



**City of Walker
Planning Commission
Application**

4243 Remembrance Rd., N.W.
Walker, MI 49534

Dan Power
Staff Planner/Zoning Administrator
O (616) 791-6879
F (616) 791-6881
dpower@walker.city

**ALL SUBMITTED PLANS MUST BE
FOLDED INTO QUARTERS. ROLLED
PLANS MAY NOT BE ACCEPTED.**

Please check nature of request

- | | |
|--|---|
| <input type="checkbox"/> Rezoning
<input type="checkbox"/> Planned Unit Development Preliminary Area Site Plan
<input type="checkbox"/> Planned Unit Development Final Area Site Plan
<input type="checkbox"/> Planned Unit Development Amendment | <input type="checkbox"/> Special Exception
<input type="checkbox"/> Site Condominium
<input type="checkbox"/> Plat Approval
<input type="checkbox"/> Site Plan Review
<input type="checkbox"/> Other: _____ |
|--|---|

Section A

Applicant: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Owner, if other than applicant:

Name: _____

Address: _____

Phone: _____ Fax: _____ E-Mail : _____

Section B

Name of Firm and individual who prepared the plan:

Name: _____ Firm: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Name of proposed development: _____

Address of Property: _____

Permanent Parcel No.: _____

Legal Description: _____

Current Zoning: _____

Section C

Description of the proposed request, amendment, etc. (Attach additional sheets if necessary.)

Section D

Name & Address of all other persons, firms, or corporations having legal or equitable interest in the land:

Name: _____

Address: _____

Name: _____

Address: _____

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate.

I (we) further grant access to the site to City of Walker staff and Planning Commissioners.

STATEMENT OF FEE RESPONSIBILITY AND AGREEMENT

SIGNATURE OF APPLICANT AND PROPERTY OWNER REQUIRED

The applicant and property owner agree to pay the escrow charges that result from review of this project. Escrow fees shall be deposited at the time of application.

A building permit may be withheld if a project has any outstanding bills.

I have completed this application, and have submitted with this application the appropriate fees and escrow monies and agree to the City of Walker Escrow Policy. I further grant access to the site to City of Walker staff and Planning Commissioners.

*Owners Signature & Date (if different from applicant)

Applicant's Signature

Date

*The property **owner** must sign this application

Please attach all required documents noted in the process review sheet.

Office Use Only

Fee Paid _____ Receipt # _____ Date: _____

Planning Director Signature: _____

PLEASE READ THESE INSTRUCTIONS CAREFULLY
INSTRUCTIONS FOR
PLANNING COMMISSION APPLICATION

Planning Commission meetings are held on the 1st and 3rd Wednesdays of each month at Walker City Hall Commission Chambers, 4243 Remembrance Road, N.W., starting at 7:00 p.m.

Fee schedule for each type of application:

- Planned Unit Development: \$500.00 Preliminary Plan
 \$500.00 Amend Final Plan
 \$1000.00 Amend Final Plan with Site Plan Review
 \$500.00 Final Plan
 No charge for minor modification
- Rezoning: \$300.00- One (1) acre or less, \$600 over (1) acre
- Special Exception Permit: \$1,000.00
- Unique Use Permit: \$1000.00
- Plat Review: \$1000.00
- Site Condominium Plan Review \$1000.00
- MP (Industrial Park) \$1000.00
- Site Plan Review \$1000.00
- Master Plan Amendment \$1500.00
- Special Meeting \$ 500.00

All planning requests must be in the office of the Community Development Department by Wednesday at 5:00 p.m., five (5) weeks prior to the regularly scheduled Planning Commission meeting date. Scheduling will be based on date completed application is received. Attached are the planning deadline dates.

(7) Copies of the site plan must be submitted with the application for plan review and (11) copies of the site plan for re-submittal. All submitted plans must be folded into quarters. Rolled plans may not be accepted. Also a flash drive or pdf copy should be provided.

Notices of said meeting are mailed to all residents within a 300-foot radius of the property involved in the planning request.

The Community Development Department will not schedule for a hearing on any incomplete application. All sections (a) – (d) must be completed on the application to be considered complete.

For any questions please contact the Community Development Department, Staff Planner Dan Power, 616-791-6879. Email: daniel.power@ci.walker.mi.us.

City of Walker Planning Commission

2017/2018 Meeting Application Deadline Schedule - Revised, March 2017



Application Deadline Date ¹	Staff Site Plan Review	Resubmittal Deadline ²	PC Meeting Date
October 11, 2017	October 19, 2017	November 1, 2017	November 15, 2017
November 1, 2017	November 9, 2017	November 21*, 2017	December 6, 2017
November 15, 2017	November 21**, 2017	December 6, 2017	December 20, 2017
November 29, 2017	December 7, 2017	December 20, 2017	January 4, 2018
December 13, 2017	December 21, 2017	January 3, 2018	January 17, 2018
January 3, 2018	January 11, 2018	January 24, 2018	February 7, 2018
January 17, 2018	January 25, 2018	February 7, 2018	February 21, 2018
January 31, 2018	February 8, 2018	February 21, 2018	March 7, 2018
February 14, 2018	February 22, 2018	March 7, 2018	March 21, 2018
February 28, 2018	March 8, 2018	March 21, 2018	April 4, 2018
March 14, 2018	March 22, 2018	April 4, 2018	April 18, 2018
March 28, 2018	April 5, 2018	April 18, 2018	May 2, 2018
April 11, 2018	April 19, 2018	May 2, 2018	May 16, 2018
May 2, 2018	May 10, 2018	May 23, 2018	June 6, 2018
May 16, 2018	May 24, 2018	June 6, 2018	June 20, 2018
June 13, 2018	June 21, 2018	July 3*, 2018	July 18, 2018
June 27, 2018	July 5, 2018	July 18, 2018	August 1, 2018
July 11, 2018	July 19, 2018	August 1, 2018	August 15, 2018
July 25, 2018	August 2, 2018	August 22, 2018	September 5, 2018
August 15, 2018	August 23, 2018	September 5, 2018	September 19, 2018
August 29, 2018	September 6, 2018	September 19, 2018	October 3, 2018
September 12, 2018	September 20, 2018	October 3, 2018	October 17, 2018
October 3, 2018	October 11, 2018	October 24, 2018	November 7, 2018
October 31, 2018	November 8, 2018	November 2*, 2018	December 5, 2018
November 14, 2018	November 20**, 2018	December 5, 2018	December 19, 2018
November 28, 2018	December 6, 2018	December 19, 2018	January 2, 2019
December 12, 2018	December 20, 2018	January 2, 2019	January 16, 2019
January 2, 2019	January 10, 2019	January 23, 2019	February 6, 2019
January 16, 2019	January 24, 2019	February 6, 2019	February 20, 2019

The Planning Commission meets on the first and third Wednesday of most months. All meetings begin at 7:00 p.m. and are held at the City of Walker Commission Chambers; located at 4243 Remembrance Road N.W.

¹Please submit seven (7) full-sized copies of all site plan documents at this time. **A maximum of three (3) formal site plan review items will be processed for any target Planning Commission meeting date.**

²Please submit eleven (11) full-sized copies of all site plan and architectural plan sheets at this time, along with .pdf versions of all plan documents.

*Note that this date falls on a Tuesday, whereas most resubmittal deadlines fall on Wednesdays.

**Note that this date falls on a Tuesday, whereas most staff site plan review dates fall on Thursdays.