

**RILEY TOWNSHIP
SITE PLAN REVIEW APPLICATION # _____**

In accordance with the Riley Township Zoning Ordinance, a Site Plan must be submitted and approved by the Planning Commission for all special approvals, use changes and development except single family residences. Ten (10) copies of the site plan drawings, the Site Plan Review Fees and deposit must be filed with the Township Office at least two (2) weeks prior to the next regular meeting of the Planning Commission. The Site Plans shall comply with all requirements of the Zoning Ordinance, in particular, Section 913. The applicant is responsible for obtaining a copy of the Zoning Ordinance from the Township Office during Office hours.

APPLICANT'S NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____ **PHONE#:** _____

NAME OF DEVELOPMENT: _____

PROPOSED USE OF BUILDING / PROPERTY:(Describe size of building / property requesting use for)

COMMON DESCRIPTION OF PROPERTY: (Address of Property) _____

COMPLETE LEGAL DESCRIPTION: (Attach to form or provide on site plan)

LEGAL OWNER'S NAME(S): _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____ **PHONE#:** _____

SITE PLAN PREPARED BY: _____ **PHONE#:** _____

***Note all legal owners must sign; also if applicant is not legal owner a notarized affidavit from the legal owner(s) giving applicant the authority to act as their agent must be included with application.**

Signature of Applicant

Signature of Legal Owner

DATE: _____

Signature of Legal Owner

Date application received: _____ **~ OFFICE USE ONLY~**
Paid: _____ **Site Plan Review Fee Paid:** _____ **Deposit**

PLANNING COMMISSION ACTION: _____ **DENIED** _____ **APPROVED** _____ **APPROVED WITH STIPULATIONS:** _____

DATE OF PLANNING COMMISSION MEETING: _____
USE APPROVED FOR BUILDING/PROPERTY: _____

Signature of Planning Commission Chair