



Application For
SITE CONSTRUCTION PLAN REVIEW

This application is appropriate for projects that include site work (such as installing a parking lot or access drive, installing utilities, grading earth or installing landscaping), but do not include any new buildings or building additions, and also for projects that would like to receive site construction plan approval in advance of making a Building Permit Application. Single family and duplex homes of less than 3,500 square feet are exempt from this requirement. **Please print or type. Incomplete applications may be returned.**

| PROJECT INFORMATION | | | | | |
|---|---------------------------------------|--|---------------------------------------|---------------------------------|--------------------------------|
| Project Address (Street Number & Name) | | | | | |
| Parcel Number | | | | | Lot No. |
| Title of Project | | | Project Contact | | |
| Project Description | | | Phone Number | | |
| | | | Email | | |
| Approved by Planning Commission? | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> | Work in Public Right-Of-Way? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Variances Granted by Appeals Board? | <input type="checkbox"/> | <input type="checkbox"/> | Municipal Utility Extensions? | <input type="checkbox"/> | <input type="checkbox"/> |
| Project complies with Current Zoning? | <input type="checkbox"/> | | Distance to Nearest Water or Wetland: | _____ | |
| <input type="checkbox"/> Single-Family | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Industrial | <input type="checkbox"/> Mixed Use | | |
| <input type="checkbox"/> Two-Family | <input type="checkbox"/> Commercial | <input type="checkbox"/> Institutional | <input type="checkbox"/> Other | | |

| CONTACT INFORMATION | | | |
|-----------------------|--------------|--|-----------------|
| Owner or Lessee | Firm Name | | Mailing Address |
| | Contact Name | | |
| | Email | | Phone |
| Design Engineer | Firm Name | | Mailing Address |
| | Contact Name | | |
| | Email | | Phone |
| Contractor (if known) | Firm Name | | Mailing Address |
| | Contact Name | | |
| | Email | | Phone |

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|---|-------------------------------|
| At Least 4 Complete Sets of Plans Must be Included | Plan Review Fee: \$400 |
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Note: A Site Construction Plan Review is for site work only. A Building Permit Application must be completed to build any structure over 120 ft². Other permits may also be required for this project; contact Kentwood Engineering for more information.