

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: _____

6. Current Zoning: _____ Proposed Zoning: _____
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:

Preliminary OSN Application and Review Procedures

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.

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- | | |
|--|---|
| <input type="checkbox"/> Scale (not more than 1" – 100 ft.). | <input type="checkbox"/> Location of septic tanks and drainfields. |
| <input type="checkbox"/> A vicinity map. | <input type="checkbox"/> Location of utility easements. |
| <input type="checkbox"/> Date site plan was prepared. | <input type="checkbox"/> Location of all sidewalks. |
| <input type="checkbox"/> Name, address & seal of preparer. | <input type="checkbox"/> Location of all bike paths or walkways. |
| <input type="checkbox"/> North arrow. | <input type="checkbox"/> Location and size of any walls, fences or other screening provisions. |
| <input type="checkbox"/> Legal description. | <input type="checkbox"/> Location of all proposed landscape materials, including size and type of planting. |
| <input type="checkbox"/> Property lines and dimensions. | <input type="checkbox"/> Location of all proposed accessory structures. |
| <input type="checkbox"/> Building setback distances. | <input type="checkbox"/> Location of all light poles or fixtures including type. |
| <input type="checkbox"/> All structures, lot lines & wetlands within 100 feet of the site. | <input type="checkbox"/> 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.

Location of fire hydrants.

Location of catch basins.

Vegetation which is to be retained on the site must be illustrated.

Zoning on adjacent properties.

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

