OPEN SPACE NEIGHBORHOODS APPLICATION AND PROCEDURE

CITY OF IONIA

Application for Planning Commission Public Hearing and Project Review

1. Applicant Name: _________________________________________________________________  
   Address: _________________________________________________________________  
   Telephone: (HOME)__________________________ (BUS.)___________________________  
   Applicant’s interest in property: _____________________________________________________  

2. Owner Name (if different from above): _______________________________________________  

3. Request:  
   □Rezoning □Special Land Use □Plat  
   □Site Plan Review □PUD □Site Condominium □Other  
   Project Description: ________________________________________________________________  

4. Address of Property: ________________________________________________________________  

5. Legal Description: ________________________________________________________________  
   _______________________________________________________________________________  
   _______________________________________________________________________________  


7. Size of Parcel: _________________  

8. Applicant’s Signature: ___________________________________ (DATE)_______________  

9. Property Owner’s Signature: ___________________________________ (DATE)_____________  

OFFICE USE ONLY

Application #: ____________________  Date(s) Advertised:  
________________________________  ____________________________________  

Fees Paid: ________________________  Date of Meeting:  
(COMM.)__________ (COUNCL)__________  Action Taken by Commission:  
________________________________  ____________________________________
Action Taken by Council:

________________________________
The following information shall be submitted for tentative approval of the preliminary OSN.

1. The name or title of the proposed OSN.
2. Legal description of the proposed OSN.
3. The name, address and telephone number of the Proprietor, developer, record owner and subdivider.

**Open Space Neighborhood Check List**

A site plan submitted for review by the City of Ionia Planning Commission must contain the following items unless the Commission determines such items are not needed on the plan. This list is taken from Section 5.139 of the City of Ionia Zoning Ordinance.

- Scale (not more than 1” – 100 ft.).
- A vicinity map.
- Date site plan was prepared.
- Name, address & seal of preparer.
- North arrow.
- Legal description.
- Property lines and dimensions.
- Building setback distances.
- All structures, lot lines & wetlands within 100 feet of the site.
- Location of septic tanks and drainfields.
- Location of utility easements.
- Location of all sidewalks.
- Location of all bike paths or walkways.
- Location and size of any walls, fences or other screening provisions.
- Location of all proposed landscape materials, including size and type of planting.
- Location of all proposed accessory structures.
- Location of all light poles or fixtures including type.
- Location of all flagpoles.
Existing & proposed topographic elevations at two foot intervals on the site & to a distance of 50 ft. outside the boundaries.

Identify all slopes 20% or more.

Direction of storm water drainage & how storm water runoff will be handled.

Location of existing buildings.

Location of proposed buildings.

Intended use of proposed buildings.

Length & width of proposed buildings.

Height of proposed buildings.

Square footage of proposed buildings.

First floor elevation of each building.

Location of abutting streets.

Location of rights-of-way.

Location of service drives.

Location of curb cuts.

Location of access easements serving the site.

Location of driveways opposite the site.

Location of driveways within 100 feet on either side of the site.

Driveway width, curb radii and deceleration lane.

Location and size of all water lines.

Location and size of sanitary sewer lines.

Location of all storage sheds.

Location of all transformers.

Location of all dumpsters or trash removal areas or devices. Dumpsters must be screened.

Location of all signs.

Location of all existing and proposed utility poles.

Location of proposed parking areas & access drives.

Number of parking spaces & aisles.

Dimensions of spaces & aisles.

Location of parking blocks, landscape, timbers, etc.

Location of loading areas.

Location of parking islands.

Location of handicapped spaces & access ramps.

Type of parking lot surface.

Location of curbs.

Location & type of significant existing vegetation.

Location & type of significant existing water courses.

Location & type of significant existing water bodies.

Location & type of significant existing county or city drains & manmade surface drainage ways.

Location of 100 year floodplains.

Location of existing wetlands.
Location and size of storm drainage lines. Vegetation which is to be retained on the site must be illustrated.

Location of fire hydrants. Zoning on adjacent properties.

Location of catch basins. Location & specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials.