

**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](mailto:daniel.power@ci.walker.mi.us).