



Charter Township of Orion

Planning & Zoning Department

2525 Joslyn Rd., Lake Orion MI 48360

P: (248) 391-0304 ext. 5000; Fax (248) 391-1454

Checklist for Site Plan Approval Application

Applications must be submitted by noon on Wednesday, three weeks prior to a scheduled meeting. Meetings are held on the first and third Wednesday of each month, unless otherwise specified.

Pursuant to Zoning Ordinance 78, Section 30.01, C, 8 the applicant or a designated representative must be at all scheduled review meetings. Refer to 30.01 F. for the criteria the Planning Commission will use to evaluate a site plan.

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 Site Plan 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.
- Traffic Study if applicable.
- Wetlands Permit application if applicable.
- 8 sets of signed and sealed 24" x 36" detailed site plans containing all elements within Zoning Ordinance No. 78, Section 30.01, E.
- 10 sets of all supporting documents, reports, studies etc.
- PDF format copy of all information submitted (may be emailed or provided on a USB/flash drive).

The Township reserves the right to request additional copies of printed materials as necessary.

A sample board of building material must be brought to the Planning Commission meeting.

If you have any questions, please call the Planning & Zoning Director (248) 391-0304 ext. 5000



**Charter Township of Orion Planning Commission
 Site Plan Approval Application**

30.01, A. Intent: The site plan review procedures and standards are intended to provide an opportunity for consultation and cooperation between the applicant and the Planning Commission so as to achieve maximum utilization of land with minimum adverse effects on adjoining property. Furthermore, it is the intent of these procedures and standards to allow for review of site plans by the Planning Commission, to provide a consistent and uniform method of review, and to ensure full compliance with the standards contained within Zoning Ordinance 78, and other applicable local ordinances and State and Federal laws.

Project Name: _____

Name of Development if applicable: _____

Applicant	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
*Property Owner(s)	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.
Plan Preparer Firm/Person	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
Project Contact Person	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____

Property Description

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)

Project Information

Subject Property Zoning: _____ Adjacent Zoning: N. _____ S. _____ E. _____ W. _____

List any known variances needed (subject to change based on Township consultant's review) _____

Give a detailed description of the proposed development, including the number and size of the buildings or units being proposed _____

Submittal to Outside Agencies

Pursuant to Zoning Ordinance 78, Section 30.01 C. a copy of this application and two copies of the site plan must be submitted to the each of the following agencies. Please provide the Township with a copy of each transmittal and proof of delivery.

AT&T 54 Mill St. Pontiac, MI 48342	Oakland County Water Resources One Public Dr. Waterford, MI 48328
Consumers Power Company 14500 Dixie Hwy. Holly, MI 48442	Oakland County Health Department Building 34 East 1200 N. Telegraph Rd. Pontiac, MI 48341
DTE Energy 37849 Interchange Dr. Farmington Hills, MI 48335	Road Commission of Oakland County (if applicable) 2420 Pontiac Lake Rd. Waterford, MI 48328
Michigan Department of Transportation (if applicable) 800 Vanguard Dr. Pontiac, MI 48341	

I/We, the undersigned, do hereby submit this application for Site Plan Approval, 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 and to represent me at all meetings. I also grant permission to the Planning Commission members to visit the property, without prior notification, as is deemed necessary.

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