

**Portland Township  
Ionia County**

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**Site Plan Review Application**

This application must be completed in full and approved by the Portland Township Planning Commission before beginning any construction, excavation or use regulated by the Portland Township Zoning Ordinance.

**Proposed Request**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Information**

Address \_\_\_\_\_  
Parcel Number **34-140-** \_\_\_\_\_  
Legal Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Property Owner Information** (if different from applicant)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Affidavit**

I certify and affirm that I am the property or building owner or the owner's authorized agent and that I agree to conform to applicable zoning laws of Portland Township. I also certify and affirm that this application is accurate and complete to the best of my knowledge. I hereby give permission for Township representatives to visit this location.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Site Plan Review Application (page 2)

### Present Zoning District

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### Present Use of the Property

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### Site Plan

Include a site plan showing the location of the proposed use, any existing structures or the proposed location of any new construction or additions. Site plans must contain all of the information required in the Portland Township Zoning Ordinance.

### Zoning Administrator Use

Fee paid \_\_\_\_\_ Date \_\_\_\_\_

Application Approved \_\_\_\_\_ Date \_\_\_\_\_

Conditions of Approval \_\_\_\_\_

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Application Denied \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial \_\_\_\_\_

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Zoning Administrator Signature

\_\_\_\_\_ Date \_\_\_\_\_