

**South Haven Charter Township**  
**09761 Blue Star Hwy South Haven MI 49090**  
**269-637-3305 [shtwp.zoninga@gmail.com](mailto:shtwp.zoninga@gmail.com)**

**Zoning Department 111 Grand St Allegan MI 49010 1-800-626-5964 [mtsallagan@frontier.com](mailto:mtsallagan@frontier.com)**

**APPLICATION SITE PLAN REVIEW, SPECIAL USE  
PUD, SITE CONDO, OTHER**

Property Owner

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Representative (if applicable) \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Applicant (if different from Owner)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Number 80-17- \_\_\_\_\_

Current Zoning Classification and Use \_\_\_\_\_

Nature of Activity for which Review is Requested: (check all that apply)

Commercial Use \_\_\_\_\_; Industrial Use \_\_\_\_\_; Multi-family Use \_\_\_\_\_; Temporary Use \_\_\_\_\_;  
Grading/Paving \_\_\_\_\_; Special Use \_\_\_\_\_; Site Condo \_\_\_\_\_; PUD \_\_\_\_\_;  
(Other) \_\_\_\_\_

Describe Proposed activity: \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

(owner and applicant must sign)

**OFFICE USE ONLY**

Payment: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel No: \_\_\_\_\_

Planning Commission Action

Date of meeting: \_\_\_\_\_

\_\_\_\_\_ Approval Granted;    \_\_\_\_\_ Approval Granted with Conditions  
Conditions: \_\_\_\_\_

\_\_\_\_\_ Approval Recommended to Township Board  
Conditions: \_\_\_\_\_

\_\_\_\_\_ Disapproval Recommended to Township Board

Comments \_\_\_\_\_

\_\_\_\_\_

\*see meeting minutes for full details

Township Board Action (if applicable):

\_\_\_\_\_ Approved  
\_\_\_\_\_ Disapproved

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\*see meeting minutes for full detail

## **Information Sheet – Site Plan Review, Special Use, PUD, other**

Applicants applying for Site plan review – refer to Section 22 Site Plan Review

Please review the whole Section

22.05 Preliminary site plan (if applicable)

22.06 Final site plan

22.06 D Criteria for Site Plan Review

Applicants applying for Special Use – refer to Section 15 Special Uses

Please review 15.01-15.07

\* A notarized statement that the applicant is acting on the owner's behalf.

\* An accurate survey and site plan of said property showing the existing and proposed location of all buildings and structures thereon, and types thereof, and their uses.

See specific land use for regulations

Also refer to Section 22 Site Plan review (22.02B)

Applicants applying for PUD – refer Section 16 Planned Unit Development

Please review the whole section

16.05 Site plan review requirements

Applicants applying for Site Condo – refer to Section 16A Site Condominium

Please review the whole section

16A.05-06 Site plan review requirements

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Zoning Administrator, Tasha Smalley

South Haven Township Hall 09761 Blue Star Hwy, South Haven MI 49090

Township Hall is open M-F 9-12:30; 1:30-4pm

Zoning Administrator office hours Tues's 9:00-12:00pm and Thurs's 1:30-4:00pm

269-637-3305, email [shtwp.zoninga@gmail.com](mailto:shtwp.zoninga@gmail.com)

Also available:

Michigan Township Services – Allegan, Inc. 111 Grand Street, Allegan MI 49010

1-800-626-5964, email [mtsallegan@frontier.com](mailto:mtsallegan@frontier.com)

The application, site plan and required documents can be submitted via email [mtsallegan@frontier.com](mailto:mtsallegan@frontier.com) ; or dropped off at the Township Hall; once reviewed and approved complete, 10 full-size hard copies required to be submitted.

Make payment payable to: South Haven Township

Site Plan Review

review not requiring a public hearing \$600.00

review requiring a public hearing \$750.00

Special Use \$750.00

PUD - Special Use \$1500.00

PUD - Rezone \$2000.00

(fees effective 2-12-25)

# **Planning Commission Deadlines for Submittal 2026**

**Special Use, Public Hearing, Site Plan Review, PUD, etc**

**January 7**

December 3 2025

**February 4**

January 7

**March 4**

February 4

**April 1**

March 4

**May 6**

April 1

**June 3**

May 6

**July 1**

June 3

**August 5**

July 1

**September 2**

August 5

**October 7**

September 2

**November 4**

October 7

**December 2**

November 4

**January 2027**

December 2

**Deadline submittal date does not guarantee will be on the next meeting agenda**