



SITE PLAN APPLICATION COVER SHEET

VILLAGE OF SPRING LAKE
PLANNING DEPARTMENT
102 WEST SAVIDGE STREET, SPRING LAKE, MICHIGAN 49456
PH: 616-842-1393 FAX: 616-847-1393
www.springlakevillage.org

Project Address: _____ Parcel ID # _____

Applicant: _____ Property Owner: _____

Appl. Address: _____ Owner Address: _____

Applicant Phone: _____ Owner Phone: _____

Applicant Email: _____ Owner Email: _____

Current Use of Property: _____ Zoning District of Property: _____

Project Description: _____

Estimated Value of Construction (Materials and Labor): _____

I hereby authorize the Zoning Administrator, Building Inspector or other authorized representative of the Village of Spring Lake to enter and inspect the above property for the purpose of evaluation and review of the proposed project.

AFFADAVIT: I certify and affirm that I am the property or building owner or owner's authorized agent and that I agree to conform to all applicable laws of this jurisdiction. I also certify that this application is accurate and complete. Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.

OWNER'S SIGNATURE: _____ DATE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

VILLAGE STAFF USE - REQUIRED PERMITS AND REVIEWS:

- | | |
|--|--|
| <input type="checkbox"/> BUILDING PERMIT | <input type="checkbox"/> ZONING PERMIT |
| <input type="checkbox"/> NEW WATER OR SANITARY SEWER SERVICE | <input type="checkbox"/> FINAL SITE PLAN REVIEW |
| <input type="checkbox"/> NEW ELECTRIC SERVICE | <input type="checkbox"/> PRELIMINARY SITE PLAN REVIEW |
| <input type="checkbox"/> LOT SPLIT | <input type="checkbox"/> VARIANCE REQUEST |
| <input type="checkbox"/> LOT COMBINATION | <input type="checkbox"/> PLANNED UNIT DEVELOPMENT |
| <input type="checkbox"/> CURB CUT/R.O.W. ACCESS | <input type="checkbox"/> CHANGE OF USE |
| <input type="checkbox"/> SPECIAL USE PERMIT | <input type="checkbox"/> HOME OCCUPATION |
| <input type="checkbox"/> DEMOLITION PERMIT | <input type="checkbox"/> AMENDMENT TO THE ZONING ORDINANCE |
| <input type="checkbox"/> WATERFRONT OVERLAY DIST. REVIEW | <input type="checkbox"/> WETLANDS ORDINANCE REVIEW |
| <input type="checkbox"/> HISTORIC CONSERVATION COMMISSION REVIEW | |
| <input type="checkbox"/> OTHER _____ | |

REFERRALS TO OTHER PERMITTING AGENCIES:

- | | |
|--|--|
| <input type="checkbox"/> MICHIGAN DEPARTMENT OF TRANSPORTATION | <input type="checkbox"/> DEPT. OF ENVIRONMENTAL QUALITY |
| <input type="checkbox"/> OTTAWA COUNTY HEALTH DEPT. | <input type="checkbox"/> OTTAWA COUNTY SEDIMENTATION CONTROL |
| <input type="checkbox"/> FLOOD PLAIN MANAGEMENT (MDEQ) | <input type="checkbox"/> WETLANDS DETERMINATION (MDEQ) |
| <input type="checkbox"/> ARMY CORPS OF ENGINEERS | <input type="checkbox"/> OTHER: _____ |

DATE SUBMITTED: _____ DATE ACCEPTED: _____ BY: _____

FEE: _____ DATE OF PAYMENT: _____

SITE PLAN SUBMITTAL REQUIREMENTS
VILLAGE OF SPRING LAKE
PLANNING DEPARTMENT
102 WEST SAVIDGE STREET, SPRING LAKE, MICHIGAN 49456
PH: 616-842-1393 FAX: 616-847-1393
www.springlakevillage.org

PROJECT ADDRESS: _____ PARCEL ID # : _____

DATE APPLICATION RECEIVED: _____ APPLICANT: _____

PROJECT DESCRIPTION: _____

REQUIRED DOCUMENTS:

