



Site Condominium & Site Plan Review 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 preliminary and final site condominium plan review and Public Hearing. Applications must be submitted at least four weeks before the intended Planning Commission meeting. Maps provided as part of the site condominium review shall be at a scale of not more than 100 feet to one inch.

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 Site Condominium Plan (Division of Property) 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: _____ (PC) _____ (Council)

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

Action Taken: _____ (PC) _____ (Council)

Comments: _____

Signature: _____ Date: _____

Site Condominium Process

I. Items to be Submitted

A request for a site condominium shall be made to the Zoning Officer. The following information is required.

- ___ Application
- ___ Fee
- ___ 4 Copies of a Preliminary Plan
- ___ 1 Electronic Copy of a Preliminary Plan

The application fees cover the cost of reviewing the preliminary and final site condominium plan.

II. Meeting Dates

The City Planning Commission meets on the second Wednesday of each month at 4:30 P.M. The City Council meets on the first Tuesday of each month at 7:00 P.M. Both the Council and Planning Commission meet in the city council chambers at the City Hall.

III. Application Submittal

An application for preliminary site condominium plan approval must be submitted at least four weeks prior to the meeting at which the Planning Commission considers the application.

IV. Application Procedures

- 1) The sub-divider must submit a written application and at least 4 physical copies of the preliminary plan and 1 electronic copy to the Zoning Officer at least four weeks before a meeting of the Planning Commission. The preliminary plan must be prepared in accordance with Section 1272.05 of the City Zoning Ordinance and Section 1228.01 of the City Plat Development Ordinance.
- 2) The Clerk in conjunction with the Chair of the Planning Commission, shall determine a date for consideration of the preliminary plan by the Commission.
- 3) Notice of the hearing shall be sent by mail to owners of properties within 300 feet of the subject property at least 10 days before the date of the public hearing.
- 4) The Planning Commission reviews the preliminary plan in accordance with the requirements of Section 1272.05 of the City Zoning Ordinance and if it meets all requirements, shall forward the plan to the City Council with its recommendation. If the preliminary plan does not meet all requirements, the Planning Commission will notify the subdivider, giving the earliest date for resubmission of the plan.
- 5) The applicant shall revise the preliminary site condo plan and submit 4 physical copies of the final site condominium plan and 1 electronic copy to the Zoning Officer for review by the City Council.
- 6) The Council may approve, deny or approve with conditions the final plan in accordance with the standards of the Site Condominium Ordinance and the City's

Plat Development Ordinance. The Council may require a cash deposit, certified check or irrevocable letter of credit acceptable to the Council covering the estimated cost of the proposed improvements.

- 7) Following approval of the final site condominium plan, the plan must be signed by the City Clerk and Mayor.
- 8) The applicant may proceed to construct the site condominium provided all conditions imposed by the Council have been complied with and all approvals have been obtained from the City Engineer and other applicable government agencies.
- 9) A copy of the site condominium Master Deed shall be provided to the City Clerk within 10 days of recording this document with the County Register of Deeds.

Site Condominium Application Submittal Requirements

A site condominium plan shall contain the following information as required in Chapter 1232 and sections 1224.02 and 1272.05 of the City of Ionia City Code of Ordinances.

1232.02 Lots

- a) All lots shall face upon, and have direct access to, a public or private street.
- b) The side lines of lots shall be approximately at right angles or radial to the street upon which the lots face.
- c) All lots shall conform to the requirements of the Zoning Code for the zone in which the plat is located.
- d) Corner lots for residential use shall have the minimum required frontage on both streets adjacent to the lot.
- e) The depth of a lot shall not exceed four times the width. The depth of a lot shall be measured along a horizontal line located midway between the side lot lines and connected to the front and rear lines, or the two front lines of a through lot. The width of the lot shall be measured between the side lot lines parallel to the front lot line at the minimum required front setback line.
- f) Corner lots shall have sufficient extra width so as to permit appropriate building setback from both streets or orientation to both streets.

1232.03 Street Lighting

- a) Street lights may be required to be provided in accordance with the City of Ionia specifications.

1232.04 Street Trees

Trees shall be required to be planted by the proprietor in the area between the sidewalk and curb for each platted lot. The Planning Commission and Council may approve alternatives to this, such as requiring the tree to be planted prior to occupancy of a house in order to ensure proper maintenance of the tree. All trees shall be deciduous with a minimum caliper of two inches.

1232.05 Sidewalks

Sidewalks shall be installed for all lots prior to building or dwelling occupancy in accordance with the City of Ionia specifications.

1232.06 Natural Features

The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of these Subdivision Regulations.

1224.02 Plat; Required Information

The following information shall be submitted for tentative approval of the preliminary plat. Maps shall be at a scale of not more than 100 feet to one inch.

