

## INFORMATION REQUIRED FOR SITE REVIEW

1. Owners Name, address and tax ID number of property in Rollin Township.
2. Owners address, if different from above property and phone number.
3. Site plan showing all existing buildings, accessory buildings, and easements. Site plan shall also show all proposed new structures or additions to existing structures.
4. On new construction or additions to existing structures, show height of structures, square footage, existing cubic content, grade levels, distances between structures on the lot and distances between structures and lot lines.
- S. A set of blue prints showing all of new construction and a completed Building permit application.
6. A certified stake survey.
7. Property must be identified by lot lines marked by stakes. All new construction must be staked out.
- S. Drawings should be accurate, so as to be readily interpreted.
9. No building or construction to begin before issuance of Zoning or Building permit.
10. Township officials have thirty (30) days to approve or reject all applications.
11. NO APPLICATIONS WILL BE ACCEPTED UNTIL ALL FORMS ARE COMPLETELY FILLED OUT.
12. NO SITE REVIEW WILL BE DONE UNTILL ALL THE ABOVE REQUIREMENTS HAVE BEEN DONE.

Thank you,

Rollin Township Building Department

(517) 547-7786