- **1. SURVEY AND LEGAL DESCRIPTION OF PROPERTY**
 - INCLUDE ANY DEED RESTRICTIONS AND EASEMENTS
 - PARCEL ID NUMBER
- **2. LOCATION MAP**
 - SMALL SCALE SKETCH OF PROPERTIES, STREETS AND USE OF LAND WITHIN 1/2 MILE
 - INCLUDE DRIVEWAY LOCATIONS ACROSS THE STREET
- **3. SITE PLAN INCLUDING:**
 - SCALE NOT MORE THAN 1 INCH EQUALS 20 FEET
 - TWELVE (12) COPIES, TWO (2) SEALED
 - DATE OF DRAWING, NAME, ADDRESS, AND SEAL OF PREPARER
 - DIMENSIONS OF LOTS, PROPERTY LINES
 - EXISTING STRUCTURES (LABEL EXISTING)
 - PROPOSED STRUCTURES AND ADDITIONS (LABEL PROPOSED)
 - BUILDING SETBACKS, FRONT, REAR, BOTH SIDES
 - AREA COVERED BY STRUCTURES (IN SQUARE FEET)
 - DIMENSIONS, LOCATION AND PAVING MATERIAL OF DRIVES, PARKING AREAS, SIDEWALKS AND CURBING
 - PARKING SPACE STRIPING, NUMBER OF PARKING SPACES REQUIRED, NUMBER PROVIDED
 - FIRELANE LOCATION, RADII AND DIMENSIONS
 - STORM DRAINAGE SYSTEM AND STRUCTURES, DIRECTION OF FLOW
 - RETENTION BASIN AND CALCULATIONS
 - LOCATION AND SIZE OF WATER, SEWER, ELECTRIC, GAS AND OTHER UTILITIES
 - LANDSCAPING DETAILS
 - SIGNS AND ON-SITE LIGHTING, LOCATION AND DETAILS
 - EASEMENTS
 - EXISTING MAN-MADE FEATURES
 - EXISTING NATURAL FEATURES
 - TOPOGRAPHY AT 2 FOOT INTERVALS
 - WETLANDS AND FLOODPLAIN AREAS
 - DIMENSIONS AND LOCATION OF ANY REQUIRED OPEN SPACE
 - ZONING DISTRICT(S)
 - VARIANCES TO BE REQUESTED, IF ANY
- **4. BUILDING ELEVATIONS – ALL SIDES**
 - SHOW HEIGHT OF BUILDING
 - SHOW NUMBER OF STORIES
- **5. LETTER OR MEMO EXPLAINING:**
 - OBJECTIVES OF THE PROPOSAL
 - COMPLETION SCHEDULE OF PROJECT PHASES

DATE ACCEPTED: _____ BY: _____

Note: These are a summary of the requirements for new and major construction projects. Smaller projects are required to include details related to the changes being made, and applicants may not be required to include all of the items listed here.

In any case, items 1 through 5 shall be included in the application.
For complete details see the Village of Spring Lake Zoning Ordinance Section 19.3 Required Site Plan Contents

SITE PLAN REVIEW ATTACHMENT
VILLAGE OF SPRING LAKE
PLANNING DEPARTMENT
102 WEST SAVIDGE STREET, SPRING LAKE, MICHIGAN 49456
PH: 616-842-1393 FAX: 616-847-1393
www.springlakevillage.org

PROJECT ADDRESS: _____ APPLICANT: _____

PROJECT DESCRIPTION: _____

ZONING DISTRICT: _____

PROPOSED USE: _____

SECTION NUMBER WHICH PERMITS THIS USE: _____

COMMENTS:

SETBACKS (IN FEET):

FRONT YARD: _____ SIDE YARD: _____

REAR YARD: _____ SIDE YARD: _____

LOT AREA (IN SQUARE FEET) _____

LOT WIDTH (AT FRONT SETBACK) _____

AREA COVERAGE (BY ALL STRUCTURES) _____

HEIGHT (AVERAGE OF PEAK AND EAVE) _____

PARKING REGULATIONS – CHAPTER 18

PARKING USE GROUP: _____

PARKING REQUIREMENT: _____

PARKING REQUIREMENT
CALCULATION:

REQUIRED PARKING SPACES _____ PROVIDED SPACES _____

DIMENSION OF INDIVIDUAL PARKING SPACES _____

COMMENTS:

APPLICANT SIGNATURE: _____ DATE: _____

The Village requires a deposit to cover the anticipated costs. An initial deposit of a minimum of \$1,500 (depending on the size and scope of the development) is required to cover costs expected to be incurred by the Village as part of reviewing and processing the application. Additional deposits will be required if costs are expected to exceed the balance of the escrow account. The Village may use the funds in escrow for expenses related to the following items; mailing and publishing all legal notices required, professional services of the Village Attorney and Village Engineer, services of other professionals working for the Village related to the application, or other cost incurred as a result of processing the application.