



215 WEST MAIN STREET
NORTHVILLE, MI 48167
(248) 449-9902

REQUEST FOR EXTENSION OF PLANNING COMMISSION APPROVAL

Refer to Article 19 of the City of Northville Zoning Ordinance for Site Plan Review Procedures and Standards. (The Zoning Ordinance is available on the City’s website. <http://www.ci.northville.mi.us/Services/Building/ZoningOrdinance.asp>)

Application Submission Deadline: Submit the documents to the Building Department no later than 4:00 p.m. the day of the deadline. The deadline to submit applications and documentation is **21** days prior to the meeting date. If this date falls on a Saturday or Sunday, plans need to be submitted on the Friday prior to the due date. Deadlines may also be moved due to holidays and newspaper publication schedules. Follow the submission schedule posted at the Building Department or on the City’s website (www.ci.northville.mi.us – go to Government, Boards and Commissions, Procedures to Appear). **See Page 2 for complete application check list.**

Application Fee: \$240 – payable to City of Northville

Please check appropriate extension request(s):

- Site Plan/Preliminary
- Site Plan/Final
- Special Use
- Planned Unit Development

TO BE COMPLETED BY APPLICANT

Name of Sponsor of Development: _____

Address _____

Telephone _____ Email _____

Name of Property Owner: _____

Address: _____

Telephone _____ Email _____

Name of Site Planner: _____

Address: _____

Telephone _____ Email _____

***Point of Contact for this Project:** Required in order to receive any reviews or correspondence prior to the Planning Commission meeting. Only ONE Point of Contact shall be designated. Reviews are sent via EMAIL.

Name _____ Email Address _____

PROJECT INFORMATION

Project Name: _____

Property Address: _____

Original Approval Date: _____ Approval received was: Preliminary Final

Did the proposed use for your project require Special Land Use approval? Yes No

Project description:

REQUIRED APPLICATION ATTACHMENTS

Proof of ownership. Proof shall consist of Title Insurance, Purchase Agreement. **Must** have names of the principal owners involved in any Corporation, Partnership, etc.

Written statement as follows:

Preliminary approval extension: Why the extension is necessary and confirmation of ability to submit a final site plan, and any other information which the applicant believes will aid the Planning Commission in reaching its decision.

Final approval extension: Why the extension is necessary, why construction plans were not submitted to the Building Official, why construction has not commenced, confirmation of ability to complete construction in conformity with the approved site plan, and any other information which the applicant believes will aid the Planning Commission in reaching its decision.

APPLICATION CHECK LIST

Request for Extension of Planning Commission Approval Application – completed in its entirety and signed. Unsigned applications are not accepted. **Documents larger than 11"x17" must also be submitted electronically as a PDF.**

Proof of ownership (See page 2)

Written Statement (see page 2)

All of the above assembled into 20 identical packets – no binders, folders, etc. by submission deadline.

Fee – Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.

*I hereby certify that the owner of record authorizes the proposed work and that the owner has authorized me to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant. **This section must be completed and signed or application will not be accepted.***

PRINT name of applicant

Signature

Print the applicant's full legal name (individual or company)

Provide the applicant's complete address

Relationship to owner

Phone #

TO BE COMPLETED BY THE PLANNING COMMISSION

Planning Commission Meeting Date: _____

Extension granted: _____
Signature of Chairperson

Extension denied*: _____
Signature of Chairperson

***Reason for disapproval attached**