



GRAND HAVEN CHARTER TOWNSHIP

**SITE PLAN REVIEW APPLICATION**

Standard requirements are included with the application. All others can be found at [www.gh.org/zoning](http://www.gh.org/zoning).

Application Type	Fee	Escrow*
New – Commercial/Industrial	\$300	\$2,000
Building Addition	\$200	\$1,000
Amendments & All Others	\$150	\$1,000

Utility Escrow**	
Main Extension	\$5,000
Lift Station	\$2,000

**Applicant Information**

Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Owner Information** *(If different from applicant)*

Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_

**Property Information**

Address/Location \_\_\_\_\_  
 Parcel Number 70 - - - Size (acres) \_\_\_\_\_  
 Current Zoning \_\_\_\_\_ Master-Planned Zoning \_\_\_\_\_

**Description of Proposed Use/Request** *(attach additional pages as needed)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:** The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance books and following all applicable requirements, including those of Chapter 18 of the Zoning Ordinance.

I hereby attest the information on this application is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
*Signature of applicant*

\_\_\_\_\_  
*Date*

*\* To cover cost of legal and consulting fees, may be increased as necessary*

*\*\* If approval of this application requires/includes the extension of a municipal utility, an additional \$5,000 escrow fee shall be required, and an additional \$2,000 escrow fee shall be required for the installation of a lift station.*





## Section 18.01

# PURPOSE AND INTENT.

The site plan review procedures, standards, and required information in this Section are intended to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the regulations and standards contained in this Ordinance and other applicable ordinances and laws, including the Michigan Building Code, as amended, to achieve efficient use of the land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties. It is the intent of these provisions to encourage cooperation and consultation between the Township and applicant so as to facilitate development in accordance with the Township's land use objectives.

## Section 18.02

# PLANNING COMMISSION APPROVAL.

A permit shall not be issued for the establishment of any use as outlined in [Section 18.03](#) or for the construction of any structure to be used in conjunction, until the Planning Commission has issued its written approval following its review of a submitted site plan.

## Section 18.03

# SCOPE.

Except as provided elsewhere in this Ordinance, site plan approval under this Chapter is required for the following. A permit shall not be issued for any of the following activities until the Planning Commission has approved a site plan for the application.

- (A) Any use or development for which the submission of a site plan is required by any other provision of this Ordinance.
- (B) Any use or development for which approval of a special land use is required under this Ordinance.
- (C) Any use, except single family residential, for which off-street parking area is required by this Ordinance. However, if the only alteration of the site is the expansion of parking, the parking expansion may be approved by the Zoning Administrator.
- (D) Any use, except single family or two-family residential, in an R-3, R-4, C-1, C-2, or I-1 district.
- (E) All uses permitted in residential districts, except single family residential.
- (F) Planned Unit Developments.
- (G) Site Condominium Projects.

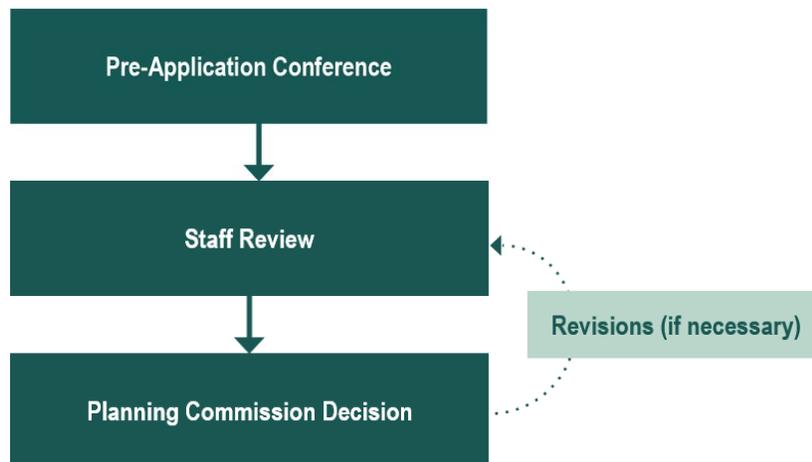


## Section 18.04 EXEMPTIONS.

The following uses are exempt from site plan submission and approval provisions of this Section:

