



Armada Township

PLANNING COMMISSION

23121 E. Main Street, P.O. Box 578

Armada, Michigan 48005

Telephone: (586) 784-5200 Facsimile: (586)784-5211

planning@armadatwp.org

Submission Requirements Checklist

A site plan application package will not be considered as “completed” and shall not be processed for review until such time that the Township Planning & Zoning Administrator verifies that the package includes the following:

Twelve (12) copies of a completed site plan application package that includes the following:

- () Twelve (12) copies of a completed Site Plan Review Application signed by the property owner.
- () Twelve (12) copies of a completed Site Plan Review Checklist(s).
- () Twelve (12) copies of a letter of intent defining and describing the use and operation of the proposed plan.
- () Twelve (12) site plan prints which include the professional seal and signature. The plans must be dated and include revision dates if any.
- () One electronic copy of Site Plan on thumb drive or emailed to planning@armadatwp.org .
- () One copy of this Submission Requirements Checklist.
- () Required fees as established by resolution of the Armada Township Board.

NOTE: All submissions are due by no later than 12:00 p.m. (noon), on the second Thursday of the Month to be included on the agenda for the following month.

The township will return to the applicant a signed and dated receipt of Site Plan Application Materials.