

PLANNED DEVELOPMENT APPLICATION

Planning Department, City of Grand Haven
519 Washington Avenue, Grand Haven, MI 49417
Phone: (616) 935-3276 Website: www.grandhaven.org

1. Project Information

Address/location of property: _____
Name of Development: _____
Parcel #: _____ Current Zoning District: _____
Current Use: _____ Proposed Use: _____
Area in Acres: _____ Zoning of adjacent properties: _____

2. Applicant

Name: _____
Company: _____
Address: _____

Phone #: _____
Email: _____

3. Property Owner

Name: _____
Company: _____
Address: _____

Phone #: _____
Email: _____

4. Required Attachments

- Application (PDF + 5 copies)
- Preliminary Development Plan (PDF + 5 copies)
- Narrative (PDF + 5 copies)
- See Section 40-421.04.D of the City of Grand Haven Zoning Ordinance for additional details

5. Fees and Escrow Deposit:

Application Fee: \$750.00 (*covers the Rezoning and Preliminary Development Plan review only*)

A deposit of \$1,500 shall be collected for all Planning Commission and Zoning Board of Appeals cases where it is expected that costs above staff time and one public hearing publication will be incurred. These expenses include additional public hearing notifications, attorney fees, engineering or surveying fees, or other special studies. Should expenses total more than the deposit, the applicant will be billed by the City for the additional costs, or additional escrow payment shall be required to complete the Planning Commission or Zoning Board of Appeals process. Should expenses total less than the deposit received, excess amounts shall be returned to the applicant.

By signing below, permission is granted for city staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the City of Grand Haven Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Print Name: _____

<i>Office Use Only</i>		
Case #: _____	Date Received: _____	Fee(s): _____



***THE FOLLOWING PAGE IS FOR REFERENCE ONLY
AND SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION***

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:00 p.m. in the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Community Development Department located at 519 Washington Avenue, Grand Haven, Michigan, 49417. Questions may be directed to Brian Urquhart, City Planner, at (616) 935-3276.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the City Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Filing deadline	Meeting Date
December 10, 2025	January 13, 2025
January 7, 2026	February 10, 2026
February 4, 2026	March 10, 2026
March 11, 2026	April 14, 2026
April 8, 2026	May 12, 2026
May 6, 2026	June 9, 2026
June 10, 2026	July 14, 2026
July 8, 2026	August 11, 2026
August 12, 2026	September 15, 2026
September 9, 2026	October 13, 2026
October 7, 2026	November 10, 2026
November 4, 2026	December 8, 2026
December 9, 2026	January 12, 2027

Please note that a Pre-Application Conference is required prior to submission of an application for a Planned Development. See Section 40-421.04 of the City of Grand Haven Zoning Ordinance for the Planned Development application process, submittal requirements, and approval procedures.

