PLANNING & ZONING ADMINISTRATOR PLAN REVIEW APPLICATION

APPLICATION INSTRUCTIONS & REQUIREMENTS

Refer to the Saugatuck Township Consolidated Fee Schedule for applicable fees.

Submission Process:
Complete the required information, sign the form, and submit it to the **Saugatuck Township Zoning Administrator, Lynee Wells** by:

- In Person
- By Mail
- By Email: lwells@saugatucktownshipmi.gov

For Land Developers, Engineers, Surveyors, and Architects:
If you are seeking amendments for Subdivisions, Site Condominiums, PUDs, or Site Plan Reviews from the Saugatuck Township Planning Commission, this letter must accompany your application. Approval from the Planning & Zoning Administrator is required before construction can begin.

Submission Requirements:

- 1 completed application form with a narrative on 8.5" x 11" paper addressing applicable zoning review criteria
- 1 site plan on 11" x 17" paper
- 1 site plan on 24" x 36" paper
- 1 digital copy of all materials

To be considered complete, the application must include all required plans (e.g., landscaping, lighting, drainage) if changes are proposed. Ensure all materials are collated and clipped for submission.

APPLICANT INFORMATION

Contact Name: _____

Address: _____

_____

City *State* *Zip Code*

Email: _____ **Phone:** _____

ENGINEER OR SURVEYOR INFORMATION

Business Name: _____

Contact Name: _____

Address: _____

_____

City *State* *Zip Code*

Email: _____ **Phone:** _____

3461 BLUE STAR HIGHWAY P.O. BOX 100 SAUGATUCK, MI 49453
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Saugatuck Township

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PROPERTY INFORMATION

Parcel Number: _____ **Acreage:** _____

Physical Address: _____

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** ☐ **Hard Armor** ☐ **Utility** ☐ **Stairs/Deck** ☐ **PUD**

☐ **Special Land Use** ☐ **Amendment** ☐ **Other (describe):** _____

SITE PLAN SUBMISSION REQUIREMENTS

In accordance with Article 14 of the Saugatuck Township Zoning Ordinance, please provide the following:

1. **Site Plan** — Prepared per the requirements outlined in Article 14.
2. **Narrative Description** — Include details on:
   - Project Objectives — Describe the overall goals of the proposed development.
   - Structures — Specify the types and sizes of proposed structures.
   - Timeline — Outline project stages and the anticipated completion date.
   - Additional Information — Share any relevant details you wish to convey.

Acknowledgment & Agreement

By signing this application, I confirm that I have read and agree to comply with the Saugatuck Township Code of Ordinance, Chapter 40, Article 14 — Site Plan Review. I understand that applications are accepted according to the deadlines listed on the Township's website. I also agree to pay all applicable fees and costs as detailed on the reverse side of this application.
I authorize Saugatuck Township staff to inspect the proposed site at their discretion.

Fee Policy

In addition to non-refundable application fees set forth in the Consolidated Fee Schedule, the applicant is responsible for costs incurred for consultants such as planners, engineers, attorneys, or other specialists involved in the review process. An escrow fund may be required based on anticipated costs. Any unused funds will be refunded upon project completion. These costs apply whether the project is approved or denied.

_____

Property Owner Signature *Date*

_____

Applicant Signature *Date*

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APPLICATION UPDATED MAY 2025