



**City of Walker  
Planning Commission  
Application**

4243 Remembrance Rd., N.W.  
Walker, MI 49534

Staff Planner/Zoning Administrator  
O (616) 791-6879  
F (616) 791-6881  
cdd@walker.city

**ALL SUBMITTED PLANS MUST BE  
FOLDED INTO QUARTERS. ROLLED  
PLANS MAY NOT BE ACCEPTED.**

***Please check nature of request***

- |  |   |
|--|---|
| <input type="checkbox"/> Rezoning<br><input type="checkbox"/> Planned Unit Development Preliminary Area Site Plan<br><input type="checkbox"/> Planned Unit Development Final Area Site Plan<br><input type="checkbox"/> Planned Unit Development Amendment | <input type="checkbox"/> Special Exception<br><input type="checkbox"/> Site Condominium<br><input type="checkbox"/> Plat Approval<br><input type="checkbox"/> Site Plan Review<br><input type="checkbox"/> Other: _____ |
|--|---|

***Section A***

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
*Owner, if other than applicant:*  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

***Section B***

Name of Firm and individual who prepared the plan:  
Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Name of proposed development: \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Permanent Parcel No.: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

**Section C**

Description of the proposed request, amendment, etc. (Attach additional sheets if necessary.)

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**Section D**

Name & Address of all other persons, firms, or corporations having legal or equitable interest in the land:

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

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

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

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

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate.

I (we) further grant access to the site to City of Walker staff and Planning Commissioners.

**STATEMENT OF FEE RESPONSIBILITY AND AGREEMENT**

**SIGNATURE OF APPLICANT AND PROPERTY OWNER REQUIRED**

The applicant and property owner agree to pay the escrow charges that result from review of this project. Escrow fees shall be deposited at the time of application.

A building permit may be withheld if a project has any outstanding bills.

**I have completed this application, and have submitted with this application the appropriate fees and escrow monies and agree to the City of Walker Escrow Policy. I further grant access to the site to City of Walker staff and Planning Commissioners.**

\_\_\_\_\_  
\*Owners Signature & Date (if different from applicant)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\*The property **owner** must sign this application

Please attach all required documents noted in the process review sheet.

***Office Use Only***

Fee Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Planning Director Signature: \_\_\_\_\_

**PLEASE READ THESE INSTRUCTIONS CAREFULLY**  
**INSTRUCTIONS FOR**  
**PLANNING COMMISSION APPLICATION**

Planning Commission meetings are held on the 1st and 3rd Wednesdays of each month at Walker City Hall Commission Chambers, 4243 Remembrance Road, N.W., starting at 7:00 p.m.

**Fee schedule for each type of application:**

- Planned Unit Development:           \$500.00 Preliminary Plan  
  \$500.00 Amend Final Plan  
  \$1000.00 Amend Final Plan with Site Plan Review  
  \$500.00 Final Plan  
  No charge for minor modification
- Rezoning:                                 \$300.00- One (1) acre or less, \$600 over (1) acre
- Special Exception Permit:             \$1,000.00
- Unique Use Permit:                     \$1000.00
- Plat Review:                             \$1000.00
- Site Condominium Plan Review        \$1000.00
- MP (Industrial Park)                   \$1000.00
- Site Plan Review                       \$1000.00
- Master Plan Amendment               \$1500.00
- Special Meeting                         \$ 500.00

All planning requests must be in the office of the Community Development Department by Wednesday at 5:00 p.m., five (5) weeks prior to the regularly scheduled Planning Commission meeting date. Scheduling will be based on date completed application is received. Attached are the planning deadline dates.

(7) Copies of the site plan must be submitted with the application for plan review and (11) copies of the site plan for re-submittal. All submitted plans must be folded into quarters. Rolled plans may not be accepted. Also a flash drive or pdf copy should be provided.

Notices of said meeting are mailed to all residents within a 300-foot radius of the property involved in the planning request.

The Community Development Department will not schedule for a hearing on any incomplete application. All sections (a) – (d) must be completed on the application to be considered complete.

For any questions please contact the Community Development Department, Staff Planner: 616-791- 6879.  
Email: [cdd@walker.city](mailto:cdd@walker.city)

# City of Walker Planning Commission

## 2020 Meeting Application Deadline Schedule



Application Deadline Date <sup>1</sup>	Staff Site Plan Review	Resubmittal Deadline <sup>2</sup>	PC Meeting Date
12/11/2019	12/19/2019	12/31/2019	1/15/2020
1/1/2020	1/9/2020	1/22/2020	2/5/2020
1/15/2020	1/23/2020	2/5/2020	2/19/2020
1/29/2020	2/6/2020	2/19/2020	3/4/2020
2/12/2020	2/20/2020	3/4/2020	3/18/2020
2/26/2020	3/5/2020	3/18/2020	4/1/2020
3/11/2020	3/19/2020	4/1/2020	4/15/2020
4/1/2020	4/9/2020	4/22/2020	5/6/2020
4/15/2020	4/23/2020	5/6/2020	5/20/2020
4/29/2020	5/7/2020	5/20/2020	6/3/2020
5/13/2020	5/21/2020	6/3/2020	6/17/2020
5/27/2020	6/4/2020	6/17/2020	7/1/2020
6/10/2020	6/18/2020	7/1/2020	7/15/2020
7/1/2020	7/9/2020	7/22/2020	8/5/2020
7/15/2020	7/23/2020	8/5/2020	8/19/2020
7/29/2020	8/6/2020	8/19/2020	9/2/2020
8/12/2020	8/20/2020	9/2/2020	9/16/2020
9/2/2020	9/10/2020	9/23/2020	10/7/2020
9/16/2020	9/24/2020	10/7/2020	10/21/2020
9/30/2020	10/8/2020	10/21/2020	11/4/2020
10/14/2020	10/22/2020	11/4/2020	11/18/2020
10/28/2020	11/5/2020	11/18/2020	12/2/2020
11/11/2020	11/19/2020	12/2/2020	12/16/2020

**The Planning Commission meets on the first and third Wednesday of most months. All meetings begin at 7:00 p.m. and are held at the City of Walker Commission Chambers; located at 4243 Remembrance Road N.W.**

<sup>1</sup> Please submit seven **(7) full-sized copies and a .pdf** of all site plan documents at this time.

<sup>2</sup> Please submit eleven **(11) full-sized copies** of all site and architectural plan sheets at this time, **along with .pdf versions** of all plan documents.

<sup>3</sup> Staff reserves the right to impose limits on planning commission agendas. Barring extraordinary circumstances, staff will limit Planning Commission agendas to a maximum of three (3) formal review items, including any combination of zoning ordinance amendments, master plan document reviews, or site condominium, platted subdivision, preliminary area site plan (PASP), final area site plan (FASP), site plan review, special exception use permit, and/or site plan review items.