- (A) Accessory Structures
- (B) Signage
- (C) Single Family Homes
- (D) Minor alterations to an approved site, as determined by the Zoning Administrator

## Section 18.05 PRE-APPLICATION CONFERENCE



- (A) In order to facilitate review of a Site Plan proposal in a timely manner, the applicant shall request an informal pre-application conference with either Township staff, or a pre-application presentation before the Planning Commission, or both. The purpose of such conference/presentation is to exchange information and provide guidance to the applicant that will assist in preparation of application materials.
- (B) At least five (5) business days prior to the pre-application conference with Township staff, the applicant shall submit four (4) copies of:
  - (1) A concept plan of the proposed Site Plan (drawn to scale);
  - (2) A location map of the proposed development;
  - (3) The total land area of the project;
  - (4) The approximate number of residential units to be constructed;
  - (5) The gross and usable floor area of non-residential uses;



- (6) Areas to be designated as common areas or open spaces; and
- (7) A project narrative.
- (C) At least seven (7) business days prior to the pre-application presentation before the Planning Commission, that applicant shall submit fourteen (14) copies and one (1) electronic copy of the following shall be submitted. The Zoning Administrator may alter the number of required copies based on the needs of the Planning Commission and Board of Trustees.
- (D) There shall be no fee for a pre-application conference or presentation. No formal action will be taken at a pre-application conference or presentation nor will statements made at the pre-application conference or presentation be considered legally binding commitments.

## Section 18.06

# APPLICATION PROCEDURES.

Every site plan submitted to the Planning Commission shall be in accordance with the requirements of this Ordinance. Prior to submission of the site plan to the Planning Commission the site plan shall be reviewed by the Zoning Administrator, the Fire/Rescue Department, and the Public Services Department to determine whether the site plan complies with the requirements of all applicable state and federal laws and regulations, and with the requirements if all applicable Township Ordinances, resolutions, regulations and policies.

## Section 18.07

# FINAL SITE PLAN REVIEW.

- (A) Every final site plan submitted must be signed and sealed by a licensed professional, be drawn to a scale of not less than 1" = 50' if the subject property is less than three (3) acres in size, and 1" = 100' if the subject property is three (3) acres or larger in size and contain the following minimum information:
  - (1) All information listed in [Section 18.05.B](#), in a level of detail sufficient to determine compliance with this Ordinance.
  - (2) A photometric plan and cut sheets of all proposed light fixtures.
  - (3) Species and planting size of all landscaping.
  - (4) Information on all utilities, color coded by utility for ease of understanding the plan.
  - (5) Demolition Plan
  - (6) SESC/Grading Plan
  - (7) Details of Fences, Dumpster Enclosure, and other elements requiring significant specific information.
  - (8) Circulation Plan
  - (9) Size and location of all proposed signage.
  - (10) Architectural Renderings
  - (11) Stormwater Management Plan



