

## SITE PLAN APPLICATIONS JANUARY 25TH, 2018

A. Site Plan applications and associated fees are to be submitted to the township clerk, the application must be complete.

1. four copies of the Site Plan must accompany the Site Plan application  
(Reference section 18.5 of Zoning Ordinance)

B. Upon receipt of the Site Plan application, Site Plans, and fee(s) the township clerk shall forward one copy of the Site Plan and any associated materials to the Planning Commission and three copies of the Site Plans and any associated materials (along with a check for the engineering fees) to the township engineer.

1. the township engineer shall within thirty (30) days of receipt of the Site Plan and check, review the Site Plan application, the Site Plan, and any associated materials and determine if the application, Site Plan, and associated materials satisfies the information requirements of section 18.6 of the Zoning Ordinance.

(Reference section 18.7 of Zoning Ordinance)

C. The Planning Commission has thirty (30) days after receiving the township engineers report that the application, Site Plan, and associated materials are complete to study the materials and hold a public hearing at which time action will be taken to:

1. approve the Site Plan
2. approve the Site Plan subject to conditions
3. approve "preliminary" approval of the Site Plan
3. postpone approval/disapproval
4. deny the Site Plan

(Reference section 18.9 of Zoning Ordinance)

D. Upon approval of the final Site Plan the applicant shall file with the Planning Commission one copy of the final dated Site Plan. The applicant, Planning Commission Chairperson, and the Planning Commission Recording Secretary **shall** sign and date each individual page of the final approved Site Plan which will remain on file at the Woodstock Township hall. The applicant may submit a second copy for their files for signing if desired.

(Reference section 18.11 of Zoning Ordinance)

**NOTE: The Planning Commission has sole discretion to approve/disapprove a Site Plan.**

Compiled by Planning Commission Chairperson

Richard Alan Griggs

cc: PC Members, Township Board Members, Township Engineer, Zoning Inspector, ZBA Chairperson  
Revised: 1-2-2018 (copies of Site Plans)