

**CHARTER TOWNSHIP OF CALEDONIA
ADMINISTRATIVE AMENDMENT
TO AN APPROVED PUD, SITE PLAN, OR SPECIAL USE PERMIT**

OFFICIAL USE ONLY

Date Received:

Check Number:

Applicant's Name _____ **Daytime Phone**() _____

Address _____ **Zip Code** _____

Email Address _____

Agent's Name _____ **Daytime Phone**() _____

Address _____ **Zip Code** _____

Email Address _____

Name of owner (if different from Applicant's) _____

*If Applicant is not the owner of the property for which the zoning change is proposed, please attach a notarized statement from the owner acknowledging his/her awareness of this Petition.

Property interest of applicant (owner, contract purchaser, etc.) _____

Billing Address (if different from Applicant's) _____ **Zip Code** _____

Existing Zoning District _____ **Proposed Zoning District** _____

The PUD and/or site plan amendment is being requested for the following described property:

Address _____ **Parcel Number:** 41-23-

*Please attach a fully dimensioned drawing that depicts the land affected by the proposed amendment. (This requirement shall not apply to amendments that do not include a change in the approved physical development.)

*Please choose from the following 3 amendment options and complete your reason(s) for request:

Amendment to Approved PUD:

Reason(s) for request:

Amendment to Approved Site Plan:

Reason(s) for request:

Amendment to Approved Special Use Permit:

Reason(s) for request:

Applicant's Signature _____ **Date** _____

Applicant's Printed Name _____

Optional: I hereby grant permission for members of the Caledonia Township Planning Commission, Township Board and/or Township Staff to enter the above-described property for the purpose of gathering information related to the application.

Note to Applicant: This permission is optional.

Signature of Owner _____ Date _____

Owner's Printed Name _____

Please see "Instructions for Administrative Amendment" for the list of supportive material which must accompany this petition, and deliver or mail to the Charter Township of Caledonia, 8196 Broadmoor Ave. SE, Caledonia, MI 49316, phone (616) 891-0070.

Rev 10/16

INSTRUCTIONS FOR ADMINISTRATIVE AMENDMENT

- 1.) Any person owning or having an interest in the subject property may file an application for one or more changes to administratively amend an approved PUD, Site Plan, or Special Use Permit.
- 2.) Petitions to amend administratively amend an approved PUD, Site Plan, or Special Use Permit must be submitted to the Township Planner. Please attach 3 copies of all application materials including 3 copies of the fully dimensioned site plan which depicts the land affected by the proposed amendment.

3 folded 24x36 copies of full submittal package
1 digital copy of entire submittal in pdf format

- 3.) Each application must be accompanied by the appropriate application and escrow fees in accordance with the fees adopted by the Township Board.

	<u>Application Fee</u>	<u>Security Deposit/Escrow Fee</u>
Administrative Amendment	\$250	\$500

Application and escrow security deposit fees shall be in the amount established by resolution of the Township Board of Trustees. One check may be written to cover both application and escrow fees. Application fees are not refundable. Escrow fees are considered a security deposit for the project, and will be refunded upon completion of the project. **Ongoing charges incurred during the review and processing of applications, such as engineering and legal fees, will be billed back to the applicant for payment.** Failure to pay ongoing charges will result in the withholding of project approval.

I have read and understood the Township's Security Deposit/Escrow Fee Policy.

Applicant's Signature _____ **Date** _____

- 4.) An application that is incomplete or otherwise not in compliance with the Caledonia Township Zoning Ordinance will be returned to the applicant. No application will be processed until properly prepared and submitted and all required fees paid in full.