

## SITE PLAN PROCESS



### APPLICATION



- Submit the **Site Plan Review Application** (available online) to the Township with all required fees and escrow deposits.
- Provide the required materials:
  - One (1) full-size 24x36 plan
  - Eight (8) 11x17 reduced-size plans
  - One (1) digital copy of all documents
- The Zoning Administrator or Planner will review the submission for completeness and contact the applicant regarding any missing items.

### NOTICE



- Once the application is deemed complete, the **Township Planner** will schedule the request for Planning Commission review.
- Staff will prepare and send required public notices to adjacent property owners in accordance with Township procedures.

### INFRASTRUCTURE REVIEW



- The **Township Engineer** reviews the site plan for compliance with local, county, state, and federal requirements. The Township sends the materials to the Engineer.
- The Engineer evaluates grading, drainage, and utility plans and coordinates with **Kal-Lake Water & Sewer Authority** as needed.
- The applicant must submit plans to the **Allegan County Drain Commission** and **Allegan County Road Commission** for their review and approval.
- Review letters from the Engineer and all involved agencies are submitted to the Planner and applicant, and included in the Planning Commission packet.

### FIRE DISTRICT REVIEW



- The **applicant** submits the required plans and documents to the **Saugatuck Township Fire District** (contact the Fire District for details).
- The Fire District reviews the plans for compliance with the **International Fire Code** and contacts the applicant if changes are needed.
- The **applicant** pays any applicable Fire District fees.
- The Fire District issues a written review, which is shared with the applicant, Engineer, and Planner, and included in the Planning Commission packet.

### PLANNING COMMISSION



- The Township Planner prepares a written report assessing compliance with the Zoning Ordinance once all reviews by the Fire District, Township Engineer, and others are complete.
- The Planning Commission reviews the application, site plan, and all staff and agency reports.
- The Commission may approve, approve with conditions, table for more information, or deny the request.

### CONDITIONS / FINAL APPROVALS



- The applicant submits revised site plans reflecting any conditions of approval (both paper and digital formats).
- The Planner, Township Engineer, and Fire District verify that all conditions have been addressed.
- Once final approval is confirmed, the applicant may submit the approved site plan to the Building Inspector along with the **Building Permit Application**.
- See the **Building Permit Process** for the next steps.