



SPARTA TOWNSHIP

160 E. Division St, Sparta MI 49345
(616) 887-8863 Fax (616) 887-3823
www.spartatownship.org

PLANNING COMMISSION PROCEDURES AND DEADLINES FOR SITE CONDOMINIUMS

Deadline: The deadline to submit materials for a Planning Commission Meeting is by 5:00 p.m., 45 days prior to the next scheduled meeting date. The materials must be dropped off at the Sparta Township Office, 160 E. Division St., Sparta, MI 49345.

Meeting: The Planning Commission meets the second Tuesday of the month at 7:00 p.m. at the Sparta Township Hall meeting room.

Cost: Request Fee: \$2,000; Escrow¹: \$10,000

Submittal: Ten (10) identical packets must be submitted to the Township along with the fee by the deadline. They should be folded in 8 ½" by 11" sizes. The packets should contain any supporting documents such as proof of ownership, surveys, site plans, drawings, pictures, and narratives. An electronic copy (PDF) of the packet shall also be submitted. When the Site Condominium packet reaches the Township Board, eight (8) additional packets and an updated electronic copy are required to be submitted to the Township, at least one week in advance of said meeting.

Please call the Township Hall with any questions. 616-887-8863

DO NOT DISCARD THIS PAGE. YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION

DO NOT WRITE BELOW THIS LINE - TOWNSHIP USE ONLY

Applicant Name & Address: _____

Application Fee/Escrow _____ **Date Received** _____ **Date Notices Mailed** _____

Public Hearing Date _____ **Approved** ____ **or Denied** ____ **or Approved with Conditions** _____

¹ Escrow funds are used to reimburse planning, engineering, and legal fees incurred. If the fund drops below 10% of the deposit, an additional deposit will be required to continue. Any funds remaining will be refunded when the project is complete. Any approvals will be subject to requiring any outstanding funds due are paid in full.



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SITE CONDOMINIUM APPLICATION

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Email/Fax: _____

Address of Subject Property: _____

Parcel Number: _____

Current Zoning District: _____

List the name, address and interest of every person who has a legal or an equitable interest in any property included in the Site Condominium application.

**Signature of Applicant

Date

**Signature of Property Owner

Date

Attach a detailed site plan of the property meeting the requirements of the Site Condominium Ordinance.

Please see the Planner for copies of the Site Condominium Ordinance in its entirety.

The following sections of the Zoning Ordinance may also apply to the proposed use. If applicable, please see the Planner for copies of applicable sections or the Zoning Ordinance in its entirety.

- Article 10 - Signs

The applicant is advised to review the Sparta Township Site Condominium and Zoning Ordinances in their entirety to ensure complete compliance with said Ordinances.