

City of the Village of Douglas
86 W. Center Street, Box 757
Douglas, Michigan 49406
269-857-1438 tel.
269-857-4751 fax

PROCEDURE FOR SITE PLAN REVIEW APPLICATION

Dear Applicant:

Site plan review is conducted by the city's planning commission, city staff, and city consultants. Information requirements for site plans are identified in Article 24 of the Douglas Zoning Ordinance and restated for convenience in this site plan review application form.

The city offers either a one- or two-meeting site plan review process.

One Meeting Review. If you choose the one-meeting process it will be necessary for you to submit an approval letter for your site plan from both the Kalamazoo Lake Water and Sewer Authority (KLSWA) and the Allegan County Drain Commissioner with your site plan submittal to the City of Douglas. Your submittal should be made to the city 21 days prior to the meeting date at which you want the Planning Commission to consider your site plan. The Zoning Administrator will review your submittal material during the first week and determine that your submittal material meets all requirements. You are encouraged to make an appointment with the Zoning Administrator to review your submittal package prior to formal submittal.

Upon determination that your submittal package is complete, the Zoning Administrator will set up a department head review meeting (this will take place in the second week from submittal). You will be required to attend this meeting. The comments and recommendations from this meeting will be placed in a written report by the Zoning Administrator and forwarded to the Planning Commission. The Planning Commission will then take action on your site plan during one of their regularly scheduled meetings (see schedule below). A one meeting approval cannot be guaranteed, but is achievable if all ordinance requirements are those from the reviewing departments and agencies are met.

Two-Meeting Review. If you choose to have your site plan reviewed under the two-meeting process you would still submit your site plan and application to the Zoning Administrator 21 days prior to the first meeting date at which you want the Planning Commission to review your project. Under this process you would not be required to submit approval letters from the Allegan County Drain Commission or the Kalamazoo Lake Water and Sewer Authority with your submittal. Upon determination that your submittal package is complete the Zoning Administrator will set up a department head review meeting (this will take place in the second week from submittal). You will be required to attend this meeting. The comments and recommendations from this

meeting will be put in a written report by the Zoning Administrator and forwarded to the Planning Commission. The Planning Commission will then take action to give or deny preliminary approval of the site plan (It is preliminary because the applicant at this point would not have received the approval of the Kalamazoo Lake Water and Sewer Authority or the Allegan County Drain Commission. If the Planning Commission grants preliminary approval the applicant would then obtain approvals from the Kalamazoo Lake Water and Sewer Authority and Allegan County Drain Commission. The approval letters from these agencies would then be submitted to the Zoning Administrator who would then place the site plan back on the Planning Commission Agenda for final approval. Any revisions required by the Planning Commission at the preliminary approval meeting should also be submitted at this time.

The applicant shall be responsible for the city base review fee of \$300.00 (includes Planning Commission's time, Zoning Administrator's time, and Kalamazoo Lake Water and Sewer Authority's time), plus all other consultant fees required by the Planning Commission in the review of your site plan. The city will forward invoices to the applicant as they are received. These may include, but are not limited to: review fees from the Allegan County Drain Commission, Fleis and VandenBrink (city's engineer), traffic engineer, or legal review. If your site plan requires more than two meetings to finalize, you will be responsible for an additional charge of \$150.00 per meeting (unless the city has caused the need for the additional meeting(s).

SITE PLAN SUBMITTAL SCHEDULE:

To have your site plan <u>Considered at the meeting on:</u>	<u>Submit your site plan by:</u>
January 18, 2006	December 28, 2005
February 15, 2006	January 25, 2006
March 15, 2006	February 22, 2006
April 19, 2006	March 29, 2006
May 17, 2006	April 26, 2006
June 21, 2006	May 31, 2006
July 19, 2006	June 28, 2006
August 16, 2006	July 26, 2006
September 20, 2006	August 30, 2006
October 18, 2006	September 27, 2006
November 15, 2006	October 25, 2006
December 20, 2006	November 29, 2006

