

Application Number: _____

Application Fee Collected: _____

Escrow Fee Collected: _____

PLANNING COMMISSION APPLICATION

Application Type:

Special Land Use: _____ Planned Unit Development/Open Space PUD: _____ Rezoning of Parcel(s): _____ Private Road: _____

Site Plan Review: _____ Zoning Ordinance Text Amendment: _____ Site Condominium/Condominium/Platted Subdivision: _____

Application and Escrow Fees will be collected for all applicable reviews as adopted by the Bowne Township Board

Escrow Fee: \$2,000.00

Applicant should attach a sheet further explaining the request, along with a drawing or map drawn to scale of the property, including locations, distances, structures, and property lines.

Applicant should also attach a sheet listing the names and addresses of all property owners within 300 feet of his or her property lines.

The Planning Commission must have all of the above information before it can set a date for the hearing.

Please return this completed form along with the application fee and escrow fee to the Township Zoning Administrator, the address is on the heading of this application.

1. Applicant's Name: _____ Phone Number: _____

Address: _____
Street

Fax Number: _____

City State ZIP Code

Email Address: _____

2. Are You: Property Owner Owner's Agent Contract Purchaser Purchase Option Holder

3. Applicant's Representative: _____ Phone Number: _____

Address: _____
Street

Fax Number: _____

City State ZIP Code

4. Project Site Address: _____ Parcel ID Number: _____

Present Zoning of Parcel: _____ Requested Zoning of Parcel: _____

(Only for Parcel Rezoning)

5. Description of Proposed Development (include ordinance section to be proposed to be amended if seeking text amendment(s)):

(Attach additional sheets if necessary)

6. Important Application Procedures and Information

- All applications **must** be submitted to the Township offices **NO LESS THAN 30 DAYS** prior to the date of a regular planning commission meeting to allow adequate time for staff review and preparation.
- Applications will not be accepted until they are deemed **complete** by the Township Zoning Administrator.
- Incomplete applications will be returned by the Zoning Administrator to the applicant.
- All application fees and Escrows **must** be submitted with the application before any application will be deemed complete or ready for staff review and preparation.
- Preliminary plans may be presented for Planning Commission comment, but no final approval is given until all required conditions are met.
- If an application is approved, all other Township, Kent County, state, and federal permits must be secured before construction may commence.
- It shall be unlawful to excavate, construct, enlarge, alter, or permit the use or occupancy of a building or structure or change the use of a building or structure until a Certificate of Occupancy has been issued by Kent County.
- No excavation shall be initiated, no construction may begin, no building shall be erected, altered, moved, razed and no structural alterations (including porches, decks, patios, terraces, swimming pools, or detached accessory structures) shall be initiated until a Certificate of Zoning Compliance has been issued by the Bowne Township Zoning Administrator and where required, a Building Permit has been issued by the Bowne Township Building Inspector. A building permit shall not be issued until a Zoning Compliance permit has been issued pursuant to this Ordinance.

The facts presented above and on the following page(s) are true and correct to the best of my knowledge.

7. Type or Print Your Name Here: _____ Date: _____

Signature: _____

8. **Property Owner Approval:** As owner I hereby authorize the submittal of this application and agree to abide by any decision made in response to it. I further agree to permit members of the Planning Commission, Township Board, and other authorized Township officials to enter the above mentioned property.

Owner Signature: _____ Date: _____