

Township of Sullivan  
8138 Heights Ravenna Road, Ravenna MI 49451 – Phone 231-853-6900  
[office@sullivantownship.com](mailto:office@sullivantownship.com)

Date Received \_\_\_\_\_  
Cash/Check# \_\_\_\_\_ Amount Pd \_\_\_\_\_  
Emailed: \_\_\_\_\_

Materials received: Site Plan Yes / No Legal Description Yes / No

**Cover Sheet for the following Application forms:**

1. Project Type – Filing Fees – (Additional escrows may be required depending on project scope.)
- |  |  |
|--|--|
| <input type="checkbox"/> Rezone (Public Hearing) - \$750       | <input type="checkbox"/> Special Land Use (Public Hearing) -\$750  |
| <input type="checkbox"/> Permitted Use Site Plan Review -\$250 | <input type="checkbox"/> Private Street - \$1,000  |
| <input type="checkbox"/> Variance (ZBA-Public Hearing) -\$750  | <input type="checkbox"/> Pond -\$250 (smaller than 3 acres, if over 3 acres than must file special land use and fee in addition) |
| <input type="checkbox"/> Other - \$ _____                      |  |

2. Project Location

Project Address \_\_\_\_\_ Property Size \_\_\_\_\_

Parcel # \_\_\_\_\_ Zoning District \_\_\_\_\_

3. Contact Information

Owner Name \_\_\_\_\_

Phone and Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

4. Applicant/Contractor Information

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email (required!) \_\_\_\_\_

5. Description of Proposed Use/Request

\_\_\_\_\_  
\_\_\_\_\_

Any other expenses incurred by the township on behalf of this requested project will be invoiced to applicant, such as engineering, attorney services and any other professional expertise required to properly investigate the project. Approval will not be granted until all bills are paid.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. I understand the application filing fee is non-refundable and is not a guarantee that this application will be approved.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I hereby grant permission for members of the Sullivan Township Planning Commission, Zoning Board of Appeals, Board of Trustees and Zoning Administrator to enter the above-described property for the purposes of gathering information only related to this application. *Note to applicant: This permission is optional and failure to grant permission will not affect any decision on your application.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Sullivan Township Private Streets Application

Section 3.26 of the Sullivan Township Zoning Ordinance establishes the process for Private Street review and approval. All submittals must include this application along with the necessary supporting documents (see Section 3.26 of the Zoning Ordinance).

3.26.C.1 Private Streets Serving Two Lots – Require Zoning Administrator (ZA) approval. Submittal requirements are:

- Complete Application form
- Establish escrow account
- A plan drawn in accordance with Section 3.26.I and sealed by a civil engineer with 3 copies
- The proposed Private Street maintenance agreement
- If intersecting a public street or State trunk highway, permits from the appropriate agency.

3.26.C.2 Private Streets Serving Three (3) to Twenty (20) Lots – Require Planning Commission (PC) review/recommendation and Board approval.

- Complete Application form
- Establish escrow account
- A plan drawn in accordance with Section 3.26.I and sealed by a civil engineer with 10 copies and all supporting documentation listed in Section 3.26.C.2
- Proposed Private Street maintenance agreement
- Review comments from Muskegon County Drain Commissioner, Muskegon County Road Commission, Fruitport Fire Dept., and Muskegon County Dept. Public Works
- Soil Erosion and Sedimentation Control permit (SESC)
- Financial guarantee of performance in accordance with Section 17.10

Once the ZA determines the application is complete, the PC shall set the date for public hearing. Notification will be mailed to adjacent property owners. Upon receipt of recommendation by the PC, the Township Board shall approve, approve with conditions, or deny the private street application.

Following construction, the Applicant must provide a certification from a licensed professional engineer that the private street complies with the Sullivan Township Design and Construction standards and submit a set of as-built drawings.

The Building Inspector shall not issue building permits until construction of the private street has been completed in accordance with the requirements of this section. The financial guarantee will be released once restoration is complete and will be contingent upon the final release of the SESC Permit issued by the County.

**SULLIVAN TOWNSHIP ESCROW POLICY AFFIDAVIT**

I have read and accept the Sullivan Township Zoning Application Fees and Escrow Policy and agree to abide by the same. I understand that the payment of the prescribed application and escrow fees is intended to cover the Township's costs associated with the processing and/or review of my zoning application and should not in any manner be construed as suggesting any particular outcome for the application. I agree that I shall be obligated to pay the fees prescribed under the policy regardless of whether my application is approved, denied, modified or withdrawn. In addition, I agree the Township shall be permitted to take any legal action to collect its fees and costs and shall be permitted to assess to me all costs and legal fees incurred in the collection process.

I understand that the Township may stop processing my application if the escrow fee drops below the parameters set forth in the Zoning Escrow Fee policy. It will be my responsibility to replenish the escrow fee to the amount required by the policy before processing my application resumes.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Person/Company Responsible for Account (Billing Purposes)**

\_\_\_\_\_  
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax or Email: \_\_\_\_\_