



Open Space Neighborhood Application

Submit Applications to City Hall

Street Address: 114 North Kidd Street Ionia, MI 48846

Mailing Address: P.O. Box 496 Ionia, MI 48846

Ph: (616) 527-4170 Website: www.ci.ionia.mi.us

Date of Application: _____

Permit Fee: \$500

This application will require action by the Planning Commission and City Council consisting of a project site plan review and two Public Hearings. Applications must be submitted at least four weeks before the intended Planning Commission meeting.

Applicant Information

Applicant's Name: _____ Interest in Property: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Owner's Name (If different from above): _____

Project Information

1. Request (check all that apply):

Site Condominium Special Land Use Plat PUD

Site Plan Review Rezoning Other: _____

2. Address of Property: _____

3. Parcel Number(s): _____

4. Legal Description: _____

5. Project Description: _____

6. Current Zoning: _____ Proposed Zoning: _____

7. Size of Parcel: _____

(*Fee includes \$250 for Open Space Neighborhood Application and \$250 for Site Plan Review.)

Signatures

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

OFFICE USE ONLY

Application #: _____

___ Fees Paid: _____

Date(s) Advertised: _____

Date of Meeting: _____ (PC) _____ (Council)

Action Taken: _____ (PC) _____ (Council)

Comments: _____

Signature: _____ Date: _____

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 Checklist

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 1270.05 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 all proposed accessory structures. |
| <input type="checkbox"/> A vicinity map. | <input type="checkbox"/> Location of all light poles or fixtures including type. |
| <input type="checkbox"/> Date site plan was prepared. | <input type="checkbox"/> Location of all flagpoles. |
| <input type="checkbox"/> Name, address & seal of preparer. | <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"/> North arrow. | <input type="checkbox"/> Identify all slopes 20% or more. |
| <input type="checkbox"/> Legal description. | <input type="checkbox"/> Direction of storm water drainage & how storm water runoff will be handled. |
| <input type="checkbox"/> Property lines and dimensions. | <input type="checkbox"/> Location of existing buildings. |
| <input type="checkbox"/> Building setback distances. | <input type="checkbox"/> Location of proposed buildings. |
| <input type="checkbox"/> All structures, lot lines & wetlands within 100 feet of the site. | <input type="checkbox"/> Intended use of proposed buildings. |
| <input type="checkbox"/> Location of septic tanks and drain fields. | <input type="checkbox"/> Length & width of proposed buildings. |
| <input type="checkbox"/> Location of utility easements. | <input type="checkbox"/> Height of proposed buildings. |
| <input type="checkbox"/> Location of all sidewalks. | <input type="checkbox"/> Square footage of proposed buildings. |
| <input type="checkbox"/> Location of all bike paths or walkways. | |
| <input type="checkbox"/> Location and size of any walls, fences or other screening provisions. | |
| <input type="checkbox"/> Location of all proposed landscape including size and type of planting. | |

- ___ 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.