



# CITY OF WALKER PLANNING COMMISSION APPLICATION AND INSTRUCTIONS

## PLEASE READ THESE INSTRUCTIONS CAREFULLY

Planning Commission meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month at Walker City Hall Commission Chambers, 4243 Remembrance Rd NW, at 6:30 p.m. Please refer to application and meeting deadline schedule on the last page of this guide for submittal deadlines and meeting dates. Applications will not be accepted if submitted AFTER the deadline indicated on the schedule.

PC AND POST PC SUBMITTALS MUST INCLUDE THE FOLLOWING		
Initial Submittal (for Staff/SPRC Review)	Revised Submittal (for Planning Commission Review)	Post Planning Commission Meeting - Prior to Building Permit Issuance
7 full size hard copies of the plan set	5 full size hard copies of the revised plan set	3 full size hard copies of the plan that incorporates any conditions of PC approval
PDF of full submittal (including application and supporting documentation)	PDF of revised plan set, and any additional information requested	PDF of revised plan set, and any additional information required by the Planning Commission or Staff
Fees and escrows in accordance with the table below		
Completed application, signed by property owner and applicable agents		

FEE SCHEDULE		
Application Type	Fee	Escrow Deposit
<b>Planned Unit Development (PUD)</b>		
• Rezone Request and Preliminary Area Site Plan Review (PASP)	\$1,000.00	\$2,000.00
• Final Area Site Plan Review (FASP)	\$500.00	\$1,000.00
• Major Amendment to PASP or FASP	\$1,000.00	Planning Director's discretion
• Minor Amendment to PASP or FASP (administrative review)	\$0.00	Planning Director's discretion
<b>Rezoning Requests (NON-PUD)</b>		
• Rezoning of parcel(s) 1 acre or less	\$400.00	Planning Director's discretion
• Rezoning of parcel(s) over 1 acre	\$600.00	\$2,000.00
<b>Residential Subdivisions</b>		
• Plat Review	\$1,000.00	\$2,000.00
• Site Condominium Review	\$1,000.00	\$2,000.00
• Site Plan Review for Condominium Developments	\$1,000.00	\$2,000.00
• Open Space Preservation Developments	\$1,000.00	\$2,000.00
<b>Commercial and Industrial Site Plan Review</b>	\$1,000.00	\$2,000.00
<b>Special Land Use Permit</b>	\$1,000.00	Planning Director's discretion
<b>Master Plan Amendment</b>	\$1,500.00	\$2,000.00
<b>Special Meeting (outside of regularly scheduled PC meetings)</b>	\$500.00	None

### PLEASE NOTE:

1. Meeting notices are sent to all property owners and applicants within 300' of the subject property for ALL applications.
2. The Community Development Department will not schedule a hearing for any incomplete applications. All sections of the application must be completed to be considered complete. Plans must be *folded*, not *rolled*.
3. Please contact Planning Director Paula Priebe with any questions. 616-791-6879 or [ppriebe@walker.city](mailto:ppriebe@walker.city).



**City of Walker**  
**Community Development**  
4243 Remembrance Rd. NW  
Grand Rapids, MI 49534

Phone: (616) 791-6858  
Email: [cdd@walker.city](mailto:cdd@walker.city)  
Website: [www.walker.city](http://www.walker.city)

## PLANNING COMMISSION APPLICATION

### 1. NATURE OF REQUEST

<input type="checkbox"/> SITE PLAN REVIEW	<input type="checkbox"/> SPECIAL LAND USE REVIEW
<input type="checkbox"/> PRELIMINARY AREA SITE PLAN REVIEW (PASP) - PUD	<input type="checkbox"/> PLAT: ____ TENTATIVE PRELIMINARY ____ FINAL PRELIMINARY
<input type="checkbox"/> FINAL AREA SITE PLAN REVIEW (FASP) - PUD	<input type="checkbox"/> SITE CONDOMINIUM REVIEW
<input type="checkbox"/> REQUEST TO REZONE ____ 1 ACRE OR LESS ____ MORE THAN 1 ACRE ____ PUD	<input type="checkbox"/> MAJOR AMENDMENT TO APPROVED ____ FASP ____ PASP
<input type="checkbox"/> COMMERCIAL SITE PLAN REVIEW ____ NEW CONSTRUCTION ____ EXPANSION	<input type="checkbox"/> OTHER:

### 2. PROPOSED DEVELOPMENT

NAME OF PROPOSED DEVELOPMENT

ADDRESS (es) OF PROJECT

PERMANENT PARCEL NUMBER(s) **PLEASE ATTACH LEGAL DESCRIPTIONS**

CURRENT ZONING DISTRICT:

OWNER NAME	OWNER TELEPHONE NO.	OWNER EMAIL	
OWNER MAILING ADDRESS	CITY	STATE	ZIP CODE

APPLICANT NAME (IF DIFFERENT THAN OWNER)	APPLICANT TELEPHONE NO.	APPLICANT EMAIL	
APPLICANT MAILING ADDRESS	CITY	STATE	ZIP CODE