- (B) Information shall also be submitted indicating whether the site plan has been approved by any other person or agency that has authority to approve the site plan, including but not limited to the Ottawa County Road Commission, Ottawa County Water Resources Commissioner, and Ottawa County Health Department.
- (C) The site plan shall also show any portions of the property, if any, which are affected by applicable state, federal, county or township regulations, statutes, ordinances, etc.
- (D) The site plan or other materials shall also include any additional information which may be requested by the Planning Commission to assist it in its review of the proposed use and the effect of the proposed use on neighboring uses, structures, and public facilities, public utilities, and public infrastructure.
- (E) Site plans relating to uses and structures for which Planning Commission approval as a special land use is granted pursuant to [Chapter 12](#) (Special Land Uses) shall not be approved unless the site plan submitted by the applicant complies with the approval of the special land use and any conditions imposed as a requirement of approval of the special land use.
- (F) At the consideration of the site plan, the Planning Commission shall have authority to inquire of the applicant into any matter that is required to be shown.
- (G) Site plans which relate to all uses or structures (permitted and special land uses) shall not be approved unless the Planning Commission affirmatively determines that each of the following standards have been fulfilled:
- (1) The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
  - (2) Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
  - (3) The arrangement of public or private vehicular and pedestrian connections to existing or planned street in the area shall be planned to provide a safe and efficient circulation system for traffic within the Township.
  - (4) Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission may require that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
  - (5) Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
  - (6) The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes.
  - (7) All buildings and groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire/Rescue Department.
  - (8) All streets and driveways shall be developed in accordance with the Township Subdivision Control Ordinance, the Ottawa County Road Commission, and/or Michigan Department of Transportation specifications, as appropriate, unless developed as a private road in accordance with the requirements for private roads in this Ordinance or any other Township Ordinance. Except that the Planning Commission may impose more stringent requirements than those for the Road Commission or Department of Transportation with respect to driveway location and spacing.
  - (9) Sidewalks or pathways shall be deemed to be required along all public and private roadways unless the applicant provides compelling evidence, in the opinion of the Planning Commission, that they are not necessary for pedestrian access or safety. Sidewalks shall terminate in an appropriate fashion consistent with the needs and safety of pedestrians. No sidewalk shall terminate into landscaping.
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- (10) Appropriate measures shall be taken to ensure that removal of surface water will not adversely affect neighboring properties of the public storm drainage system. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system.
- (11) Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of buildings or structures shall be minimized to reduce light pollution and preserve the rural character of the Township.
- (12) All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts of public streets, shall be screened by a vertical screen consisting of structural or plant materials no less than six (6) feet in height.
- (13) Entrances and exits shall be provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site. The number of entrances to and exits must comply with this Ordinance and the requirements of the Ottawa County Road Commission and/or the Michigan Department of Transportation.
- (14) Site plans shall conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances. Approval may be conditioned on the applicant receiving necessary county, state, Federal, and Township permits before final site plan approval or an occupancy permit is granted.
- (15) Appropriate fencing may be required by the Planning Commission around the boundaries of the development if deemed necessary to minimize or prevent trespassing or other adverse effects on adjacent lands.
- (16) The general purposes and spirit of this Ordinance and the Master Plan of the Township shall be maintained.

## Section 18.08

# SPECIAL CONDITIONS.

- (A) Approval of site plans may be made subject to conditions imposed by the Planning Commission which are designed to assure the safety and convenience of both vehicular and pedestrian traffic within the site and in relation to abutting streets, and in furtherance thereof such conditions may, by way of illustration and not of limitation, regulate the number, location, and design of curb cuts, driveways, walkways, and parking lots.
- (B) The approval of site plans may be conditioned upon the installation of public water or public sewer utilities, or both, to the property, when such utilities are necessary in order to facilitate adequate and efficient provision of water and sewage disposal, or both.
- (C) The approval of site plans may be conditioned upon other requirements deemed reasonably necessary by the Planning Commission.

## Section 18.09

# CONFORMITY TO APPROVED SITE PLAN.

- (A) Property, which is the subject of site plan approval, must be developed in strict compliance with the approved site plan, inclusive of any amendments, which have received the approval of the Planning Commission.



- (B) If construction and development does not conform to the approved plan, the approval of the site plan shall be revoked by the Zoning Administrator by written notice of the revocation being posted upon the premises involved and mailed to the owner at their last known address. Upon revocation of this approval, all construction activities shall cease upon the site until the time the violation has been corrected or the Planning Commission has, upon proper application of the owner, approved a modification in the site plan to coincide with the owner's construction, or altered plans for construction to be in compliance with the criteria contained in the site plan approval provisions and with the spirit, purpose, and intent of this Ordinance.
- (C) Approval of the site plan shall be valid for a period of one (1) year. If a building permit has not been obtained and on-site development actually commenced within one (1) year, the site plan approval shall become void and a new application for site plan approval shall be required and new approval obtained before any construction or earth change is commenced upon the site.

## Section 18.10

# AMENDMENT TO APPROVED SITE PLAN.

Amendments shall be reviewed based on the process described in [Section 7.13](#).