



## Charter Township of Orion

Planning & Zoning Department

2525 Joslyn Rd., Lake Orion MI 48360

P: (248) 391-0304 ext. 159; Fax (248) 391-1454

# Checklist for Administrative Review Application

Refer Zoning Ordinance No. 78, Section 30.01 D, to determine if a project may be eligible for administrative site plan review.

**The following must accompany your completed application; incomplete submittals will not be accepted.**

- Complete application including original ink signatures of property owner and the applicant.
- The Administrative Review fees, calculated using Ordinance No. 41.
- Proof of ownership. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract, or Option to Purchase with a Copy of the Warranty Deed.
- 24" x 36" detailed site plans containing all elements within Zoning Ordinance No. 78, Section 30.01, E.
  - The number of sets, the data to be contained within the plans, and requirements of the plans to be signed and sealed will vary depending on the scope of the project. For assistance, please contact the Planning and Zoning Department prior to submittal.
- PDF format copy of all information submitted (may be emailed or provided on a USB/flash drive).

If you have any questions, please call the Planning and Zoning Administrator at (248) 391-0304 ext. 159



## Charter Township of Orion Planning Commission Administrative Review Application

**Administrative Review for Site Plans Involving Minor Modifications:** Administrative review, may be required instead of Planning Commission review for site plans that involve minor modifications. Refer Zoning Ordinance No. 78, Section 30.01 D, Table 30.01 D, to determine if a project may be eligible for administrative site plan review.

**Project Name:** \_\_\_\_\_

**Name of Development if applicable** \_\_\_\_\_

<b>Applicant</b>	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
<b>*Property Owner(s)</b>	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____  * If the name on the deed does not match the name of the property owner on this application, documentation showing the individual is the same as the company name must be provided.
<b>Plan Preparer Firm/Person</b>	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
<b>Project Contact Person</b>	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____

Property Description  
Project Information

Sidwell Number(s): \_\_\_\_\_

Location or Address of Property: \_\_\_\_\_

Side of Street: \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_

Acreage: \_\_\_\_\_ Current Use of Property: \_\_\_\_\_

Is the complete legal description printed on the site plan?  Yes  No (if no please attach to the application)

Subject Property Zoning: \_\_\_\_\_ Adjacent Zoning: N. \_\_\_\_\_ S. \_\_\_\_\_ E. \_\_\_\_\_ W. \_\_\_\_\_

Give a detailed description of the proposed minor modification \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I/We, the undersigned, do hereby submit this application for Administrative Review for Site Plan, pursuant to the provisions of the Charter Township of Orion Zoning Ordinance; No. 78, Section 30.01 and applicable ordinance requirements. In support of this request the above facts are provided. I hereby certify that the information provided is accurate and the application that has been provided is complete.*

**Signature of Applicant:**  
*(must be original ink signature)* \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*I, the property owner, hereby give permission to the applicant listed above to act as my agent in submitting applications, correspondence.*

**Signature of Owner:**  
*(must be original ink signature)* \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



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Project Name \_\_\_\_\_

PC# \_\_\_\_\_ Parcel#(s) \_\_\_\_\_

Please select an option below:

**Permission to Post on Web Site**

By signing below as applicant and on behalf of my consultants, we agree to allow the plans for the above named project, in which approval is being sought by the Planning Commission and/or Township Board, to be posted on the Township website.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant