



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

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.

**CITY OF WALKER
KENT COUNTY, MICHIGAN
RESOLUTION 18-476**

**A RESOLUTION REGARDING ZONING APPLICATION
FEES AND ESCROW FUND AND ESCROW FEE
REQUIREMENTS FOR CERTAIN ZONING MATTERS,
APPLICATIONS AND DEVELOPMENTS.**

At a regular meeting of the City Commission of the City of Walker, County of Kent, Michigan, held at the City Commission Chambers in said City, 4243 Remembrance Road, N.W., on the 11th day of June 2018 there were:

PRESENT: Mayor Pro Tem Carey, Comm Kent, Comm Gilbert, Comm Deschaine,
Comm Howland, Comm Grooters

ABSENT: Mayor Huizenga

The following resolution was offered by Commissioner Gilbert and seconded by Commissioner Grooters:

RECITALS

A. The City of Walker City Commission ("City Commission") has established certain fixed application fees for zoning reviews and approvals pursuant to Chapter 94 of the City of Walker Code of Ordinances, the City of Walker Zoning Ordinance ("Zoning Ordinance"), and state law.

B. There are certain matters, developments, zoning applications, and projects which require the City of Walker ("City") to incur additional and at times extraordinary out-of-pocket expenses above and beyond what is associated with typical or average zoning reviews for projects or other matters.

C. The City Commission believes that it is reasonable and appropriate to place the cost of processing zoning applications and zoning decisions for complex zoning matters, for medium and large-scale developments and other applications involving unusual costs to the City on the applicants or property owners involved rather than on all of the taxpayers of the City.

D. The City intends that zoning escrow fees be an additional type of fee, distinct from the fixed application and other fees, and also be reasonably related and proportionate to the costs incurred by the City for the particular application or zoning process or determination involved, and that such fees and reimbursements be used to

defray the costs of administrating and enforcing the Zoning Ordinance and the Michigan Zoning Enabling Act, as amended.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the City Commission intends to establish a Zoning Application Fee Schedule, to include an escrow policy as follows to accomplish the above goals. The fixed zoning fees will be included on the general fee schedule updated and adopted annually or periodically by the City Commission as part of the budgeting process.

1. The fixed basic zoning application fees specified in the fee schedule shall hereafter cover costs associated with the following:
 - (a) Applicant's appearance at regular Planning Commission, Zoning Board of Appeals, and/or City Commission meetings.
 - (b) Mailing and legal notice requirements for public hearings.
 - (c) Involvement by City Commission or other City officers or employees (excluding outside contractors or professionals such as City legal counsel, and other services and except as otherwise provided in Section 5 hereof).

2. In addition to the fixed zoning fees, all other expenses and costs incurred by the City which are directly associated with processing, reviewing and approving or denying a zoning application for uses specified in Section 3 hereof shall be paid (or reimbursed to the City) from the funds in an Escrow Account established with the City by the applicant as provided herein. The City may draw funds from an applicant's Escrow Account to reimburse the City for out-of-pocket costs and expenses incurred by the City relating to the application and zoning process. Such reimbursable costs and expenses include, but are not limited to, expenses related to the following:
 - (a) Mailing, legal notices and officer compensation for special Planning Commission meetings or subcommittee meetings.
 - (b) Mailing, legal notices and officer compensation for special City Commission meetings and City Commission subcommittee meetings.
 - (c) Mailing, legal notices, and officer compensation for special Zoning Board of Appeals meetings.
 - (d) Services of the City Attorney directly related to the application and zoning process.
 - (e) Services of an outside engineer directly related to the application and zoning process.

- (f) Services of an outside planner directly related to the application and zoning process.
 - (g) Services of other professionals working for the City which are directly related to the application and zoning process.
 - (h) Any additional public hearings, required mailings and legal notice requirements necessitated by the application and zoning process.
3. Applications and zoning processes involving the following shall be subject to the Escrow Fund requirement:
- (a) Site plan reviews.
 - (b) Planned Unit Developments.
 - (c) Special Use permits.
 - (d) Any rezoning.
 - (e) Plats.
 - (f) Site Condominiums.
 - (g) Variance, administrative appeal, interpretation, or other proceedings before the Zoning Board of Appeals where City officials determine that the scope of the project or application will likely require the assistance of one or more City outside professionals or involve the additional costs referred to in Section 1 hereof.
 - (h) Land division approvals if the City Commission or Zoning Board of Appeals is involved.
 - (i) Mobile home parks.
 - (j) Mineral extractions.
 - (k) Private roads.
 - (l) Other zoning reviews involving complex or unusual issues.
4. The escrow fees for each application and zoning process for uses or matters specified in Section 3 hereof are established at \$500.00 increments commencing with an initial \$2000.00. Escrow fees shall be provided by the applicant to the City Treasurer at the time of application. No zoning application shall be processed, including matters pending with the City as of the effective date of this Resolution, prior to the required escrow fee having been deposited with the City Treasurer. Any excess funds remaining in the Escrow Account after the application has been fully processed, reviewed and the final City decision has been rendered regarding

the project will be refunded to the applicant with no interest to be paid on those funds. At no time prior to the City's final decision on an application shall the balance in the Escrow Account fall below \$500.00. If the funds in the Escrow Account shall drop below \$500.00, an additional deposit of \$500.00 by the applicant into the Escrow Account shall occur before the application review process will be continued. Additional amounts above \$2000.00 may be required to be placed in the Escrow Account by the applicant at the discretion of the City based upon the scale or scope of the proposed project.

5. No building permit or final City approval or permit shall be granted for an application or project until all outstanding out-of-pocket costs and expenses incurred by the City as specified above have been reimbursed to the City from the Escrow Account.
6. The City Treasurer and/or Clerk shall maintain records regarding the Escrow Account and shall authorize the disbursement of escrow funds in writing. Such escrow funds (from one or more applicants) shall be kept in a separate City bank account.
7. The City shall collect and apply escrow funds in a reasonable fashion.
8. If an applicant or person objects to the reasonableness or amount of escrow funds it/he/she must deposit with the City, or how the escrow funds have been applied, it/he/she can appeal the City's determination regarding such matters to the City Commission. All such appeals shall be in writing and shall be made not later than thirty (30) days after final City action regarding the application. The decision of the City Commission shall be final.
9. Nothing herein shall be construed or interpreted as limiting the authority of the City to adopt separate fee schedules relative to non-zoning matters involving the design, engineering, and construction of building, improvements and developments within the City.
10. This Resolution shall invalidate and supersede any prior resolutions to the extent of any conflict.

The foregoing Resolution was offered for adoption by Commissioner Kent and seconded by Commissioner Howland, the vote being as follows:

YEAS: 6 _____

NAYS: 0 _____

RESOLUTION NO.18-476 DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the City of Walker City Commission at the time, date and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By: Sarah J. Bydalek
Sarah J. Bydalek, City Clerk, MMC