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**SITE PLAN REVIEW APPLICATION
CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION**

GENERAL INFORMATION

Date: _____

Base Fee: \$300.00

Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Owner of Property (If different than applicant): _____

Address: _____

Telephone: _____ Fax: _____

Engineer Information:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Type of Site Plan Review:

Original _____ Amendment _____

Parcel and Project Information:

Parcel Number: _____

Address of property to be developed:

Project Title: _____

Project description: _____

Existing use(s) of the property: _____

Use(s) proposed for property: _____

Project completion schedule (include phases if applicable):

INFORMATION TO BE INCLUDED WITH SITE PLAN

The following data is required to be depicted on each of 14 copies of the site plan or accompanying application. Each site plan shall be provided on a professional quality drawing at a scale of 1" = 100' or less.

In Applic. On Plan

- 1. The applicants name, address and telephone number in full.
- 2. Proof of property ownership, and whether there are any options on the property, or any liens against it.
- 3. Written statement relative to project impacts on existing infrastructure (including traffic capacity of street, schools, and existing utilities) and on the natural environment of the site and adjoining lands.

- 4. Property dimensions and legal description, including angles, lot area, and an arrow pointing north. If the parcel in question is less than one (1) acre in area and is a land division from an existing parcel, then a certificate of survey is required.
- 5. Project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, carports, or garages, employees by shift, amount of recreational and open space, type of recreation facilities to be provided, and related information as pertinent or otherwise required by this Ordinance.
- 6. Natural features such as woodlots, streams, drains, lakes or ponds, topography (at two-foot intervals) and man-made features such as existing roads and structures, with indication as to which are to be retained and which removed or altered.
- 7. Existing or proposed public right-of-way and private easements.
- 8. Proposed streets, driveways and sidewalks, the total number of parking spaces, and dimensions of a typical individual parking space and associated aisles.
- 9. A vicinity sketch showing the location of the site in relations to the surrounding street system and other land uses within three hundred (300) feet in every direction of the proposed use including land uses on the opposite side of any public street.
- 10. Location of utilities including natural gas, cable, electric, telephone, fire hydrants; and the location and design of water supply, stormwater management facilities, and waste water systems.
- 11. Proposed location of accessory structures, buildings and uses, including but not limited to all flagpoles, lightpoles bulkheads, docks, storage sheds, carports, transformers, air conditioners, trash receptacles, and signs, and the method of screening where applicable.
- 12. A landscaping plan indicating the locations of planting and screening, fencing, and lighting in compliance with the requirements of Article XXI. Also, proposed locations of common open spaces, if applicable.
- 13. Location and specifications for any existing or proposed above or below ground storage facilities for any chemical, salts, flammable materials, or hazardous substances as well as any containment structures or clear zones required by government authorities.

- 14. Location of exterior drains, dry wells, catch basins, retention and/or detention areas, sumps and other facilities designed to collect, store or transport stormwater or wastewater. The point of discharge for all drains and pipes shall also be specified on the site plan.
- 15. A statement from the applicant identifying all other federal, state and local permits required, if any.
- 16. Project completion schedule.
- 17. Such other information as is necessary to enable the Planning Commission to determine whether the proposed site plan will conform to the provisions of this Ordinance.
- 18. Seal of the State of Michigan registered engineer, architect, landscape architect, surveyor or planner who prepared the plan.

Notes:

1. Representation by the owner and/or the designer is required at all Planning Commission Meetings at which their site plan or application will be considered for action.
2. Site plan approval shall be valid for a period of one year. If substantial construction has not been started during that period the site plan approval shall become void.

I do hereby submit application for Site Plan Review and understand that all engineering, legal, and other professional costs associated with this review must be paid by the applicant. All review fees must be paid prior to any building permit being issued for the project contained in the site plan.

I also authorize the Planning Commission and city staff to access the property for inspection purposes.

Circle one:

I am the owner, lessee, legal representative involved in this site plan review request.

Applicant's Name (print)

Applicant Signature

Date