DESCRIPTION OF PROPOSED DEVELOPMENT

### 3. ENGINEER / ARCHITECT INFORMATION

CIVIL ENGINEER NAME	ENGINEERING FIRM		
ADDRESS	CITY	STATE	ZIP CODE
EMAIL	PHONE		

ARCHITECT NAME	ARCHITECTURAL FIRM		
ADDRESS	CITY	STATE	ZIP CODE
EMAIL	PHONE		

OTHER PERSONS, FIRMS, OR CORPORATIONS HAVING LEGAL OR EQUITABLE INTEREST IN THE LAND (NAMES AND CONTACT INFORMATION)

## STATEMENT OF FEE RESPONSIBILITY AND AGREEMENT

I (WE) THE UNDERSIGNED CERTIFY THAT THE INFORMATION CONTAINED ON THIS APPLICATION FORM AND THE REQUIRED DOCUMENTS ATTACHED ARE TO THE BEST OF MY (OUR) KNOWLEDGE TRUE AND ACCURATE.

I (WE) FURTHER GRANT ACCESS TO THE SITE TO THE CITY OF WALKER STAFF AND PLANNING COMMISSION.

## 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.

I (WE) HAVE COMPLETED THIS APPLICATION AND HAVE SUBMITTED WITH THIS APPLICATION THE APPROPRIATE FEES AND ESCROW MONIES AND AGREE TO THE CITY OF WALK ESCROW POLICY.

OWNER SIGNATURE - REQUIRED	OWNER PRINTED NAME	DATE
APPLICANT SIGNATURE	APPLICANT PRINTED NAME	DATE

PLEASE ATTACH ALL REQUIRED DOCUMENTS AS NOTED IN THE APPLICATION INSTRUCTIONS.  
PLANS MUST BE ***FOLDED***.  
***ROLLED*** PLANS WILL NOT BE ACCEPTED.



## City of Walker Planning Commission

### 2026 Schedule of Meeting Dates and Application Deadlines

Application Deadline <sup>1</sup>	Staff Site Plan Review (SPRC) <sup>2</sup>	Resubmittal Deadline <sup>3</sup>	PC Meeting Date <sup>4</sup>
12/10/25	12/18/25	12/23/25*	1/7/26
12/23/25*	1/5/26*	1/9/26*	1/21/26
1/7/26	1/15/26	1/21/26	2/4/26
1/21/26	1/29/26	2/4/26	2/18/26
2/4/26	2/12/26	2/18/26	3/4/26
2/18/26	2/26/26	3/4/26	3/18/26
3/4/26	3/12/26	3/18/26	4/1/26
3/18/26	3/26/26	4/1/26	4/15/26
4/8/26	4/16/26	4/22/26	5/6/26
4/22/26	4/30/26	5/6/26	5/20/26
5/6/26	5/14/26	5/20/26	6/3/26
5/20/26	5/28/26	6/3/26	6/17/26
6/3/26	6/11/26	6/17/26	7/1/26
6/17/26	6/25/26	7/1/26	7/15/26
7/8/26	7/16/26	7/22/26	8/5/26
7/22/26	7/30/26	8/5/26	8/19/26
8/5/26	8/13/26	8/19/26	9/2/26
8/19/26	8/27/26	9/2/26	9/16/26
9/9/26	9/17/26	9/23/26	10/7/26
9/23/26	10/1/26	10/7/26	10/21/26
10/7/26	10/15/26	10/21/26	11/4/26
10/21/26	10/29/26	11/4/26	11/18/26
11/4/26	11/12/26	11/18/26	12/2/26
11/18/26	11/25/26*	12/2/26	12/16/26
12/9/26	12/17/26	12/23/26	1/6/27

*\*Date changed due to holiday.*

**The Planning Commission meets on the first and third Wednesday of most months.  
Planning Commission meetings begin at 6:30 p.m. and are held in the  
City of Walker Commission Chambers, located at 4243 Remembrance Road NW.**

<sup>1</sup> Please submit **seven (7)** full-sized copies of all site plan documents and pdf of all documents.

<sup>2</sup> PLEASE NOTE THAT YOU WILL BE INVITED TO ATTEND AN IN-PERSON MEETING WITH CITY STAFF (SITE PLAN REVIEW COMMITTEE/SPRC). REMOTE MEETING PLATFORM AVAILABLE IF NECESSARY.

<sup>3</sup> Please submit **five (5)** full-sized copies of all site and architectural plan sheets, along with pdf versions of all plan documents. **PLANS MUST BE FOLDED. ROLLED PLANS WILL NOT BE ACCEPTED.**

<sup>4</sup> Please note that this planning commission meeting date is NOT guaranteed. Staff reserves the right to impose limits on the number of items on a planning commission agenda. Barring extraordinary circumstances, staff will limit Planning Commission agendas to a maximum of three (3) formal review items.