



**CHARTER TOWNSHIP OF BROWNSTOWN -COMMUNITY SERVICES DEPARTMENT**  
21313 Telegraph Road, Brownstown, Michigan 48183 (734) 675-0166

- SITE PLAN REVIEW APPLICATION
- SPECIAL LAND USE APPLICATION
- SITE PLAN AMENDMENT
- REZONING APPLICATION

**PROPERTY INFORMATION:**

Street Address: \_\_\_\_\_

Parcel Number: 70 \_\_\_\_\_

Property Location Description: \_\_\_\_\_  
\_\_\_\_\_ (attach legal description)

Area: \_\_\_\_\_ Acres/SqFt Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_

Current Use(s) of Property: \_\_\_\_\_  
\_\_\_\_\_

Proposed Use(s) of Property: \_\_\_\_\_  
\_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Zoning District of Adjacent Properties:

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**INFORMATION AND REQUIRMENTS:**

- Application form and fees
- 10 full scale copies of site plan and one digital (pdf) copy (see Zoning Ordinance Section 17, Section 18, or Section 24 for submittal requirements)
- Attach proof of ownership (Purchase agreement, land contract or deed)
- If applicant is not owner:
  - a. Include detailed explanation of applicant’s interest in property
  - b. Include a notarized letter from the owner, acknowledging the filing of this application and the owner’s concurrence in the application.

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

EMAIL \_\_\_\_\_

**PROPERTY/BUSINESS OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

EMAIL: \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Variance required? YES \_\_\_\_\_ NO \_\_\_\_\_

Variance granted? YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

Date copies received: \_\_\_\_\_ # of copies : \_\_\_\_\_ PDF? \_\_\_\_\_

Revisions: \_\_\_\_\_

Amount collected: \_\_\_\_\_

Forwarded to:

Fire \_\_\_\_\_

Economic Development Manager \_\_\_\_\_

Township Planner \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Public Notices sent: \_\_\_\_\_

Signs Posted: \_\_\_\_\_

Follow up letter to applicant/owner: \_\_\_\_\_

Additional meetings/fees required: \_\_\_\_\_

Binder completed: \_\_\_\_\_ (includes the items below)

\_\_\_\_\_ Application

\_\_\_\_\_ Site Plan/Revisions

\_\_\_\_\_ Plan Reviews

\_\_\_\_\_ Planning Minutes

\_\_\_\_\_ Township Board Minutes

\_\_\_\_\_ All correspondence

\_\_\_\_\_ Public Hearing Notices

\_\_\_\_\_ ZBA Minutes

\_\_\_\_\_ DEQ/Wetland info

**Note: new checklist for each meeting**