



Date: _____

Circle One
Full Site Plan Review
or
Minor Site Plan Review

Site Plan Application

1. Owner/Applicant Information

Name: _____

Mailing Address: _____

Telephone: _____ E-Mail Address: _____

2. Property Information

Property Address: _____

If Vacant, Closest Cross Street(s) _____

Parcel ID: _____ - _____ - _____ - _____ - _____

Brief Synopsis of Project:

3. Application Checklist (Circle One)

- | | |
|---|-----------------------|
| 1. Proposed Use is permitted within the zoning district? | Yes or No |
| 2. Dose use meet lot size requirements? | Yes or No |
| 3. Does use meet maximum height requirements | Yes or No |
| 4. Does the use meet the require front, rear, and side yard setbacks? | Yes or No |
| 5. Does it meet the required parking requirements for the proposed use (minimum size 9'x20') and number of spaces? Is screening required? | Yes or No |
| 6. Are the access driveways provided for? | Yes or No |
| 7. Are the parking areas and drives concrete or bitmimous? | Concrete or Bitmimous |
| 8. Is lighting so designed to be retained on the premises? | Yes or No |
| 9. Is storm water retention areas provided for? | Yes or No |
| 10. Is area for snow removal and storage proided for? If not, what is their plan for the snow? | Yes or No |
| 11. Does the project propose to have the city accept water or sewer mains? If yes, subject to City Council acceptance of mains and must be installed to City requirements. Developer to obtain approval from Water and Sewer Departments of the City. | Yes or No |
| 12. Are there any potential environmental impacts or concerns? | Yes or No |
| 13. Is there adequate emergency vehicle access and circulation within the site? | Yes or No |

14. Any special considerations related to the project?

Yes or No

15. Does the site plan violate any state or federal laws, outside of the City ordinance?

Yes or No

4. Site Plan Review Ordinance Requirements Zoning Code 9.1 through 9.6

9.1 - APPLICABILITY.

A site plan is required for the following:

a. Minor Site Plan:

1. For a change in use to any permitted or special land use where no increase in the building footprint or other site changes are proposed;
2. For an expansion of an existing permitted or special use, where the building footprint and parking area is increased by no more than twenty-five (25) percent and no more than one thousand (1,000) square feet in area; and
3. For any other use as required in this ordinance.

b. Full Site Plan:

1. Special use in any district;
2. Special regulated uses in accordance with Article 4;
3. Non-single-family use permitted in any district; and
4. Residential subdivision or condominium project with over four residential units.

c. Applicability Exceptions: A site plan is not required for the following:

1. Construction of or alteration to a single-family dwelling; and
2. Construction of an accessory structure in any residential zoning district.

9.2 - INFORMATION REQUIREMENTS FOR A MINOR SITE PLAN.

- a. Site plans shall be drawn at a scale depicting no more than one hundred (100) feet per inch and shall include plan preparation and revision dates, a graphical scale, and a north arrow.
- b. For a previously undeveloped property or where otherwise deemed necessary by the Zoning Administrator or the Planning Commission, a survey of the property showing property line dimensions, and easements of record, and required setbacks.
- c. Present zoning of the subject property and adjacent property.
- d. All existing or proposed public and private right-of-way and easement lines located on and adjacent to the subject property.
- e. Location and total number of curb cuts, driveways, off-street parking, and loading spaces.
- f. Area of subject property to be covered by buildings including the location and dimensions of all existing and proposed structures; and a description of the proposed use(s) for all structures.
- g. Such other information regarding the development area that may be required to determine conformance with this Ordinance.
- h. The site plan shall be accompanied by a signed application; the application shall, at a minimum, include the applicant's name, address and telephone number and the property owner's name, address and telephone number, if different than that of the applicant, and tax identification number; signature of the applicant and the property owner or of someone acting upon written consent of the owner.

9.3 - INFORMATION REQUIREMENTS FOR A FULL SITE PLAN.

All information required for a minor site plan shall be required for a full site plan in addition to the following:

- a. Location map depicting the proposed development site, section lines and numbers, and major roadways within two thousand (2,000) feet of the site;
- b. Existing and proposed sewer, water, and other utility lines, plus location and type of sewage treatment facility and water sources;
- c. Location and dimension of exterior drains, dry wells, catch basins, retention and/or detention areas, sumps, and other facilities designed to collect, store or transport storm water or wastewater as well as point of discharge; and
- d. Location, size, height and description of all trash receptacles, light fixtures, and any other accessory structures and uses.

9.4 - PROCEDURES.

a. Submission of Site Plan for Review. The applicant shall provide to the Zoning Administrator seven (7) copies of the proposed site plan. If the proposed site plan is found to be incomplete, it shall be returned to the applicant with a list of deficiencies. The Zoning Administrator may waive information requirements of the Site Plan Review upon finding that the information is not pertinent to the review of the application. The Zoning Administrator will also bring in other departments as needed to ensure the application meets all relevant agency standards and codes. Upon finding that the Site Plan is complete, the Zoning Administrator shall place the Site Plan on the Planning Commission's next regular or special meeting agenda.

b. Action. Upon full study and review of the site plan and application, and upon receiving input from outside agencies and if necessary consulting reviewers, the Planning Commission shall deny, approve, or approve with conditions the Site Plan. The Planning Commission may also table the application for further study. The Planning Commission may impose conditions in addition to the specific requirements of this Ordinance. The Planning Commission may require a performance guarantee. Any conditions required by the Planning Commission, together with the reasons for those conditions, shall be provided in writing to the applicant. The decision shall be made within 90 days of receiving all requested information.

9.5 - STANDARDS FOR GRANTING SITE PLAN APPROVAL.

a. Each Site Plan shall conform to the applicable provisions of this Ordinance (including all use and dimensional standards, parking requirements, setbacks, etc.).

b. Arrangement of Structure: Site plans shall demonstrate that buildings, parking areas, signs, walls, fences, and the like are designed to minimize adverse effects on adjacent properties and future users.

c. Vehicular and Pedestrian Traffic: Site plans shall fully conform to applicable driveway and traffic standards. Further, the site shall be designed to protect the safety and convenience of pedestrian and vehicular traffic.

d. Public Safety: Site plans shall fully conform to any applicable fire safety and emergency vehicle access requirements.

e. Drainage: Site Plans shall provide proper storm drainage meeting all local standards.

f. Hazardous Waste Management: Site Plans shall demonstrate that reasonable precautions will be taken to prevent hazardous materials from entering the environment.

g. Public Health: Site Plans shall fully conform to the requirements of the Michigan Department of Public Health and other applicable agencies. All site plans shall be designed to protect current or future residents from obnoxious, objectionable, nuisances, or dangerous off-site impacts including, but not limited to, heat, glare, fumes, dust, noise, vibration, and odors.

h. Statutory Compliance: Site Plans shall fully conform to all applicable state and federal statutes.

i. Conformance with City Master Plan: Site Plans shall fully conform to the land use policies, goals and objectives of the Master Plan.

9.6 - SITE PLAN AMENDMENTS.

No change shall be made to an approved site plan prior to or during construction except upon application to the Zoning Administrator and according to the following procedures:

a. Except for major changes as detailed below, amendments to approved site plans may be approved by the Zoning Administrator or referred to the Planning Commission.

b. Major Change. A change or amendment to a Planning Commission-approved site plan, involving a change in the number of parking spaces over ten (10) percent, a major relocation or re-siting of a building, or significant increase in gross floor area or building height shall be considered a major change and shall require Planning Commission

Owner/Applicant Signature: _____ **Date:** _____