

PLAN REVIEW APPLICATION AND APPROVAL

Application filing date: _____ Fee Amount: _____ (see below)

An application for Plan Review shall be submitted to the zoning administrator, Building Official and other pertinent Department Heads

Name: _____ Phone: _____

Address: _____ Cell Phone: _____

E-mail Address: _____ Parcel # _____

Site Address: _____ Current zone _____

Legal Description: _____

Proposed Change:

Preliminary Site Plan – at a scale drawing of not less than 1 inch = 40 feet for parcels less than three acres and 1 inch = 100 feet for parcels three acres or more.

- a) Small scale sketch of an area within one quarter (1/4) mile of the subject property showing the property location.
- b) Existing adjacent streets and proposed streets and existing curb cuts within one hundred (100) feet of the property.
- c) All lot lines with dimensions – indicate square footage.
- d) Parking lots (including required parking calculations) and access points. Show number of spaces and drives in compliance with Article 7.
- e) Proposed buffer strips or screening.
- f) Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, flood plains, hills and other significant natural features.
- g) Location of any signs not attached to the building
- h) Existing and proposed buildings, including existing buildings or structures within one hundred (100) feet of the boundaries of the property.
- i) General topographical features including contour intervals no greater than five (5) feet. Identify slopes of over 15%, areas with high water table, floodplains, and similar natural assets or hazards.
- j) Number of acres allocated to each proposed use and gross area in building structures, parking, public and/or private streets and drives, and open space.

- k) Dwelling unit densities by type, if applicable.
- l) Proposed method of providing sewer and water service, as well as other public and private utilities.
- m) Proposed method of providing storm water management. A storm water permit may be required.

Final Site Plan Review

- a) Small scale sketch of an area within one quarter (1/4) mile of the subject property showing the property location.
- b) Date of preparation/revision
- c) Name, address, and professional seal of the preparer.
- d) The topography of the site at a minimum of two (2) foot intervals and its relationship to adjoining land.
- e) Existing man-made features.
- f) Dimensions of setbacks, locations, heights and size of buildings and structures, including the locations of existing buildings or structures within one hundred (100) feet of the boundaries of the property.
- g) Street rights-of-ways, indicating proposed access routes, internal circulation, relationship to existing rights-of-ways, and curb cuts within one hundred feet of the property.
- h) Proposed grading.
- i) Location, sizes, and type of drainage, sanitary sewers, water services, storm sewers, and fire hydrants.
- j) Location, sizes and type of fences, landscaping, buffer strips, and screening.
- k) Location, sizes, and type of signs and on-site lighting, including information regarding lighting levels at the edges of the site. Exterior lighting showing area of illumination and shall be so arranged that is deflected down from adjacent properties and right of ways. Indicate the type and height of poles and fixtures to be used. Flashing and intermittent lights are not permitted.
- l) Proposed parking areas and drives. Parking areas shall be designated by lines showing individual spaces and shall conform to the provisions of the Chapter on Parking.
- m) Any public and private easements.
- n) Dimensions and number of proposed lots.
- o) Significant natural features, and other natural characteristics, including but not limited to open space, stands of trees, flood plains, lakes, and other significant natural features.
- p) Building elevations, where required to ensure compliance with the requirements of Chapter 18.6.

Storm Water Permit

Deposit Amount: _____ Paid _____

Date reviewed by City Engineer: _____ Date approved by City Engineer: _____

Easement Needed: _____ Date easement obtained and recorded: _____

Comments:

The applicant hereby certifies that he/she/it has carefully examined the applicable provisions of the North Muskegon Zoning Ordinance and attest that the attached site plan is in compliance with said Ordinance/Variance/Special Use previously granted.

Applicant: _____

(Please print)

Signature: _____ Date: _____

Site Plan Review Fee Schedule

Up to \$100,000.00 - \$100.00 ea.

\$100,000.01 - \$500,000.00 - \$200.00 ea.

\$500,000.01 - \$1,000,000.00 - \$300.00 ea.

Above \$1,000,000.01 - \$400.00 ea.

Date Approved: _____ Date Denied: _____

Conditions: _____
