

**RICHFIELD TOWNSHIP**  
**APPLICATION FOR SITE PLAN REVIEW**  
**LETTER OF SUBMITTAL**

Ref: \_\_\_\_\_ Date: \_\_\_\_\_

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

Parcel Number: \_\_\_\_\_ Assessor Number: \_\_\_\_\_

Occupant: \_\_\_\_\_

Property Zoned: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Applicant/Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

For notice of public hearings, provide fax #: \_\_\_\_\_

Legal Description of Subject Property (or attach copy): \_\_\_\_\_

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**For Application to be complete, the following items must be included:** A Site Plan Application, A completed Site Plan Review Drawings Checklist, and Twenty (20) Site Plans that meet the requirements of the Richfield Township Zoning Resolution, Including all Building elevations.

**The undersigned state(s) that this Application is true, accurate, and complete with all required documentation. Richfield Township relies on the completeness, relevancy, and accuracy of the Site Plan Review Application. Any omission from, or misrepresentation in, the Application, Exhibits and data (submitted at any time during the application for Site Plan Review and Certificate of Zoning, or use of the premises by the Applicant or agent, invitees, etc.) shall be the basis for the Board to void any permits, Certificate, plan approval, and PUD implementation, previously granted. No change or alteration to the building or land shall be initiated during the period that the Application for site plan review is pending before the Richfield Township Board or the Zoning Commission.**

Signature of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

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OFFICE USE ONLY:

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Check #: \_\_\_\_\_