Village of Lake Orion
21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
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, 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: