



SITE PLAN REVIEW APPLICATION

Please print in ink (or type) all information requested

Note: A **Site Plan** containing all the information required under the Zoning Ordinance, Section 13.03 (copy attached) must be submitted.

Date: _____

Property Address: _____

Parcel Number(s): 41-01- _____

Project Name (if any): _____

Zone District(s): _____ (obtain from Zoning Administrator)

Informal Pre-application Review (See Section 13.02). **Application Fee: \$0**

Formal Site Plan Review. **Application Fee: \$250.00**

Review Fee: _____ (to be placed in an escrow account)

Note: This fee is determined by the Zoning Administrator, per Resolution 4-98.

Current use of property: _____

This Site Plan Review is requested for the following project:

New building / other structure(s): _____

New use (specify): _____

Change in existing structure or use:

Change is accompanied by an increase in the exterior dimensions of a building

Change in use is one in which the minimum parking spaces required for the use increases by more than 10%

Change is from residential to nonresidential use

Continued

P.O. Box 296, 200 S Main Street, Kent City, MI 49330 · Phone (616)678-7232

SITE PLAN REVIEW APPLICATION
Continued

Property owner: _____
Mailing Address: _____ City: _____ State: ___ Zip: _____
Daytime Phone: (____) _____ Fax: (____) _____ Other: _____

Applicant: _____
Mailing Address: _____ City: _____ State: ___ Zip: _____
Daytime Phone: (____) _____ Fax: (____) _____ Other: _____

Project Engineer / Architect: _____
Mailing Address: _____ City: _____ State: ___ Zip: _____
Daytime Phone: (____) _____ Fax: (____) _____
Cellular Phone: (____) _____ Other: (____) _____

Affidavit. Please read carefully prior to signature.

By signing this application, I certify that I am the property owner or an authorized agent of the property owner and that all information submitted with this application is accurate and true to the best of my knowledge. I agree to abide by all local, county, and state codes and regulations. I hereby give my permission to Village staff, elected and appointed officials, to enter the property for needed inspections related to this application. I understand and agree to pay the Village expenses for review of the application and any other related expenses stated in Resolution No. 4-98 (copy available upon request).

Applicant Name: _____
(Print)

Applicant Signature: _____

Date: _____

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FOR VILLAGE USE ONLY

Date the complete application received: _____

Application Fee and Review Fee paid: _____

_____ Site Plan approved _____ Site Plan not approved

Comments: _____

Zoning Administrator / Village Official

Date
Disk #4: Site Plan Review Application

CHAPTER 13

SITE PLAN REVIEW

SECTION 13.01. REVIEW REQUIRED. Site plan review shall be required:

- (a) Prior to the creation of any new use or erection of any new building, except single family dwellings.
- (b) Prior to any change in an existing use or structure, but only (1) if such change is from a residential to nonresidential use; or (2) is accompanied by an increase in the exterior dimensions of a building; or (3) if the use is changed to one in which the minimum parking spaces required for the use increase by more than 10%.

SECTION 13.02. INFORMAL PREAPPLICATION REVIEW.

- (a) If desired by the applicant, prior to submitting a site plan satisfying the requirements set forth herein, an informal review of a proposed application may be submitted to the Planning Commission.
- (b) Applications for an informal preapplication review shall be made in accordance with the application procedures of this section, except that no application fee shall be charged.
- (c) A proposed application submitted for preapplication review does not need to meet the requirements for site plans set forth herein, but shall contain sufficient information to inform the Planning Commission of the nature and scope of the proposed project.
- (d) The Planning Commission shall review the proposed application solely for the purpose of providing comments and making recommendations to assist the applicant in preparing a site plan which will conform to the standards of this Ordinance. No vote shall be taken on any proposed application.

SECTION 13.03. CONTENTS OF SITE PLAN. A site plan shall include all of the following information, unless waived by the Zoning Administrator.

- (a) A site plan based on an accurate certified land survey showing:

- (1) The date, north arrow, and scale. The scale shall be not less than 1 inch = 100 feet.
- (2) The name and firm address of the professional individual responsible for the preparation of the site plan.
- (3) The name and address of the property owner or petitioner.
- (4) A locational sketch.
- (5) Legal description of the subject property.
- (6) The size (in acres) of the subject property.
- (7) Property lines and required setbacks.
- (8) Refuse and service areas.
- (9) Loading and unloading facilities.
- (10) Exterior lighting and signs.
- (11) The location of all existing structures, driveways, and parking areas on the subject property within 300 feet of the subject property's boundaries.
- (12) The location and dimensions of all existing and proposed structures on the subject property.
- (13) The location of all existing and proposed drives, acceleration/deceleration lanes, sidewalks and existing and proposed parking areas.
- (14) The location and right-of-way width of all abutting roads, streets, alleys or easements.
- (15) The existing zoning and use of all properties abutting the subject property.
- (16) The location and a general description of all existing vegetation, and the location, type, and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls.
- (17) Location and nature of proposed connections to the public sewer system; provisions for water supply.

- (18) The location and size of all existing and proposed surface water drainage facilities.
 - (19) The location and area of all existing and proposed lakes, streams, wetlands and other bodies of water.
 - (20) Existing and proposed topographic contours.
 - (21) Recreation areas, common use areas, and areas to be conveyed for public use.
 - (22) Flood plain areas and basement and floor elevations of all buildings.
 - (23) Any deed restrictions or covenants.
 - (24) Typical elevation views of the front and side of each building.
- (b) A brief narrative description of the project.
 - (c) Preliminary architectural sketches and/or a general statement as to the type of construction and materials to be used in the proposed buildings or structures. Height and area of buildings and structures shall be described.
 - (d) The period of time within which the project will be completed.
 - (e) Proposed staging of the project, if any.
 - (f) Gross areas of buildings and parking.
 - (g) Additional information which the Village may request and which is reasonably necessary to evaluate the site plan.

