@saugatucktownshipmi.gov)***

Land developers, engineers, surveyors, and architects and others seeking approval 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 Saugatuck Township Planning Commission before beginning construction. It is strongly suggested that a pre-application meeting be held with the Zoning Administrator and Planner prior to completion of a preliminary plan to obtain all necessary ordinance sections and application forms that may pertain to the project. Please submit the following:

- 10 – Application form and narrative on 8.5" x 11" paper. Narrative should address all zoning review criteria for the applicable project
- 9 - 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.

The applicant shall email or transmit a copy of all materials to the Fire District and the Township Engineer by the posted submission deadline. Should a decision be postponed, or tabled, resubmission shall follow the same process and meet the posted deadlines.



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### 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? \_\_\_\_\_  
Variance \_\_\_\_\_ Rezone \_\_\_\_\_ Special Approval Use \_\_\_\_\_

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  
☐ 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 to the Planning Commission.



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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 \_\_\_\_\_

## SITE PLAN REVIEW APPLICATION & REQUIREMENTS

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 Planning Commission members and 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 \_\_\_\_\_

### For Planning Commission Use:

Hearing Date \_\_\_\_\_ Disposition \_\_\_\_\_

2nd Hearing \_\_\_\_\_ Disposition \_\_\_\_\_

3rd Hearing \_\_\_\_\_ Disposition \_\_\_\_\_

Conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairman  
Saugatuck Township Planning Commission

\_\_\_\_\_  
Secretary  
Saugatuck Township Planning Commission

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.