SITE PLAN REVIEW
APPLICATION & CHECKLIST

Village of Middleville, PO BOX 69, 100 E. Main St., Middleville, MI 49333
Contact: Brian Urquhart, Zoning Administrator
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Site Plan _____ -_____

FEE: _____

DATE: _____

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Site plan review is a procedure called for in the Village Zoning Ordinance, Article V. The purposes of site plan review are several, but basically plan review assures compliance with requirements of the zoning ordinance and ensures compatibility of the proposed development with adjoining property owners. A public hearing is not required, though the Planning Commission may elect to hold a hearing at its discretion.

***A conceptual site plan review is available with staff prior to any submission of a formal application ***

Please complete information required in each section of this application form. Also enclose four sets of the proposed site plan for review by the Site Plan Review Committee. Plan revisions may be required before taking the site plan to the full Planning Commission.

Part 1 - Property Owner Information.....

Property Owner Name: _____

Property Address: _____
Number and Street

_____, _____. _____
City State Zip Code

Property Owner Telephone [____] ____-_____ Email:_____

Part 2 - Applicant Information.....

Applicant Name: _____

Applicant Address: _____
Number and Street

_____, _____. _____
City State Zip Code

Applicant Telephone [____] ____-_____ Email:_____

<u>Part 3</u> - Property Information.....

Address of Property: _____
Number and Street

Parcel ID #: 08-41-_____-_____

Legal Description of Property:*[Please attach legal description]*

Current Zoning District Classification _____

<u>Part 4</u> - Site Plan Required Content.....

Section 78-583 of the Zoning Ordinance requires specific content for each site plan submitted to the Village Planning Commission for review and approval. The required content is manadatory, unless the Site Plan Committee meets to consider a content waiver as provided in Section 78-583(5). **Each site plan filed shall contain the following information:**

- Drawn to a scale to one inch equals 50 feet if the site is less than three acres in area or one inch equals 100 feet if the site area is greater than three acres,
- North arrow,
- Chart depicting required front, side and rear setbacks, maximum building height and maximum floor area ratio to lot area,
- Name, address and telephone number of the individual[s] responsible for preparing the plans,
- Location of property lines and dimensions,
- Location, dimensions and occupancy of existing buildings and structures,
- Location, floor area and occupancy of proposed buildings and structures,
- Location of existing and proposed streets, driveways and parking lots,
- Location of existing and proposed water main, hydrants and service laterals,
- Location of existing and proposed sanitary sewer, manholes and service laterals,
- Location of existing and proposed storm water management facilities,
- Location of existing and proposed telephone, gas, electric and CATV services,
- Existing topography at no less than two foot contour intervals,
- Proposed grading plan,
- Proposed erosion control plan,
- Proposed refuse container location[s] and enclosure,
- Surface water and wetlands,
- Proposed landscape improvements consistent with Article VI of the Zoning Ordinance,
- Loading/unloading areas and loading docks,
- Exterior site lighting plan, including illumination levels,
- Preliminary architectural elevations and floor plan for each proposed building,
- Any additional information that may be reasonably required by the Site Plan Committee or Planning Commission.

Note: *Site plan content required by Section 78-583 of the Zoning Ordinance may be waived only at the discretion of the Site Plan Committee under provisions of Section 78-583(5). Any applicant seeking waiver of any item of required content must request a meeting of the Site Plan Committee prior to acceptance of the Site Plan application and proposed site plan.*

<u>Part 5</u> - Site Plan Review Standards.....

Section 78-584 of the Zoning Ordinance contains standards by which the Site Plan Committee and Planning Commission review and evaluate each site plan. The purpose of Site Plan Review is to assure requirements or the Village Code are met and to assure the neighborhood in which it is located will be improved as a result of the project, The applicant should be prepared to discuss any one or all of the following standards:

- The site plan content as presented complies with requirements of the Zoning Ordinance; *and*
- The project plan promotes the intent and purpose of the Zoning Ordinance; *and*
- The project as built will be compatible with adjacent uses of land, the natural environment, and the capabilities of public services and facilities affected by the proposed project; *and*
- The project will be consistent with the public health, safety and general welfare needs of the Village; *and*
- The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal; *and*
- Grade changes shall be in keeping with the general appearance of neighboring developed areas; *and*
- Landscape improvements, greenbelts and screening that are reasonably required to enhance compatibility with adjoining properties; *and*
- Building are situated in harmony with terrain and to other buildings; and
- Driveways, streets, circulation and parking areas are arranged as safe, convenient and so they do not detract from the buildings they serve; *and*
- Storm water facilities design shall be based on best practices storm water management, including infiltration facilities where practical and feasible; *and*
- All new utility services shall be placed underground unless extraordinary conditions exist that prevent underground placement*; and*
- Special feature of site and building uses must be indicated in the narrative with the site plan application. For example, activities or equipment that create significant noise, vibration, odor, particulate emissions, radiation or other potentially hazardous condition or outdoor activities involving significant accumulation of stored items or unsightly conditions; *and*
- Will the use or activities involve volatile compounds, explosives or hazardous materials that could harm the environment, persons or property? If yes, what specific measures are employed to minimize the risk or hazard? *and*
- Other uncommon aspects of the site or proposed use that require attention?

<u>Part 6</u> - Applicant Acknowledgement.....

The undersigned Applicant and Property Owner hereby give the Village staff and Planning Commission members permission to enter upon the subject property for the sole purpose of evaluating the proposed site plan accompanying this application.

The undersigned does acknowledge having review this application form and understand requirements therein.

_____	_____
Property Owner	Applicant
_____	_____
Date of signature	Date of signature

FOR OFFICE USE ONLY

Site Plan Number : _____/____

Date Received: _____

Application Fee: $_____

Receipt # _____

Received By: _____

********** ***SITE PLAN COMMITTEE REVIEW*** **********

Date of Meeting: _____

- **Approved without Conditions**
- **Approved with Conditions**
- **Denied**
- **Referred to Planning Commission**

Attach copy of Site Plan Committee meeting minutes at which final decision was made.

********** **PLANNING COMMISSION REVIEW** **********

Attach Copy of Final Committee Report & Recommendation to this Application

Date of Planning Commission Review: _____

Additional Commission Dates in Review of this Site Plan

_____,_____,_____

FINAL PLANNING COMMISSION DISPOSTION OF SITE PLAN.....

- **Approved without Conditions**
- **Approved with Conditions**
- **Denied**

Date of Final Planning Commission Decision _____

Attach copy of Planning Commission meeting minutes at which final decision was made.