

**LOWELL CHARTER TOWNSHIP**  
**2910 Alden Nash SE**  
**Lowell, MI 49331**  
**Phone: 616-897-7600      Fax: 616-897-6482**  
*www.twp.lowell.mi.us*

**SITE PLAN REVIEW PROCESS**

**Site plans are reviewed by the Planning Commission before a building permit is issued.**

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**1. Application Form and Fee Schedule**

An application form and fee schedule for can be obtained from the Township offices. The application fee covers Township processing costs. The escrow fee covers the cost of the services provided by professional consultants retained by the Township to assist in analyzing the request.

**2. Site Plan Required**

A site plan shall be submitted for review and approval prior to the issuance of a building permit for:

- a) Any new principal commercial, office, industrial, business, or institutional use or a residential use having more than a two family dwelling unit. Farm buildings as defined herein, in the Agricultural zoning district, shall not require site plan review;
- b) An alteration of the building or property or change in the use of a building or property which has the potential to generate a community impact;
- c) Special land uses and planned unit developments;
- d) All other uses requiring site plan approval as required by this Ordinance.

**3. Meeting Dates**

The Lowell Charter Township Planning Commission meets on the second Monday each month and also at special meetings called by the Planning Commission at 7:00 P.M. at the Lowell Charter Township Hall, 2910 Alden Nash SE, Lowell, MI 49331

**4. Processing Period**

A site plan usually takes about 45 days to process.

**5. Information to be Submitted by the Applicant**

The applicant must submit a signed application form, application and escrow fees, and at least 8 copies of the site plan to the Township Clerk **not less than four weeks before the date when it will be reviewed by the Planning Commission.**

**The site plan must be prepared in accordance with Section 4.8 of the Township Zoning Ordinance.**

**6. Application Procedures**

Whenever an Application is filed for a site plan review, the following steps are taken:

- (a) An application for a site plan and copies of the site plan are submitted to the Township Clerk or the Clerk's representative along with the required fee(s). The site plan must contain the information required by Section 4.8 of the Township Zoning Ordinance.

**Eight copies of the site plan must be submitted.**

- (b) The Clerk forwards copies of the application and site plan to the Planning Commission, Township Engineer, and Planner.
- (c) Reports from Planner and Engineer may be prepared.
- (d) The Planning Commission at its next regular meeting reviews the site plan and staff reports. The Commission reviews the plan in accordance with the standards contained in Section 4.8.3 of the Zoning Ordinance. The Commission may approve, modify or deny the site plan or approve it subject to revisions being made.

The Commission may require the revised plan to be brought back to the Commission for final approval or allow the Township Planner or Zoning Administrator to review and approve the revised plan according to the changes required by the Commission. This plan must be submitted not less than 14 days before the Planning Commission meeting when it will be reviewed.

- (e) Once final approval is given and the site plan contains all required corrections, the Chairperson of the Planning Commission signs three copies of the plan, one for the file, one for the Building Inspector and one for the applicant.

## **7. Building Permit**

Following approval of the site plan, the applicant may apply for a building permit at the Township office. Submittal requirements for a building permit are: 3 sets of sealed construction drawings, a driveway permit from the Kent County Road Commission, a Soil Erosion Permit from the Road Commission if the work being performed is over one acre or within 500 feet of a body of water, and well and septic permits from the Kent County Health Department.

If all information is properly provided the Township Supervisor signs the Building Permit and the applicant is then responsible to deliver the permit and all information to:

Butch Visser, Township Building Official.  
Cascade Charter Township  
2865 Thornhills SE  
Grand Rapids, MI 49546  
Ph: 616 949-3765