

City of Charlotte Site Plan Application

Date _____

Per Section _____

Applicant's Name _____

Address _____

Telephone Day: _____ Evening _____

Owners Name _____

Architect or Engineers Name _____

Address: _____

Telephone: _____

Address and location of property _____

Legal description of property (attach drawing where appropriate) _____

Proposed use of property _____

Interest in property (check one):

Owner Option Tenant

Current zoning (check one):

R-1 R-2 RT RM-1 RM-2 MH
 OS-1 B-1 B-2 B-3 CBD PD
 IRO I-1 I-2 P-1

Current use (check one):

Residential Vacant Office Industrial _____
 Institutional Commercial

The Planning Commission meets on the first Tuesday of the Month at 7:00 p.m. in the City Hall Council Chambers. To make a request for a Public Hearing before the Planning Commission, file this application with the City of Charlotte, attention Ginger Terpstra, City Clerk, 111 East Lawrence, Charlotte, MI 48813. This application must be received no later than the date set by the City Clerk, and must include the following attachments:

1. \$100.00 Fee
2. 15 copies of the site plan addressing all of the check list items. A copy of the check list is attached.

Please contact this department concerning the dates for submittal. Any questions concerning these requirements should be directed to Bryan Myrkle at (517) 543-8853. The applicant or a representative must be present in order for the Commission to consider the request.

Signature of Applicant

Date

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