



Spring Lake Township  
101 S. Buchanan St. Spring Lake, MI 49456  
Phone: (616) 842-1340  
[www.springlaketwp.org](http://www.springlaketwp.org)

## **PRELIMINARY SKETCH PLAN REVIEW REQUIREMENTS**

Per section 1002 of the zoning ordinance, all commercial, industrial and residential developments are required to conduct a sketch plan review.

Preliminary sketches of proposed site and development plans shall be submitted for review to the Zoning Administrator, Department of Public Works, Fire Chief, and Building Official prior to official review and approval. The purpose of such procedure is to allow discussion between an Applicant and the Zoning Administrator to better inform the Applicant of the acceptability of the proposed plans prior to incurring extensive engineering and other costs which might be necessary for Site Plan approval. Such sketch plans shall, at a minimum, include the following:

- A. The name and address of the Applicant or developer, including names and addresses of any officers of a corporation or partners of a partnership, together with telephone numbers and email addresses;
- B. Legal description, property Lot number, and Street or Private Road address of the subject Lot; and
- C. Sketch plans showing tentative site and development plans, produced on a scaled drawing illustrating existing and proposed Structures, Lot boundaries, natural features, environmental impacts to site, and all improvements, easements, Streets, Private Roads and sidewalks; and

The Zoning Administrator shall not be bound by any comments or observations made pertaining to a sketch plan.