



VIENNA TOWNSHIP SITE PLAN REVIEW APPLICATION

I. PROPERTY INFORMATION				
Address or Parcel Number: 4010 W Vienna Road		Current Zoning: C-2	Lot Size: 5.9 Acres	Current Use: Vacant
Legal Description:		Description of Proposed Site Use:		
see attached plan		Construction of a 4,360 sft fast casual restaurant with drive through and appurtenances.		
II. APPLICANT INFORMATION				
Name: Matt Cole of Roosien & Associates	Phone: 616-361-7220	Email Address: matt@roosien-assoc.com		
Mailing Address: 5055 Plainfield Avenue, Suite A	City: Grand Rapids	State: MI	Zip: 49525	
III. PROPERTY OWNER INFORMATION (if different from applicant)				
Owner Name:	Owner Phone:	Email Address:		
Owner Address:	City:	State:	Zip:	

I hereby affirm that the information provided for this site plan review is accurate to the best of my knowledge. I understand that all site plan approvals are contingent upon all Genesee County Drain Commission, Road Commission, Water & Waste, Health Department, MDOT, EGLE or any other necessary agency approvals being obtained.

☐ **OPTIONAL:** By checking this box and signing below, I hereby grant permission for Vienna Township Officials and/or Planning Commission Members to enter my property for on-site inspection related to this application. (Failure to grant permission will not affect any decision on your application)

Matthew D Cole
Applicant Signature
Date: 7-31-2026
Applicant Name Printed: Matthew D Cole

Owner Signature
Date: _____
Owner Name Printed: _____

Escrow Account Fee = \$5,000
This amount will be used towards any meeting and site plan fees
(Any unused amount will be refunded, required for all new commercial and some residential projects)

Office Use Only: Fees Paid: ☒ Y ☐ N Date Paid: 8/11/2026 Site Plan Review Date: _____ 2nd Plan Review Date (if Necessary): _____

Decision: ☐ Approved ☐ Denied Conditions: _____

Vienna Township Planning Commission Signature _____ Date _____ Vienna Township Planning Commission Name Printed _____

PLEASE FILL OUT CHECKLIST ON NEXT PAGE



VIENNA TOWNSHIP SITE PLAN REVIEW CHECKLIST

The following information shall be accompany all plans submitted for review and must comply with the procedures set forth in Township Ordinance No. 363. This checklist must be filled out prior to submittal. **Anything marked No or N/A should be accompanied by a letter explaining why those items are not included in the site plan.** The applicant or a representative must be present at the meeting. **All site plan approvals are contingent upon all Genesee County Drain Commission, Road Commission, MDOT or any other necessary agency approvals being obtained.** The site plan process will take approximately 1 – 2 months and cannot be expedited.

Is the purpose of this site plan Commercial or Residential?	☒ Commercial ☐ Residential
Name & Address of property owner(s) has been provided.	☒ Yes ☐ No ☐ N/A
A drawing shall be submitted including the following information: legal description of the property, site location, gross land area of the development, zoning classification, description of proposed use and location and dimensions of all buildings, easements and right of ways are included on the site plan.	☒ Yes ☐ No ☐ N/A
Storm water management plan with detailed engineering calculations in accordance with Genesee County Drain Commissioner's Office Division of Surface Water Management.	☒ Yes ☐ No ☐ N/A
Grading and drainage plans submitted showing existing and proposed finished contour of site.	☒ Yes ☐ No ☐ N/A
Drawing showing surrounding land uses, properties, zoning classification within 300 feet of project site.	☒ Yes ☐ No ☐ N/A
Applicable Genesee County Drain Commissioner's Office Division of Water and Waste Services standard detail sheets and construction notes.	☐ Yes ☐ No ☒ N/A
Drawing showing the location and capacity of private or public water, and sanitary sewer facilities serving the site and storm drainage detail.	☒ Yes ☐ No ☐ N/A
Drawing showing the north point, existing elevations at 2 contour intervals, boundary lines, and topography showing natural features.	☒ Yes ☐ No ☐ N/A
Drawing showing all streets, driveways, service aisles, and parking areas including the general layout and design of parking lot spaces. Include type of surfacing and all parking calculations.	☒ Yes ☐ No ☐ N/A
Drawing showing the distances between structures, lot lines, setback lines, the location of vehicular entrances and loading/unloading points.	☒ Yes ☐ No ☐ N/A
Elevation drawings of each building with dimensions.	☒ Yes ☐ No ☐ N/A
Drawing showing the location, heights, size and number of proposed signs.	☒ Yes ☐ No ☐ N/A
Drawing showing the location of dumpster, site lighting and buffer zones.	☒ Yes ☐ No ☐ N/A
In cases of multiple homes or dwellings, drawing must show number of units per acre and square footage of each unit.	☐ Yes ☐ No ☒ N/A
Does this site plan have anything that does not meet specs listed in Township Zoning Ordinance? <i>If Yes, please consult with Township Building Dept. prior to submitting application</i>	☐ Yes ☒ No
When proposed structure requires a seal by the State of Michigan, site plan shall be sealed by a licensed Michigan architect, engineer or surveyor.	☒ Yes ☐ No ☐ N/A
Have all necessary agencies (i.e. Genesee County Road Commission, Water & Waste, Drain Commissioner, MDOT, EGLE, etc.) been contacted?	☒ Yes ☐ No ☐ N/A

Items to Submit

Completed site plan review application and fees	3 physical copies of the site plan drawings to an appropriate scale	1 electronic pdf copy of the site plan drawings
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Agencies to Contact	Phone	Website	Agency	Phone	Website
Genesee Co. Water & Waste	810-732-7870	https://www.gcdcwms.com/	Genesee Co. Road Com.	810-767-4920	https://gcrcc.org
Genesee Co. Drain Commissioner	810-732-1590	http://www.gcdcswm.com/default.htm	MDOT	810-653-7470 ext. 300	
Genesee Co. Health Dept.	810-257-3603	https://www.gchd.us	EGLE	517-284-6651	https://www.michigan.gov/egle/

Building permits cannot be issued prior to site plan approval and all necessary agency approvals being obtained