



City of  
**WALKER**

COMMUNITY DEVELOPMENT  
DEPARTMENT

# Planning Commission Application & Instruction Guide



616.791.6858



[cdd@walker.city](mailto:cdd@walker.city)



[www.walker.city](http://www.walker.city)



[4243 Remembrance Rd NW Walker MI 49534](#)



## City of Walker Planning Commission 2023 Meeting Application Deadline Schedule

Application Deadline <sup>1</sup>	Staff Site Plan Review (SPRC) <sup>2</sup>	Resubmittal Deadline <sup>3</sup>	PC Meeting Date <sup>4</sup>
12/7/2022	12/15/2022	12/21/22	1/4/2023
12/21/2022	12/29/2022	1/4/23	1/18/2023
1/4/2023	1/12/2023	1/18/2023	2/1/2023
1/18/2023	1/26/2023	2/1/2023	2/15/2023
2/1/2023	2/9/2023	2/15/2023	3/1/2023
2/15/2023	2/23/2023	3/1/2023	3/15/2023
3/1/2023	3/9/2023	3/15/2023	4/5/2023
3/15/2023	3/23/2023	3/29/2023	4/19/2023
4/5/2023	4/13/2023	4/19/2023	5/3/2023
4/19/2023	4/27/2023	5/3/2023	5/17/2023
5/3/2023	5/11/2023	5/17/2023	6/7/2023
5/17/2023	5/25/2023	5/31/2023	6/21/2023
6/7/2023	6/15/2023	6/21/2023	7/5/2023
6/21/2023	6/29/2023	7/5/2023	7/19/2023
7/5/2023	7/13/2023	7/19/2023	8/2/2023
7/19/2023	7/27/2023	8/2/2023	8/16/2023
8/2/2023	8/10/2023	8/16/2023	9/6/2023
8/16/2023	8/24/2023	8/30/2023	9/20/2023
9/6/2023	9/14/2023	9/20/2023	10/4/2023
9/20/2023	9/28/2023	10/4/2023	10/18/2023
10/4/2023	10/12/2023	10/18/2023	11/1/2023
10/18/2023	10/27/2023	11/1/2023	11/15/2023
11/1/2023	11/9/2023	11/15/2023	12/6/2023
11/15/2023	11/20/2023*	11/29/2023	12/20/2023
12/6/2023	12/14/2023	12/20/2023	1/3/2024
12/20/2023	12/28/2023	1/3/2024	1/17/2024

**The Planning Commission meets on the first and third Wednesday of most months. All meetings begin at 6:30 p.m. and are held in the City of Walker Commission Chambers, located at 4243 Remembrance Road N.W**

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

<sup>2</sup> PLEASE NOTE THAT YOU WILL BE INVITED TO ATTEND AN IN-PERSON MEETING WITH CITY STAFF (SITE PLAN REVIEW COMMITTEE/SPRC). REMOTE MEETING PLATFORM AVAILABLE WHEN NECESSARY.

<sup>3</sup> Please submit five (5) full-sized copies of all site and architectural plan sheets, along with pdf versions of all plan documents. **PLANS MUST BE FOLDED. ROLLED PLANS WILL NOT BE ACCEPTED**

<sup>4</sup> Please note that this planning commission meeting date is NOT guaranteed. Staff reserves the right to impose limits on the number of items on a planning commission agenda. Barring extraordinary circumstances, staff will limit Planning Commission agendas to a maximum of three (3) formal review items.



**PLEASE READ THESE INSTRUCTIONS CAREFULLY**

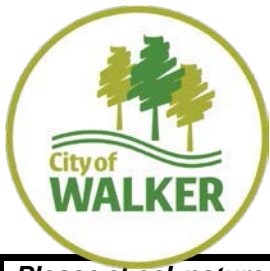
Planning Commission meetings are held on the 1st and 3rd Wednesdays of each month at Walker City Hall Commission Chambers, 4243 Remembrance Road, N.W., starting at 6:30 p.m. Please refer to application and meeting deadline schedule in the last page of this guide for submittal deadlines and meeting dates. Applications will not be accepted if submitted AFTER the deadline indicated on the schedule.