The application for site plan approval shall be accompanied by a fee, as established by resolution of the Village Council from time to time. The Planning Commission may waive any of the required contents of the site plan, if such items are not necessary to a decision concerning the plan.

SECTION 13.04 STANDARDS OF REVIEW. The Planning Commission shall approve a site plan if it determines that the plan complies with the requirements of this Ordinance; is consistent with the intent and purposes of this Ordinance; will be compatible with adjacent

land uses, and the natural environment and capacities of public services and facilities; and will be consistent with the public health, safety and welfare. In addition, the site plan shall comply with the following standards:

- (a) **Zoning Permit.** Where a site plan has been approved for any use permitted or authorized under the Zoning Ordinance, a zoning permit shall be obtained, and the permit shall indicate that the development or other land use may be completed in accordance with all applicable zoning ordinance provisions.
- (b) **Building Permit.** Where a site plan has been approved for any use, any building permit issued shall provide that the development be completed in accordance with the approved site plan and a failure to conform with such site plan shall be a violation of this Ordinance and cause for revocation of the building permit.
- (c) **Traffic Circulation.** The number, location, and size of access and entry points, and internal traffic and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, and circulation within the site. In reviewing traffic circulation features, the Planning Commission shall consider spacing and alignment with existing and probable future access points on nearby properties, and may require that provision be made for shared access with adjacent properties.
- (d) **Stormwater.** Stormwater detention and drainage systems shall be designed so that the removal of surface waters will not adversely affect neighboring properties or public stormwater drainage systems.
- (e) **Landscaping.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing unnecessary tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas. The Planning Commission may require that landscaping, buffers, or greenbelts be preserved or provided, to ensure the proposed uses will be adequately buffered from one another and from surrounding property.
- (f) **Screening.** Where commercial uses abut residential uses, appropriate screening consisting of attractively designed, opaque fencing, or equivalent landscaping, shall be provided so as to shield residential properties from noise, headlights, and glare, and from the view of trash receptacles, dumpsters and similar outdoor, utilitarian uses, common to commercial activities.

- (g) Lighting. Lighting shall be designed so as to minimize glare on adjacent properties and public streets.
- (h) Exterior Uses. Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located so as to have a minimum negative effect on adjacent properties, and shall be screened if reasonably required to ensure compatibility with surrounding properties.
- (i) Utilities. Water supply and sewer system connections shall comply with all Village requirements.

SECTION 13.05. CONDITIONS. The Planning Commission may impose reasonable conditions on the approval of a site plan. Such conditions may include but need not be limited to conditions necessary to insure compatibility with adjacent land uses, to promote the use of land in a socially and economically desirable manner, to protect the natural environment and conserve natural resources and to insure that public services and facilities affected by a proposed land use or activity will be capable of handling increased service and facility demands caused by the land use or activity.

SECTION 13.06. IMPROVEMENTS; FINANCIAL GUARANTEES. To insure compliance with the Zoning Ordinance and any conditions imposed thereunder, the Planning Commission may require that a cash deposit, certified check, irrevocable bank letter of credit, or surety bond acceptable to the Village covering the estimated cost of some or all of the improvements associated with the project for which site plan approval is sought, be deposited with the Village Clerk, to insure timely and faithful completion of the improvement.

SECTION 13.07. PROCEDURES.

- (a) Twelve (12) copies of a site plan, a completed application form, and the application fee established by resolution of the Village Council shall be submitted to the Zoning Administrator. The Zoning Administrator may require a greater or lesser number of copies of the project plan, in accordance with the number needed for review by the Planning Commission.
- (b) The applicant shall also submit, at the same time, such additional amount as required by Village Council resolution to be paid into an escrow account, for the purpose of reimbursing the Village for its extraordinary or other costs in the review and consideration of the site plan.
- (c) After the Zoning Administrator determines that a proposed land use complies with the Zoning Ordinance, the Building Code and other ordinances of the

Village, the site plan shall be placed on the agenda of the next Planning Commission meeting, which is scheduled to be at least ten days following completion of the Zoning Administrator's review.

- (d) The Planning Commission shall have the responsibility and authorization to approve the site plan, disapprove it, or approve it with conditions.
- (e) Any conditions or modifications desired by the Planning Commission shall be recorded in the minutes of the Planning Commission meeting.
- (f) Decisions on a site plan shall be made by a majority vote of those present.
- (g) Upon approval of a site plan, the site plan as approved shall become part of the record of approval of the land use. All subsequent actions relating to the land use shall be consistent with the approved site plan, unless changes therein are approved by the Planning Commission. Failure to conform to an approved site plan shall be a violation of this ordinance.
- (h) Upon approval of a site plan, one copy shall be signed by the chairman of the Planning Commission and filed with the Village Clerk, one copy shall be submitted to the Building Inspector and one copy shall be returned to the applicant.

SECTION 13.08. APPEAL.

- (a) An applicant aggrieved by the action of the Planning Commission with regard to a site plan may appeal in writing to the Village Council within seven days after the date of the Planning Commission's action. The Village Council shall determine a date, time and place when it will consider such appeal and shall notify the applicant thereof. Pending the consideration of such appeal, the site plan shall be deemed not to be approved.
- (b) All interested parties may be heard at the meeting at which the Village Council considers the appeal. After hearing the matter, the Village Council shall affirm, modify or reverse, in whole or in part, the action of the Planning Commission with regard to the site plan. Such action by the Village Council shall be based upon the standards set forth in Section 17.04.