



**Village of Lake Orion**

21 E. Church Street  
 Lake Orion, Michigan 48362  
 Tel 248.693.8391  
 Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

**SITE PLAN and / or SPECIAL LAND USE APPLICATION**

**PROPERTY INFORMATION**

Site Address: \_\_\_\_\_

Parcel ID # (Refer to Tax Bill): \_\_\_\_\_ Zoning District: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Address, City, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Owner E-Mail \_\_\_\_\_

**APPLICANT INFORMATION (If applicant is NOT property owner)**

Name: \_\_\_\_\_ Address, City, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Applicant E-Mail \_\_\_\_\_

Applicant is: (i.e. contractor or business owner or architect, etc.) \_\_\_\_\_

**APPLICANT REQUEST**

Site Plan Approval: \_\_\_\_\_

Use Permitted After Special Approval: \_\_\_\_\_

Use Type Requiring Special Approval: \_\_\_\_\_

**REQUIRED INFORMATION**

Please place your initials below to acknowledge that all applicable items are included with your application.

\_\_\_\_\_ 1) Final Site Plan. *Two (2) Copies not less than 24 inches by 36 inches in size that meet the requirements of Section 19.02.D. Including, but not limited to:*

- a. Dimensioned floor plans and building elevations*
- b. Hard surface plan identifying parking areas with dimensions and number of spaces provided*
- c. General landscape and lighting plan*
- d. Location of trash receptacle and method of screening*

\_\_\_\_\_ 2) Project Narrative. *A Narrative must accompany Special Land Use applications that identifies the detailed use of the property under review.*

\_\_\_\_\_ 3) Property Owner Verification.

\_\_\_\_\_ 4) Digital copies of all documents. *(Digital copies are used for Planning Commission review. They may be submitted via email to the Planning & Zoning Coordinator at [zoning@lakeorion.org](mailto:zoning@lakeorion.org), through Dropbox, or using an external USB drive.)*

\_\_\_\_\_ 5) Village, Planning, Engineering, and Attorney fees as necessary.

\_\_\_\_\_

***By signing below you acknowledge all of the following:***

- The undersigned acknowledges that any lack of information which may result in a delay of the review process is the sole responsibility of the applicant.
- The undersigned deposes that the forgoing statements and answers and accompanying information are true and correct.
- The undersigned hereby authorizes Village representatives to enter the subject property in connection with this application, if necessary.

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant/Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY VILLAGE STAFF:**

Date Received:

# of Hard Copies Received:

Electronic Copies Included: Y / N

Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Anticipated Meeting Date: