SPECIAL USE PERMIT/AGREEMENT APPLICATION

Check all that apply:

☐ **Interim Use** ☐ **Conditional Use**
☐ **Variance** ☐ **Encroachment****
☐ **Vacation of Easement or ROW**

Review Fee $_____ Date_____
Escrow $_____
Total Due $_____ Check #_____

Project Information

Plat/Project Name:_____

Project Location: _____ PID # _____

Project Description: _____

Contact Information

Applicant

Contact Name_____ **Phone**_____

Company_____ **E-mail**_____

Address_____ **City** _____ **State** _____ **Zip**_____

Engineer/Consultant

Contact Name_____ **Phone**_____

Company: _____ **E-mail**_____

Reason for Request

_____

_____

(Attach separate sheet, if necessary)

Permit Fee and Escrow Requirements

The applicant shall provide Spring Lake Township with a Review Fee and Escrow Deposit in accordance with its Permit/Agreement Review Application Fee Schedule, a copy of which is attached. The Escrow Deposit will be used to reimburse the Township for any costs incurred by the Township related to this project/application. The Town may draw on said escrow to reimburse itself for costs incurred in the review, administration, oversight and enforcement of this project/application. If additional escrow is required or Township costs are incurred beyond the escrow amount, applicant shall be billed directly for such costs and applicant agrees to furnish additional monies as requested by the Township. In the event that said costs are not paid, the Township may specially assess such costs against the subject property and/or take necessary legal action to recover such costs, including attorney's fees. Any amounts not utilized from this escrow fund shall be returned to the applicant, without interest, when all work has been completed, and all financial obligations to the Township have been satisfied. **It is the responsibility of the applicant to contact the Township upon completion of project to intitiate the refund of any remaining escrow.**

Stipulations

I hereby certify that the information provided in the application and other supporting material submitted is true and correct to the best of my knowledge.

_____ _____

SPECIAL PERMIT/AGREEMENT REVIEW APPLICATION FEE SCHEDULE

INTERIM/CONDITIONAL USE

Permit Type	Review Lead Time	Fee	Escrow*
Conditional	10 business days	$250	$1000
Interim	10 business days	$250	$1000

VARIANCE

Permit Type	Review Lead Time	Fee	Escrow*
Variance	10 business days	$250	$1000

ENCROACHMENT**

Permit Type	Review Lead Time	Fee	Escrow*
LICENSE/ENCROACHMENT	10 business days	$250	$1000

VACATION OF EASEMENT or ROW

Permit Type	Review Lead Time	Fee	Escrow*
Vacation of Easement or ROW	30 business days	$250	$1000
If DNR Notice Required	60 business days		

*The Escrow Deposit will be used to reimburse the Township for any costs incurred by the Township related to this project/application. The Town may draw on said escrow to complete work not performed by the permit holder, to reimburse itself for costs incurred in the review, administration, oversight and enforcement of this project/application. If additional escrow is required or Township costs are incurred beyond the escrow amount, applicant shall be billed directly for such costs and applicant agrees to furnish additional monies as requested by the Township. In the event that said costs are not paid, the Township may specially assess such costs against the subject property and/or take necessary legal action to recover such costs, including attorney's fees. Any amounts not utilized from this escrow fund shall be returned to the applicant, without interest, when all work has been completed, all financial obligations to the Township have been satisfied, and the Town Board has approved the final inspection. **It is the responsibility of the applicant to contact the Township upon completion of project to intitiate the refund of any remaining escrow.**

**** Encroachments through a Township easement must have a sketch of location and tracer wire marking location must be utilized. Please also include title work for the affected property.**