



# APPLICATION FOR PRELIMINARY SITE CONDOMINIUM APPROVAL

353 North 120th Avenue · Holland, MI 49424 · Phone: 616.395.0151 · www.hct.holland.mi.us

### ***Applicant Information***

Contact Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

### ***Owner Information***

Contact Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

### ***Plan Preparer Information***

Contact Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

### ***Property Information***

Project Name \_\_\_\_\_  
Address or Location \_\_\_\_\_  
Parcel Number 70 - 16 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning District \_\_\_\_\_  
Acreage of Parcel \_\_\_\_\_ Acreage to be Developed \_\_\_\_\_  
Present Use (s) \_\_\_\_\_  
Description of Proposal (attach additional pages as needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: Site Condominium review and approval does not constitute approval of plans in their entirety. Information concerning utilities, fire protection, construction and other details require review and approval as part of the application for a building permit.**

I hereby attest that I have read and understand the Site Condominium application form and submittal procedures, and that the information on the materials submitted are true and accurate, and I hereby agree to all the terms, standards, conditions and other Holland Charter Township requirements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Date Received \_\_\_\_\_ Amount of Fee Paid \$ \_\_\_\_\_ Check No. \_\_\_\_\_  
Planning Commission 1st Discuss on \_\_\_\_/\_\_\_\_/\_\_\_\_ Planning Commission Action on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Application Accepted by \_\_\_\_\_

**Preliminary Site Condominium Submittal Procedures**

The owner and/or Applicant should conduct a pre-application conference with the Zoning Administrator to review the concept, discuss the review process, and determine the eligibility of the request.

Eligible requests may be submitted to the Zoning Administrator no later than four (4) weeks prior to the hearing date with the Planning Commission. Each request shall include a hearing fee of \$600.00 and eleven (11) complete copies of:

1. This application;
  - a. One (1) original signature copy of the application must be submitted; the other ten (10) may be copies.
  - b. The Owner and Applicant must sign the preliminary application. In the event that the Developer of project is not currently the Owner of record for the property, proof that the Owner of record agrees to the Site Condominium request must be submitted in written form.
2. The preliminary development plan including the required content noted in Section 17.5.B. of the Zoning Ordinance. One (1) set of plans shall bear the original seal and signature of the architect or engineer who prepared them; the other ten (10) may be copies.
3. A narrative statement clearly captioned NARRATIVE STATEMENT, which should describe the overall objective of the development, how it satisfies the Township’s Comprehensive Plan objectives for the subject site, and confirming its consistency with the Township’s Zoning Ordinance requirements.
4. An electronic copy of the entire submittal via email attachment (such as PDF documents), or file sharing device such as a thumb drive.

Any Site Condominium submission found to be deficient shall be rejected and will not be scheduled for Planning Commission review.

ALL pages of ALL documents submitted in conjunction with the preliminary Site Condominium shall be labeled with the following (in addition to any other labeling requirement):

PRELIMINARY SITE CONDOMINIUM  
(Project Name)  
(Date and revised date(s), if applicable)  
(Page \_\_ of \_\_)

Rolled documents shall not be accepted. All documents must be folded to a size no larger than 9" x 12". If submittal contains multiple documents, the documents must be collated into "packets". Each packet shall be secured by clips, or rubber bands if necessary.

The Owner and/or Applicant are required to be present at the scheduled public hearing to present the application.