

PLANNED DEVELOPMENT APPLICATION

Planning Department, City of Grand Haven
519 Washington Avenue, Grand Haven, MI 49417
Phone: (616) 935-3276 Website: www.grandhaven.org

1. Project Information

Address/location of property: _____
Name of Development: _____
Parcel #: _____ Current Zoning District: _____
Current Use: _____ Proposed Use: _____
Area in Acres: _____ Zoning of adjacent properties: _____

2. Applicant

Name: _____
Company: _____
Address: _____
Phone #: _____
Email: _____

3. Property Owner

Name: _____
Company: _____
Address: _____
Phone #: _____
Email: _____

4. Required Attachments

- Application (PDF + 5 copies)
- Preliminary Development Plan (PDF + 5 copies)
- Narrative (PDF + 5 copies)
- See Section 40-421.04.D of the City of Grand Haven Zoning Ordinance for additional details

5. Fees and Escrow Deposit:

Application Fee: \$700.00 (*covers the Rezoning and Preliminary Development Plan review only*)

A deposit of \$1,500 shall be collected for all Planning Commission and Zoning Board of Appeals cases where it is expected that costs above staff time and one public hearing publication will be incurred. These expenses include additional public hearing notifications, attorney fees, engineering or surveying fees, or other special studies. Should expenses total more than the deposit, the applicant will be billed by the City for the additional costs, or additional escrow payment shall be required to complete the Planning Commission or Zoning Board of Appeals process. Should expenses total less than the deposit received, excess amounts shall be returned to the applicant.

By signing below, permission is granted for city staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the City of Grand Haven Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Print Name: _____

Office Use Only

Case #: _____ Date Received: _____ Fee(s): _____



***THE FOLLOWING PAGE IS FOR REFERENCE ONLY
AND SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION***

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:30 p.m. in the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Community Development Department located at 519 Washington Avenue, Grand Haven, Michigan, 49417. Questions may be directed to Brian Urquhart, City Planner, at (616) 935-3276.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the City Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Filing deadline	Tentative Meeting Date
December 6, 2023	January 9, 2024
January 10, 2024	February 13, 2024
February 7, 2024	March 12, 2024
March 16, 2024	April 9, 2024
April 10, 2024	May 14, 2024
May 8, 2024	June 11, 2024
June 5, 2024	July 9, 2024
July 10, 2024	August 13, 2024
August 7, 2024	September 10, 2024
September 4, 2024	October 8, 2024
October 9, 2024	November 12, 2024
November 6, 2024	December 10, 2024
December 11, 2024	January 14, 2025

Please note that a Pre-Application Conference is required prior to submission of an application for a Planned Development. See Section 40-421.04 of the City of Grand Haven Zoning Ordinance for the Planned Development application process, submittal requirements, and approval procedures.