<b>PC AND POST PC SUBMITTALS MUST INCLUDE THE FOLLOWING</b>		
Initial Submittal (for Staff/SPRC Review)	Revised Submittal (for Planning Commission Review)	Post Planning Commission Meeting - Prior to Building Permit Issuance
7 full size hard copies of the plan set	5 full size hard copies of the revised plan set	3 full size hard copies of the plan that incorporates any conditions of PC approval
PDF of full submittal (including application and supporting documentation)	PDF of revised plan set and any additional information requested	PDF of revised plan set and any additional information required by the Planning Commission or Staff
Fees and escrows in accordance with the table below		
Completed application, signed by property owner and applicable agents		

<b>FEE SCHEDULE</b>		
Application Type	Fee	Escrow Deposit
<b>Planned Unit Development (PUD)</b>		
• Rezone Request and Preliminary Area Site Plan Review (PASP)	\$1,000.00	\$2,000.00
• Final Area Site Plan Review (FASP)	\$500.00	\$1,000.00
• <i>Major</i> Amendment to PASP or FASP	\$1,000.00	Planning Director's discretion
• <i>Minor</i> Amendment to PASP or FASP (administrative review)	\$0.00	Planning Director's discretion
<b>Rezoning Requests (NON-PUD)</b>		Planning Director's discretion
• Rezoning of parcel(s) 1 acre or less	\$300.00	
• Rezoning of parcel(s) over 1 acre	\$300.00	\$2,000.00
<b>Residential Subdivisions</b>		
• Plat Review	\$1,000.00	\$2,000.00
• Site Condominium Review	\$1,000.00	\$2,000.00
• Site Plan Review for Condominium Developments	\$1,000.00	\$2,000.00
• Open Space Preservation Developments	\$1,000.00	\$2,000.00
<b>Commercial and Industrial Site Plan Review</b>	\$1,000.00	\$2,000.00
<b>Special Exception Use or Unique Use Permit</b>	\$1,000.00	Planning Director's discretion
<b>Industrial Park (platted or non-platted)</b>	\$1,000.00	\$2,000.00
<b>Master Plan Amendment</b>	\$1,500.00	\$2,000.00
<b>Special Meeting (outside of regularly scheduled PC meetings)</b>	\$500.00	None

**PLEASE NOTE:**

1. Meeting notices are sent to all property owners and occupants within 300' of the subject property for ALL applications.
2. 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.
3. Please contact the Planning Director, Paula Priebe, 616-791-6879 [ppriebe@walker.city](mailto:ppriebe@walker.city) or [cdd@walker.city](mailto:cdd@walker.city) for questions.



**City of Walker  
Planning Commission  
Application**

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

Staff Contact:

Paula Priebe Planning Director (616) 791-6879  
[ppriebe@walker.city](mailto:ppriebe@walker.city) or [cdd@walker.city](mailto:cdd@walker.city)

**ALL SUBMITTED PLANS MUST BE FOLDED  
ROLLED PLANS WILL NOT BE ACCEPTED.**

**Please check nature of request**

- Rezone Request to Planned Unit Development
- Preliminary Area Site Plan Review (PASP) - PUD
- Final Area Site Plan Review (FASP) - PUD
- Major Amendment to approved  FASP  PASP
- Rezone Request  1 acre or less  more than 1 acre
- Commercial Site Plan Review - New Construction
- Commercial Site Plan Review - Expansion
- Industrial Site Plan Review - New Construction
- Industrial Site Plan Review - Expansion

- Special Exception Use Review
- Platting:  Tentative Preliminary  Final Preliminary
- Site Condominium Review
- Condominium Site Plan Review
- Multi-Family Site Plan Review
- Industrial Park (non-platted)
- Master Plan Amendment
- Special Meeting
- Other: \_\_\_\_\_

**Section A**

**Name of Proposed Development:**

**Address(es) of Project:**

Permanent Parcel Number(s): PLEASE ATTACH LEGAL DESCRIPTION(S)

Current Zoning District:

Owner Name:

Owner Phone: Owner Email:

Owner Mailing Address:

Applicant Name (If different from owner):

Applicant Phone: Applicant Email:

Applicant Mailing Address:

**DESCRIPTION OF PROPOSED DEVELOPMENT:**

**Section B**

Civil Engineer Name: Engineering Firm:

Engineer Phone: Engineer Email:

Engineer Mailing Address:

Architect Name: Architectural Firm:

Architect Phone: Architect Email:

Architect Mailing Address:

Other persons, firms, or corporations having legal or equitable interest in the land (names and contact information):

**STATEMENT OF FEE RESPONSIBILITY AND AGREEMENT**

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.

**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 on Page 1 of this application and guide.**

**Review Checklists of Zoning Ordinance Standards can be found on the City of Walker Website under Forms and Documents.**

***Office Use Only***

Fee Amount: \_\_\_\_\_

Date paid: \_\_\_\_\_

Escrow Amount: \_\_\_\_\_

Date paid: \_\_\_\_\_