

**GENOA TOWNSHIP  
APPLICATION FOR CONCEPTUAL SITE PLAN REVIEW**

TO THE GENOA TOWNSHIP PLANNING COMMISSION:

APPLICANT: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

TAX CODE NUMBER: \_\_\_\_\_

PHONE: \_\_\_\_\_

LOCATION AND BRIEF DESCRIPTION OF SITE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE PROPERTY IS OWNED BY: \_\_\_\_\_

BRIEF STATEMENT OF PROPOSED USE:

\_\_\_\_\_  
\_\_\_\_\_

THE FOLLOWING BUILDINGS ARE PROPOSED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all information and data attached to and made part of this application is true and accurate to the best of my knowledge and belief.

BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
ARCHITECT OR ENGINEER'S SIGNATURE

\_\_\_\_\_  
\*AGENT (acting for owner) SIGNATURE

*\*A letter of Authorization from Property Owner is needed.*

**Contact Information** - Review Letters and Correspondence shall be forwarded to the following:

1.) \_\_\_\_\_ of \_\_\_\_\_ at ( \_\_\_\_\_ ) \_\_\_\_\_  
*Name Business Affiliation Fax No.*

**INSTRUCTIONS**

One copy of this application and **four (4) copies plus a digital .pdf copy** of the conceptual site plan must be submitted to the Genoa Township Hall located at 2911 Dorr Road. Consultant comments will be returned to the applicant approximately two weeks after submittal.

The meeting at which the application is considered by the Planning Commission is determined by the date of submittal. A schedule explaining submittal dates and review schedule process is attached.

- *All late submittals will be placed on the next meeting’s agenda.*
- *All plans must come through the Township office before going to consultants for review.*
- *Please note that all copies of large plans submitted must be folded.*

***At the time of application submittal the applicant must pay the Township a \$1,200.00 non-refundable review fee which covers costs to the Township for consultant reviews.***

**REQUIRED SUBMITTAL DOCUMENTS**

Each conceptual plan submitted to the Township Planning Commission shall be in accordance with the provisions of the Zoning Ordinance. No plan shall be considered until reviewed by the Zoning Administrator. The following information shall be included in the plan review submittal packet:

<b><u>SUBMITTED</u></b>	<b><u>NOT APPLICABLE</u></b>	<b><u>ITEM</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application form and fee:</b> A completed application form and payment of the \$1,200.00 non-refundable application fee.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Proof of ownership.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Written description of the proposed use.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conceptual site plan, illustrating site features, lot dimensions, general footprints for proposed buildings and parking, and relationship to adjacent land uses.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Location Map.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Any other items requested by Township staff or the Planning Commission to assist in the review.</b>