



36725 Division Road, P.O. Box 457, Richmond, MI 48062

Building and Planning Department

586-727-7571 ext. 228 • 586-727-2489 Fax

***Zoning Application
for Planning Commission***

For a complete list of application fees, please refer to the City of Richmond Fee Schedule.

CONCEPTUAL SITE PLAN REVIEW ONLY

Property Address: _____

Parcel Number: _____

Application Number: _____

**CONCEPTUAL SITE PLAN REVIEW APPLICATION
CITY OF RICHMOND PLANNING COMMISSION**

INSTRUCTIONS: Print or type requested information. Incomplete applications may delay processing of your request. Sixteen folded sets of plans (drawings) for the Planning Commission's packets and city departmental reviews.

PROPERTY/PROJECT INFORMATION	
Address of subject property	
Parcel identification number	
Project Name	

APPLICATION INFORMATION	
Name	
Address	
Telephone (home)	
Email Address	

PROPERTY OWNER'S INFORMATION	
Name	
Address	
Phone	
Fax number	

APPLICANT CERTIFICATION	
<p>By signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City to enter the property associated with this application for purposes of conducting necessary site inspections.</p>	
By: _____ (Signature)	By: _____ (Signature)
Name: _____ (Type/print)	Name: _____ (Type/print)
Date: _____	Date: _____

INFORMATION FOR CONCEPTUAL REVIEW

An applicant may file a written request for conceptual review of a preliminary site plan by the planning commission, prior to submission of a site plan for formal review. A site plan submitted for conceptual review shall be drawn to scale, and shall show development features in sufficient detail to permit the planning commission to evaluate the following:

1	Relationship of site to neighboring properties
2	Density of proposal
3	Adequacy of landscaping, open space, vehicular drives, parking areas, drainage, and proposed utilities.
4	Conformance with city development policies and standards

Conceptual review fees shall be paid according to the fee schedule established by the City Council. No formal action shall be taken on a site plan submitted for conceptual review, and neither the applicant nor the planning commission shall be bound by any comments or suggestions made during the course of conceptual review.