



ANTWERP TOWNSHIP PLANNING COMMISSION AGENDA APPLICATION

Application is for (check one):	<input type="checkbox"/> Zoning Ordinance Text Amendment
<input type="checkbox"/> Site Plan Review*	<input type="checkbox"/> Rezoning Offer of Conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Special Land Use*	<input type="checkbox"/> Planned Unit Development: <input type="checkbox"/> Preliminary* <input type="checkbox"/> Final*

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): _____ E-mail: _____

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.

Signature: _____ **Date:** _____

Applicant is the: Owner Lessee Contract Purchaser Contractor/Architect/Other

Property Owner's Name (if different from applicant): _____

Street Address: _____

City: _____ State _____ Zip Code: _____

Phone Number(s): _____ E-mail: _____

Signature: _____ **Date:** _____

PERMISSION TO ENTER (OWNER ONLY): I hereby grant permission for members of the Antwerp Township Planning Commission, Township Board and/or staff/consultants to enter the property described below (or as described in the attached) for the purpose of gathering information related to this application, provided I am notified of any pending visits.

Signature of Owner: _____ **Date:** _____

Project Location or Address: _____

Parcel Number: _____

Explanation of Request (attach additional sheets as necessary): _____

TO BE COMPLETED BY TOWNSHIP	
Date application and fee received and accepted: _____	Staff Initials: _____
Fee Amount \$ _____	Meeting Date: _____

Note: Information contained in this application, as well as supporting documentation, may be subject to review by the public if a Freedom of Information Act Request is filed.

* **You must obtain, complete and return the required checklist for this type of request, along with this application, fees and required submittals.**

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. SEE PAGE 2 FOR MORE INFO.

ANTWERP TOWNSHIP PLANNING COMMISSION

The Antwerp Township Planning Commission meets the **first Wednesday of each month at 7:00 pm** in the Township Hall, 24821 Front Avenue, Mattawan. Applications should be submitted at least **45 days prior** to the desired meeting date, to ensure proper review and completeness.

The Planning Commission is a **recommending body**. The recommendations of the Planning Commission are forwarded to the Township Board, who makes the final decision. In the case of special land uses, rezonings, ordinance amendments and Planned Unit Developments, the Planning Commission is required by State law to hold a public hearing prior to making their recommendation. This requires publishing a notice in a newspaper of general circulation at least 15 days prior to the hearing, and notification by mail of all residents and property owners within 300 feet of the property that is the subject of the request.

APPLICATION INSTRUCTIONS

1. Obtain a copy of this application form and (if required) the checklist for the type of action you are requesting.
2. Each type of request includes an information sheet containing all required fees and submittals, along with any information specific to that type of action. If a checklist is required, it must be filled out and returned with the application. You must provide justification for any items listed on the checklist that are not submitted with your application (note: the Zoning Administrator may only waive certain required submittals; you may want to check if any waivers can be granted prior to applying).
3. Submit the application, checklist (if required), required submittals and fee to the Township offices.
4. Incomplete applications will not be processed, and no request will be scheduled before the Planning Commission unless the Zoning Administrator determines that the application is complete.

GENERAL PROCEDURES

1. Upon receipt of an application, checklist, fee and submittals, the office staff will forward the application to the Zoning Administrator, who will review the application for completeness. You will be notified of any missing requirements.
2. If the application is complete, it will be scheduled for the next available Planning Commission agenda. If required, a public hearing will be set and required notices will be prepared.
3. The Zoning Administrator will review the application and draft a memorandum to the Commission. The Zoning Administrator's report may include a recommendation on the request.
4. At the meeting, the Planning Commission will ask the Zoning Administrator for a description of the request and (if applicable) his/her recommendation. The applicant is invited to speak on his/her project first, followed by any other interested persons. The Planning Commission chairperson may restrict the amount of time any individual may speak, if there are many persons who wish to address the Commission.
5. After all public testimony is received. The Planning Commission then deliberates on the request. Except for rezoning requests, the Planning Commission may recommend approval, approval with conditions, or denial of the request. In the case of rezoning, in most cases the Board may only approve or deny. There are slightly different procedures and requirements for rezoning requests; see the Rezoning Checklist for more information.
6. The Planning Commission's recommendation will be forwarded to the Township Board for consideration at their next meeting (the Township Board meets the second Tuesday of each month at 7:00 pm in the Township Hall. The Township Board may approve, approve with conditions or deny the request (unless it is a rezoning, as above).
7. In regard to site plan review, the decision of the Township Board may be appealed to the Zoning Board of Appeals within 30 days of the Township Board's decision. Any other decision may be appealed only to the Circuit Court.
8. The Township Board's decision is final, except for rezoning or Zoning Ordinance text amendments, in which case the decision becomes final seven days after publishing a Notice of Adoption in a newspaper of general circulation (at their discretion, the Board may determine an effective date later than seven days after publication, but no earlier than seven days).

FOR MORE INFORMATION

See the Township web site, www.antwerptownship.com, contact the Township Hall at (269) 668-2615 or call the Zoning Administrator, David Jirousek at (616) 540-1794 or email hcplanning@outlook.com.