

Village of Ortonville
476 Mill St.
P.O. Box 928
Ortonville, MI 48462
Phone: 248627-4976 **Fax:** 248-627-4677

VILLAGE OF ORTONVILLE
SITE PLAN APPLICATION IN CONNECTION WITH A CHANGE OF USE
OF PROPERTY WHERE A **BUILDING PERMIT IS NOT REQUIRED**

Applicant's Name: _____ Phone: _____

Property Address: _____

NOTICE TO APPLICANT:

1-This plan will be reviewed by the Village Manager and the Building Inspector With respect to whether or not the zoning Ordinance requirements are being Met. If so, no Planning Commission Review is required.

2-The premises must be inspected by the Fire Code Inspector and Building Inspector prior to occupancy permit being granted. Additional inspections may be required, Depending on the type of proposed use of your property. Inspection fees will be the responsibility of the applicant.

3-Any parties with any of the following interests must sign the application and indicate their interest:

- Owners of the property
- All parties in any land contract
- All parties having interest in purchase agreements
- Any or all parties acting as applicant

DO NOT WRITE IN THIS SPACE:

Application #: _____

Date Filed: _____

Amt. of Fee: _____

Date Paid: _____

Scheduled Review Dates:

Approved _____ **Denied** _____

Date: _____

Any Conditions: _____

Authorized Signature:

\$300.00 fee is required if the Planning Commission has to review this application. If it is determined that engineering, legal counsel, special inspections \$ etc. are needed, these charges will be the responsibility of the applicant in addition to the fee.

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1 – Following are the names, current addresses, telephone numbers, and type of interest in the property.

Name: _____
Signature: _____
Phone Number: _____
Address: _____
Interest in Property: _____

Acknowledged before me by _____
this ___ day of _____, 20___
Signed: _____
Printed: _____
Notary Public, State of Mich.
County of _____
Acting in the County of _____
My commission expires _____

Name: _____
Signature: _____
Phone Number: _____
Address: _____
Interest in Property: _____

Acknowledged before me by _____
this ___ day of _____, 20___
Signed: _____
Printed: _____
Notary Public, State of Mich.
County of _____
Acting in the County of _____
My commission expires _____

Name: _____
Signature: _____
Phone Number: _____
Address: _____
Interest in Property: _____

Acknowledged before me by _____
this ___ day of _____, 20___
Signed: _____
Printed: _____
Notary Public, State of Mich.
County of _____
Acting in the County of _____
My commission expires _____

IF ADDITIONAL SIGNATURES ARE NECESSARY, PLEASE USE THE BACK OF THIS DOCUMENT.

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2 – Property Address/Location: _____

3 – Property Sidwell/Parcel ID #: _____

4 – Current Zoning of Property: _____

5- List all existing and intended uses of the property. Include square footage of floor space allocated to each use.

6 – How many people are expected to use the premises on a daily basis?

7 – Drawings, Sketches or Plans showing any of the following that area applicable:

- A. – Location and dimensions of all off-street parking areas, including parking spaces, lanes and other areas.
- B. – Landscape detail.
- C. – Fences and/or walls, where applicable.
- D. – Location, materials, dimension and lighting of all signs.
- E. – Exterior lighting and screening.
- F. – Trash receptacle location and screening
- G. – Any and all detail to show any other pertinent facts about your proposed use of the property, including location of building on property, with dimensions.

PRIOR TO OCCUPANCY, THERE MUST BE A FIRE CODE INSPECTION, A BUILDING CODE INSPECTION AND ALL VIOLATIONS MUST BE CORRECTED. ALL LOCAL, COUNTY, ETC. PERMITS THAT ARE NEEDED MUST BE APPLIED FOR AND OBTAINED.