

# CITY OF IONIA SITE PLAN REVIEW APPLICATION/CHECKLIST

## 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: \_\_\_\_\_

**By signing this agreement the applicant/owner agrees to pay the \$250 application fee plus all site plan review/engineering costs incurred by the City of Ionia. No water service or occupancy permits will be provided until all fees incurred have been paid.**

**No oral order, objection, claim, or notice by any party shall affect or modify any of the requirements of the Municipal Standards or other related ordinances and regulations.**

8. Applicant's Signature: \_\_\_\_\_ (DATE) \_\_\_\_\_
9. Property Owner's Signature: \_\_\_\_\_ (DATE) \_\_\_\_\_

### OFFICE USE ONLY

Application #: \_\_\_\_\_ Date(s) Advertised: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$250 Fee Paid: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_  
Action Taken by Commission: \_\_\_\_\_

Action Taken by Council: \_\_\_\_\_

# CITY OF IONIA

## SITE PLAN REVIEW PROCESS

### I. Site Plan Required

A site plan shall be submitted for review and approval prior to the issuance of a building permit as follows:

- (a) Planning Commission Level. The Planning Commission shall review the following site plans:
  - (i) Any new principal commercial, office, industrial, business or institutional use or a residential use having more than two dwellings.
  - (ii) Special land uses and planned unit developments.
  - (iii) Existing commercial, industrial, business or institutional uses and buildings or residential uses having more than two dwellings proposed to be increased in size fifty percent or more of the existing building or use. The existing size shall be determined by the gross square footage of an existing building, or if the principal use is primarily out of doors, then the land area occupied by the use shall be used to determine the existing size.
  - (iv) Accessory buildings which are more than 50% of the size of the largest principal building on site.
- (b) Staff Level. The Zoning Administrator shall review the following site plans or may refer such plans to the Planning Commission.
  - (i) Expansion of an existing use or building which comprises less than 50% of a building or less than 50% of the land area occupied by a use which is principally outdoors.
  - (ii) A building which is accessory to the principal building if such accessory building is no more than one half of the size of the largest principal building on site.
  - (iii) A change in the use of a property which results in the need for more parking spaces.

### II. Items to be Submitted

The following material must be submitted to the City Zoning Administrator in applying for review of a site plan by the Planning Commission.

- \_\_\_\_\_ 12 copies of the site plan
- \_\_\_\_\_ Application
- \_\_\_\_\_ Fee

The site plan must contain the information required by Section 5.139 of the City Zoning Ordinance. A site plan checklist is attached which notes the information required.

### III. Meeting Dates

The City Planning Commission meets as necessary when an application is received.

### IV. Processing Period.

- An application for site plan review to the Planning Commission usually takes about 30-45 days to process.
- Applications must be submitted at least three weeks before a Planning Commission meeting in order to be placed on the agenda.
- A site plan reviewed only by the Zoning Administrator can be processed in a week.

## V. Application Procedures

Whenever an application is filed for a site plan review, the following steps are taken:

- (1) An application for a site plan is submitted to the Zoning Administrator along with the required fee.
- (2) The Zoning Administrator in conjunction with the chair of the Planning Commission, sets a public hearing date.
- (3) The Zoning Administrator mails notices of the hearing to all land owners within 300 feet of the site.
- (4) The notices are mailed at least 10 days before the hearing.
- (5) The Zoning Administrator forwards copies of the application and site plan to the Planning Commission, Fire Chief and Department of Public Works.
- (6) Reports from the Fire Chief, and Department of Public Works are prepared and sent to the Planning Commission.
- (7) The Planning Commission at the public hearing reviews the site plan and staff reports. The Commission reviews the plan in accordance with the standards contained in Section 5.141 of the Zoning Ordinance. The Commission may approve, modify or deny the site plan or approve it subject to revisions being made.

The Commission may require the revised plan to be brought back to the Commission for final approval or allow the Zoning Administrator to review and approve the revised plan according to the changes required by the Commission.

