

- c) A concise statement of all operations and uses which are proposed to be conducted on the premises;
  - d) A concise statement of the services, if any, to be offered to the public;
  - e) Any other information required by this Ordinance;
  - f) A non-refundable fee, the amount to be established from time to time by the Township Board.
4. The Application, and all the supporting documents, shall be kept by the Zoning Administrator and Clerk as part of the Township's permanent records.
5. The application and site plan shall describe the proposed use and each structure proposed to be constructed or altered and show that the same will be in compliance with this Ordinance.
6. Upon receipt of a land use permit application, the Zoning Administrator shall review the application to determine whether it is complete, shall coordinate its review by other interested governmental entities as may be required, and shall act on the application within ten (10) business days.
- a) If the application is not complete, the Zoning Administrator shall return the application to the applicant with a letter that specifies what additional information or documents are required to make it complete.
  - b) If the application is complete but the proposed use does not conform to a permitted or special use for the parcel under this Ordinance, the permit shall be denied in writing, sent to the applicant, and list which section(s) of this Ordinance it does not conform with and what changes would be required to make the proposed use conform, if any simple changes could be made to achieve conformance of the proposed use.
  - c) If the application is complete and the proposed land use and structures are determined to meet the basic site plan, a land use permit shall be issued by the Zoning Administrator.
  - d) If the application is complete and the project calls for a medium or detailed site plan pursuant to Section 14.5 and policy adopted thereunder, the site plan may be forwarded by the Zoning Administrator to the Planning Commission for review and:
    - 1) approval of the site plan, with or without conditions, before the permit is issued by the Zoning Administrator, or
    - 2) denial, if found not to conform, in which case the Zoning Administrator shall send a written permit denial to the applicant which lists each violation of this Ordinance and what changes would be necessary to obtain a permit, if any simple changes made would make the proposed use conform.
7. A land use permit shall be required prior to the issuance of a Michigan State Construction Code permit, issued pursuant to the State Construction Code Act.