



Date: _____
 Application Number: _____
 Review Fee: \$ _____

CITY OF CLIO SITE PLAN REVIEW APPLICATION

Applicant Information

Name: _____
 Street Address: _____
 City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property Owner (if different from applicant; if more than 1 list on separate sheet)

Name: _____
 Street Address: _____
 City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property for which site plan is requested

Street Address: _____
 Nearest Crossroads: _____
 Tax Parcel ID#: _____ Zoning District: _____

Brief description of the proposed use: _____

Name and Address of every other person, firm or corporation having a legal or equitable interest in the property.

Name _____	Address _____
Name _____	Address _____
Name _____	Address _____

Check proper category: Site Plan Review for Signage Site Plan Review Other

Attach the following to the application:

- 12 copies of a site plan of the proposed site (see site plan checklist)
- A copy of the Site Plan Informational Requirements Checklist
- A separate sheet explaining how the site plan will meet the standards for approval (see Section 8).

I hereby affirm that the above information is correct to the best of my knowledge.

_____ Signature of Applicant	_____ Print/type name	_____ Date
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_____ Signature of Property Owner (if different from applicant)	_____ Print/type name	_____ Date
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INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

REGULAR PLANNING COMMISSION MEETINGS are held at 7:30 p.m. on the 4th Wednesday of each month at the City Hall.

The deadline for filing applications is 21 days prior to the meeting.

**HEARINGS WILL NOT BE SCHEDULED UNLESS ALL INFORMATION IS SUBMITTED AND FEE PAID.
 (See reverse)**

Information required on a site plan is outlined in the attached site plan checklist. Applicant must attend the City Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant. Said written approval **must be notarized** and left on file with the City.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Application to the Planning Commission on the reverse side of this sheet.
2. Proof of Ownership – Deed
3. Site Plan
4. Application fee for regular meeting. Meeting fee does not apply toward building permit fees. There are additional fees for a special meeting
5. **Notarized Letter of Representation from Deed Holder required if different from applicant.**

FOR OFFICE USE ONLY

Date received: _____ Fee paid _____ Receipt #: _____

Action of: Site Plan Review Committee _____
Planning Commission _____
Building Department _____

Name _____ Address _____

Copies of site plan sent for review (attach comments)

	Date Sent	Date of Response
Fire Chief	_____	_____
Police Chief	_____	_____
DPW Director	_____	_____

Site Plan Approval

Site plan approved Site plan denied Site plan approved w/conditions

Date of Planning Commission meeting (minutes attached): _____

Remarks: _____