- (8) Once final approval is given and the site plan contains all required corrections, the Zoning Administrator signs two copies of the plan, one for the City Building Inspector and one for the applicant. **Following this step, the applicant may apply for a building permit.**
- (9) An approved site plan must be under construction within one year of the date of final site plan approval or the site plan becomes invalid. A one year extension may be granted by the Planning Commission provided the applicant presents reasonable evidence that the development has had unforeseen difficulties but is now ready to proceed.

A Site Plan Review Checklist may be helpful for applicants to insure that all requirements of the Site Plan have been included. The Site Plan Checklist is attached to this application.

## **Review Standards**

All site plans reviewed by the Planning Commission shall be approved, approved with conditions, or denied based on the purposes, objectives, and requirements of this ordinance, and specifically, the following considerations when applicable. Please review the following standards to ensure that the proposed site plan will satisfy these requirements. Additional comments and information are encouraged.

### **Relationship of Request to Surrounding Area**

- ❑ The relationship of uses proposed will not adversely affect the public health, safety, or welfare.
- ❑ Proposed uses and structures take into account topography, size of the property, the uses on adjoining property and relationship and size of buildings to the site.
- ❑ The site is developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in the ordinance.

### **Drives, Parking, and Circulation**

- ❑ Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site.
- ❑ Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
- ❑ The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the City of Ionia.

### **Natural Features**

- ❑ Removal or alteration of significant natural features is restricted to those areas that are reasonably necessary to develop the site in accordance with the requirements of this ordinance.
- ❑ Landscaping, buffers, and/or greenbelts are preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

### **General**

- ❑ Satisfactory assurance is provided that the requirements of all other applicable ordinances, codes, and requirements of the City of Ionia will be met.
- ❑ The general purposes and spirit of this ordinance and the City of Ionia Master Plan are maintained.

# CITY OF IONIA

## Site Plan 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.

- 
- 
- |   |   |
|---|---|
| <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.   |
| <input type="checkbox"/> Existing & proposed topographic elevations at two foot intervals on the site & to a distance of 50 ft. outside the boundaries. | <input type="checkbox"/> Location of all storage sheds.   |
| <input type="checkbox"/> Identify all slopes 20% or more.   | <input type="checkbox"/> Location of all transformers.  |
| <input type="checkbox"/> Direction of storm water drainage & how storm water runoff will be handled.  | <input type="checkbox"/> Location of all dumpsters or trash removal areas or devices. Dumpsters must be screened. |
| <input type="checkbox"/> Location of existing buildings.  | <input type="checkbox"/> Location of all signs.   |
| <input type="checkbox"/> Location of proposed buildings.  | <input type="checkbox"/> Location of all existing and proposed utility poles.                                     |
| <input type="checkbox"/> Intended use of proposed buildings.  | <input type="checkbox"/> Location of proposed parking areas & access drives.                                      |
| <input type="checkbox"/> Length & width of proposed buildings.  | <input type="checkbox"/> Number of parking spaces & aisles.   |
| <input type="checkbox"/> Height of proposed buildings.  | <input type="checkbox"/> Dimensions of spaces & aisles.   |

- |   |  |
|---|--|
| ___ Square footage of proposed buildings.                             | ___ Location of parking blocks, landscape, timbers, etc.   |
| ___ First floor elevation of each building.                           | ___ Location of loading areas.   |
| ___ Location of abutting streets.                                     | ___ Location of parking islands.   |
| ___ Location of rights-of-way.  | ___ Location of handicapped spaces & access ramps.   |
| ___ Location of service drives.                                       | ___ Type of parking lot surface.   |
| ___ Location of curb cuts.  | ___ Location of curbs.   |
| ___ Location of access easements serving the site.                    | ___ Location & type of significant existing vegetation.  |
| ___ Location of driveways opposite the site.                          | ___ Location & type of significant existing water courses.   |
| ___ Location of driveways within 100 feet on either side of the site. | ___ Location & type of significant existing water bodies.  |
| ___ Driveway width, curb radii and deceleration lane.                 | ___ Location & type of significant existing county or city drains & manmade surface drainage ways.   |
| ___ Location and size of all water lines.                             | ___ Location of 100 year floodplains.  |
| ___ Location and size of sanitary sewer lines.                        | ___ 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. |

Project: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Project Prepared By: \_\_\_\_\_

