



# Planning Commission

Permit application instructions on reverse side

Application to meet with the Planning Commission  
Site plan approval, Special Land Use, Rezoning, and other

**Buchanan Township**  
**15235 Main St.**  
**Buchanan, MI 49107**

**Tel: (269) 695-6442**  
**Fax: (269) 695-7715**

DEPARTMENT OF BUILDING, INSPECTION, AND ZONING

**Application shall be submitted at the Township Hall with all supporting documentation. When received, this application will be forwarded to the Zoning Administrator. The Zoning Administrator, Building Official, and Clerk will review the application to see if it is complete. Additional supporting documentation may be needed. All noticing and legal guidelines begin after determining all items are in place for consideration.**

Zoning of Property at time of application:	Property ID #: 11-06-	<b>Authority: P.A. 230 of 1972, as amended</b> <b>Completion of app is mandatory to schedule hearing</b> <b>Hearing will be scheduled per ordinance guidelines</b>	
<b>This application is for (circle one of the following):</b> Site plan approval Special Land Use Rezoning PUD Approval Home Occupation approval Other: (please describe):		Date application received:	Application fee: \$400
Township Zoning Official acceptance (date):	Size of property identified above:	Date application is Completed:	Paid receipt number:

**I. PROPERTY ADDRESS:** Bldg Dept should attach county sheet to verify information. **ATTACH LEGAL OWNERSHIP AFFIDAVIT.**

Address of property in question: PROVIDE LEGAL DESCRIPTION	Is a drawing available for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
	Mailing city: <b>Buchanan</b>	Township <b>Buchanan</b>	County <b>Berrien</b>

**II. APPLICANT INFORMATION:**

Check one below: <input type="checkbox"/> Owner <input type="checkbox"/> Other	Name of Applicant	Title:	Interest in property: Owner, Land Contract, purchaser:
Address (St No. and Name) of applicant:	City	State	Zip Code
Telephone number:	Cell number:	Fax number:	

**III. ACTION REQUESTED:**

Please state action requested: Use the space below and the reverse side of this form if necessary. Pictures and site plan may be required. If special use application, identify the special use of the property in detail:

**IV. PRIOR ZONING ACTION**

What action has been requested for this property previously?	What was the result of that action?
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**V. IMPACT ON ADJACENT PROPERTIES**

What impact will the action have upon adjacent properties and neighborhood?
What steps will be taken to mitigate that impact?

**VI. SIGNATURE.** Please sign 2x, here and below.

The undersigned acknowledges that if a request is granted or other decision favorable to the undersigned is rendered upon this application, said decision does not relieve the undersigned from compliance with all other provisions of applicable Township Ordinances, and the undersigned affirms that the answer and statements herein contained and the information Herewith submitted are in all respects true and correct, to the best of his/her knowledge.

Signature of Applicant X	Date
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**VII. ALLOWANCE TO ENTER PROPERTY:** Please sign 2x, here and above.

I grant permission for Buchanan Township employees and or agents to enter my property for the purpose to gather site information relative to the above request.

Signature of Applicant X	Date
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**Before completing this application, please request a meeting with the zoning official to be sure that your application is complete.** You should submit supporting documentation with your application. The Buchanan Township ordinances are available to guide you. A meeting with the zoning official may streamline the completion of your application.

Meeting with the Planning Commission is required when wanting to use your property in a way not usually allowed by ordinance (special land use permit), when building a commercial structure (site plan review), when rezoning property, when developing property into a subdivision or Planned Unit Development, or when seeking a Home Occupation allowance. Please refer to the Buchanan Township Ordinances to guide you in filling out your application, in identifying what materials you may need to include with your application, and in preparing for the hearing (which may be a public hearing).

In most cases, the Planning Commission is a recommending body to the Township Board of Trustees who ultimately make a determination and set any conditions of approval.

Additional information may be required. Please complete necessary information such as phone, cell phone, and fax information to make it easier to reach you. Other information may be required (per ordinance requirements):

1. A site plan is required by ordinance for special use permits, site plan approval and for other zoning actions. A required site plan, when required to be provided, should include the requirements listed in Chapter 23, which will clearly identify the intended use and relationship of land and buildings.
2. Structure drawings and / or elevations may also be required (by ordinance or by the Planning Commission)
3. Additional permits from the Road Commission, Health Department, DEQ, or other agency may also be needed.
4. Obtaining a zoning permit of any kind does not abrogate the need for building permits.
5. You must show proof of interest in, or ownership of the property in making this application.
6. A statement and other evidence or proof by the applicant of present and future compliance with the standards required for approval as outlined in the ordinance.
7. A check made out to Buchanan Township in the amount of \$400 for fee to defray expenses for the public hearing and legal notices. In most cases, escrow monies in the amount of \$500 (to start) will be required for professional planning consultation. The cost of that consultation is borne in full by the applicant.

Action requested: if you wish, consider the services of an attorney. Only the requested action may be acted on. No other request may be considered. Please carefully word what it is you wish the Commission to do.

Your application will be considered complete when the zoning administrator or building official reviews your application and supporting documentation and accepts it as complete; the application will be signed at that time. All legal timelines for public notice start at time of completed application.

The applicant should plan to attend the Township Planning Commission meeting, the public hearing and the Township Board meeting to answer any questions which may arise. The decision may not be considered in your absence.

Thank you for your application, which initiates Township action toward a public hearing and ultimately consideration by the Buchanan Township Board of Trustees. We look forward to serving you. Call any time you have questions.

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To be filled out by Township clerk on the front of this form: Date received, fee paid, case number, whether copy has been sent to Zoning.

Date forwarded to Planning Commission members: \_\_\_\_\_