

# PLANNED DEVELOPMENT APPLICATION

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

<b>Filing deadline</b>	<b>Meeting Date</b>
December 11, 2024	January 14, 2025
January 8, 2025	February 11, 2025
February 5, 2025	March 11, 2025
March 12, 2025	April 15, 2025
April 9, 2025	May 13, 2025
May 7, 2025	June 10, 2025
June 4, 2025	July 8, 2025
July 9, 2025	August 12, 2025
August 6, 2025	September 9, 2025
September 10, 2025	October 14, 2025
October 8, 2025	November 11, 2025
November 5, 2025	December 9, 2025
December 10, 2025	January 13, 2026

*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.*

