

**LEE TOWNSHIP**  
**Midland County**

**SITE PLAN REVIEW APPLICATION PACKET**

NOTE: The Lee Township Planning Commission recommends that the applicant(s) contact the Zoning Administrator prior to submitting a Site Plan Review Application. A discussion with the Zoning Administrator will afford the applicant an opportunity to ask questions and discuss application requirements and procedures.

**Situations Requiring a Formal Site Plan Review:**

A Site Plan Review before the Township Planning Commission is required for any project meeting one of the following conditions:

- The proposed project is in a Commercial Zoning District
- The proposed project is in an Industrial District
- The proposed project is a Special Use.

**A Site Plan Application must include:**

All Commercial and Industrial Site Plans must include a stamped and certified survey. (To the extent a special use is permitted in a district, Special Land Use Permits in AG, R-A and R-B Districts are exempt from this requirement in the case of Bed & Breakfasts, Cottage Industries, Economy Efficient Dwellings, Home Occupations, Medical Hardship Housing Opportunities, Personal Services, Professional Offices/Office Services, Temporary Buildings and Structures, and Temporary Indoor and Outdoor uses).

Three legible copies of a scaled drawing of the site and proposed development, showing the scale used (for example 1" = 50'), and indicating where North is on the drawing. The drawing must also show:

- Property lines.
- Relationship of abutting properties, including distance to building on adjacent lots
- Location of drives and parking areas.
- Location of drains, septic systems, water supply and any other facilities on-site.
- Landscaping, fences and screening.
- Name and address of person responsible for the preparation of the site drawing.
- Complete and accurate dimensions pertaining to the above.

Note: Professionally, certified and stamped site plan drawings are required in most cases, for example, when there is involvement of a governmental unit/agency or use of contractors and sub-contractors. However, Owner-designed and Owner-built projects may not require professionally certified and stamped drawings.

**Questions? Please contact the Zoning Administrator at (989) 832-2874, Ext. 5**

Site Plan Review Application

**Fee: \$500.00**

**Check #** \_\_\_\_\_

**Survey Included: YES or NO (Circle one)**

**\*\* Payable to Lee Township\*\***

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parcel Identification number \_\_\_\_\_

Address/Location of Property \_\_\_\_\_

Legal Description of Site \_\_\_\_\_

List the Special Use Requested \_\_\_\_\_

Present Zoning Classification \_\_\_\_\_

(Applicant must include petition for rezoning if a change is required)

General Description of Proposed Development \_\_\_\_\_

Owners Name if different than applicant \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

I own the property and I give permission to the members of Lee Township Planning Commission and its Zoning Administrator permission to enter this property.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

- The Applicant hereby attests that the information contained within this application along with any attachment are true and accurate to the best of the Applicant's knowledge as evidenced by the Applicant's signature below.
- The Applicant acknowledges that the application will not be processed if no drawings are submitted, if the drawings are incomplete or the fee has not been paid.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT