



**City of Walker
Planning Commission
Application**

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

Dan Power
Staff Planner/Zoning Administrator
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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

2016/2017 Meeting Application Deadline Schedule - Revised, March 2017



Application Deadline Date ¹	Staff Site Plan Review	Resubmittal Deadline ²	PC Meeting Date
October 19, 2016	October 27, 2016	--	November 16, 2016
November 2, 2016	November 10, 2016	--	December 7, 2016
November 16, 2016	November 23, 2016	--	December 21, 2016
December 7, 2016	December 15, 2016	--	January 4, 2017
December 14, 2016	December 29, 2016	--	January 18, 2017
December 28, 2016	January 12, 2017	--	February 1, 2017
January 11, 2017	January 26, 2017	--	February 15, 2017
January 25, 2017	February 9, 2017	--	March 1, 2017
February 8, 2017	February 23, 2017	--	March 15, 2017
March 1, 2017	March 9, 2017	--	April 5, 2017
March 15, 2017	March 23, 2017	--	April 19, 2017
March 29, 2017	April 6, 2017	April 19, 2017	May 3, 2017
April 12, 2017	April 20, 2017	May 3, 2017	May 17, 2017
April 26, 2017	May 4, 2017	May 16, 2017	June 7, 2017
May 10, 2017	May 16**, 2017	June 7, 2017	June 21, 2017
May 31, 2017	June 8, 2017	June 21, 2017	July 5, 2017
June 14, 2017	June 22, 2017	July 5, 2017	July 19, 2017
June 28, 2017	July 6, 2017	July 19, 2017	August 2, 2017
July 12, 2017	July 20, 2017	August 2, 2017	August 16, 2017
August 2, 2017	August 10, 2017	August 23, 2017	September 6, 2017
August 16, 2017	August 24, 2017	September 6, 2017	September 20, 2017
August 30, 2017	September 7, 2017	September 20, 2017	October 4, 2017
September 13, 2017	September 21, 2017	October 4, 2017	October 18, 2017
September 27, 2017	October 5, 2017	October 18, 2017	November 1, 2017
October 11, 2017	October 19, 2017	November 1, 2017	November 15, 2017
November 1, 2017	November 9, 2017	November 22, 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

The Planning Commission meets on the first and third Wednesday of every month. 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.

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.