

7. Buildings and Structures

Number of buildings on site: _____ Use of buildings: _____
Height of buildings & # of stories: _____ Height of rooftop mechanical equipment: _____

8. Floor Use and Area (in square feet)

Commercial Structures

Total floor area: _____
Open space (area & %): _____
Office space (area): _____
Retail space (area): _____
Industrial space (area): _____
Assembly space (area): _____
Seating capacity: _____
Maximum occupancy load: _____

Residential Structures

Total floor area: _____
Total # of units: _____
of 1 bedroom units: _____
of 2 bedroom units: _____
of 3 bedroom units: _____
Open space (area and %): _____
Rental or condominium?: _____
Maximum occupancy load: _____

9. Setbacks (see Article XX District Regulations for zoning requirements)

Required front yard: _____ Proposed front yard: _____
Required rear yard: _____ Proposed rear yard: _____
Required total side yard: _____ Proposed total side yard: _____

10. Parking (see Article XXI: Parking Regulations for zoning requirements)

Required # of spaces: _____ Proposed # of spaces: _____
Typical angle of spaces: _____ Size of spaces: _____
Location of parking on site: _____ Number of handicap spaces: _____
Shared parking agreement?: _____ Location and # of off-street spaces: _____
Number of employees: _____
Explanation of screening (including location and materials): _____

11. Loading (see Section 390-184 for zoning requirements)

Required # of spaces: _____ Proposed # of spaces: _____
Typical angle of space(s): _____ Size of space(s): _____
Location of loading space(s) on site: _____
Explanation of screening (including location and materials): _____

12. Site Lighting (see Section 390-35 for zoning requirements)

Building Lighting

of fixtures proposed: _____
Type of lighting proposed: _____

Height of fixtures: _____
Location of fixtures: _____
Foot-candles at property line: _____

Parking Area Lighting

of fixtures proposed: _____
Type of lighting proposed: _____

Height of fixtures: _____
Location of fixtures: _____

13. Landscaping (see Article XXI: Landscape Regulations for zoning requirements)

Location of landscape areas: _____ Proposed landscape material: _____

14. Exterior Trash Receptacles (see Section 390-15 for zoning requirements)

Location of receptacle: _____ Size of receptacle: _____
Enclosure material: _____ Height of Enclosure: _____

15. Mechanical Equipment (see Section 390-13 for zoning requirements)

Ground Mounted Mechanical Equipment

of units: _____
Size of units (LxWxH): _____
Location of units: _____

Rooftop Mechanical Equipment

of units: _____
Type of rooftop units: _____
Size of units (LxWxH): _____

_____ Location of units: _____

Screening: _____
_____ Screening: _____

16. Accessory Buildings (see Section 390-22 for standards for accessory buildings)

of accessory building(s): _____ Size of accessory building(s) (LxWxH): _____
Location of accessory building(s): _____

By signing below, permission is granted for city staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the Village of Spring Lake Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Print Name: _____

Office Use Only

Permit #: _____ Date Received: _____ Fee: _____
Date of Approval: _____ Date of Denial: _____ Approved by: _____

***THE FOLLOWING PAGES ARE FOR REFERENCE ONLY
AND SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION***

The Village of Spring Lake Planning Commission meets in a regular session on the fourth Tuesday of each month at 7:00 p.m. at Barber School Community Building, 102 West Exchange Street, Spring Lake, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Village Hall located at 102 West Savidge Street, Spring Lake, Michigan, 49456. Questions may be directed to Jennifer Howland, Village Planner, at (616) 842-1393.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the Village Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Filing deadline

January 1, 2019
February 5, 2019
February 27, 2019
March 27, 2019
May 1, 2019
May 29, 2019
June 26, 2019
July 31, 2019
August 28, 2019
September 25, 2019
October 30, 2019
November 20, 2019

Meeting Date

January 22, 2019
February 26, 2019
March 26, 2019
April 23, 2019
May 28, 2019
June 25, 2019
July 23, 2019
August 27, 2019
September 24, 2019
October 22, 2019
November 26, 2019
December 17, 2020

SITE PLAN REVIEW APPLICATION PROCESS

See Article XXIV of the Zoning Ordinance for a complete set of regulations.

1. Step 1 - Application for Site Plan Review is filed: An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Incomplete submissions will receive a list of items needed to make the submittal complete. Once an application is deemed complete, a petitioner will be scheduled on the next available Planning Commission's agenda. The meeting shall be held within forty-five (45) days of the date of the receipt of the complete plans and completed application.

2. Step 2 – Staff Review: A basic site plan is reviewed by the Zoning Administrator in accordance with Section 390-185. The applicant and the Zoning Administrator shall sign an approved basic site plan, and a copy shall be kept on file with the Village for future review and enforcement.

A detailed site plan submittal is reviewed by the Village Planner, and when necessary, the Building Official, the Sheriff's Office, Village Engineer, County Health Department and the Michigan Department of Transportation. The Village Planner and Village officers and agencies shall have forty-five (45) days from receipt of a complete site plan review application to prepare staff comments on the application.

3. Step 3 – Planning Commission meeting: A meeting shall be scheduled for a review of the application, plans, and of the recommendation of the Village Planner. The applicant will be notified of the date, time and place of the meeting on the application not less than three (3) days prior to such date.

Term of Approval of the Site Plan *(see Section 390-191 of the Zoning Ordinance)*

Approval of the site plan shall be valid for a period of one (1) year after the date of approval. The Planning Commission may grant extensions if applied for and granted in writing. The reasons for extensions may be the inability to complete the requirements, financial constraints, regulatory approvals or other proven hardship. If a Land Use Permit has not been obtained or the on-site development has not commenced or is not making reasonable progress within said one (1) year, the site plan approval shall become null and void and a site plan approval application shall be required and approved before any construction or earth change is commenced upon the site.