- a) The name or title of the proposed subdivision.
- b) A legal description of the proposed plat.
- c) The name, address and telephone number of the proprietor, developer, record owner and subdivider.
- d) A statement of the intended use for the proposed plat and showing land intended to be dedicated or set aside for public use or for the common use of property owners in the subdivision, and stating the location, dimensions and purpose of such land.
- e) A small scale vicinity map showing the location of the project within the City, and the name and location of abutting subdivisions.
- f) The location, dimensions and approximate grade and radius of proposed and existing streets, alleys and highways included in the plat.
- g) The location of all existing features affecting the subdivision, such as railroads, buildings, trees, ditches, watercourses and other physical features.
- h) The location and size of all existing and proposed public water, sanitary sewer and storm drainage pipes, equipment, fire hydrants, catch basins and other facilities.
- i) The location of utility and drainage easements.
- j) If the proposed plat is contiguous to other lands owned by the applicant, a map showing the street layout and access for subsequent development.
- k) If the proposed subdivision is not to be served by public sewer and water systems, a written statement from the Ionia County Health Department regarding the suitability of the soils for on-site septic systems.
- l) Location and dimension of lots, radii of all curves and approximate location of all setback lines. Lot width shall be shown for each lot, at the required setback line.
- m) When any part of the subdivision lies within or abuts a floodplain area:
 1. The floodplain, as established by the State Department of Natural Resources, shall be shown within a contour line.
 2. The contour line shall intersect the sidelines of the lots.
 3. The sidelines shall be dimensioned to the traverse line from the street line and the established floodplain (contour) line.
 4. The floodplain area shall be clearly labeled on the plat with the words "floodplain area."

- n) Two copies of any proposed covenants and deed restrictions to be imposed upon the use of property in the subdivision or a statement in writing that none is proposed. If common areas are to be reserved for use by the residents of the subdivision, copies of an agreement indicating how the area will be maintained shall be submitted.
- o) Property lines, dimensions and building setback distances and all structures, lot lines and wetlands within 100 feet of the site.
- p) Existing and proposed topographic elevations at two-foot intervals on the site and to a distance of fifty feet outside the boundary lines of the site.
- q) The direction of storm water drainage and how storm water runoff will be handled as well as a statement describing where storm water will be ultimately discharged such as a creek, stream, lake or wetland.
- r) The location of abutting streets, rights-of-way, service drives, curb cuts and access easements serving the site, as well as driveways opposite the site and driveways within 100 feet on either side of the site. Also driveway width, curb radii and design of proposed deceleration lanes.
- s) Street lighting, if any, including the type of fixture as well as the method of shielding illumination from adjacent properties and roadways.
- t) The location and type of significant existing vegetation, watercourses and water bodies, including County drains and man-made surface drainageways, floodplains and wetlands.
- u) The location of existing and proposed slopes which are twenty percent or greater, which may be altered by the development or the construction of buildings within the development.
- v) Zoning and use of the proposed subdivision and adjacent properties.

1272.05 (d) Review of Preliminary Plans by the Planning

1. The site condominium shall be constructed in accordance with [Chapter 1232](#) of the Subdivision Regulations.
2. A condominium project plan shall include the documents and information required by Section 66 of the Condominium Act (M.C.L. 559.166; M.S.A. 26.50(16)), including the signature and seal of the architect, land surveyor, or engineer who prepares the plan.
3. A statement describing the proposed method of providing potable water supply, waste disposal facilities and public and private utilities, and a statement from the District County Health Department indicating the suitability of the land for the operation of septic tanks, if proposed, shall be included.
4. All private streets in a site condominium shall comply with the standards for City public street construction.
5. The location of any and all general and limited common elements, as well as the use and occupancy restrictions and maintenance provisions for all general and limited common elements that will be included in the Master Deed, shall be included.
6. A storm drainage and a storm water management plan, including all lines, swales, drains, basins, and other facilities and easements granted to the appropriate municipality for installation, repair and maintenance of all drainage facilities, shall be included. Joint application for stormwater management shall be made with the Ionia County Drain Commissioner.

7. In its review of a site condominium project plan, the Planning Commission may consult with the City Manager, City Planner, City Engineer, or other appropriate persons regarding the adequacy of the proposed common elements and maintenance provisions, use and occupancy restrictions, utility systems and streets, project layout and design, or other aspects of the proposed project.
8. The Planning Commission shall require that portions of the plan as relevant to the reviewing authority in question be submitted to the District Health Department, County Road Commission, County Drain Commission, Michigan Department of Natural Resources, Michigan Department of Public Health, Michigan Department of Environmental Quality and other appropriate State and County review and enforcement agencies having direct approval or permitting authority over any aspect of the proposed site condominium project.
9. The building site for each site condominium unit shall comply with all applicable provisions of this Zoning Code for the zoning district in which it will be located, including minimum lot area, minimum lot width, required front, side and rear yards, and maximum building height. For example, the area and width of the building site shall be used to determine compliance with the minimum lot area and lot width requirements. Compliance with required front, side or rear yards shall be determined by measuring the distance from the equivalent front, side, or rear yard boundaries of the building site closest respective front, side or rear boundary of the building envelope. Building setback lines showing dimensions from all streets and lot lines shall be illustrated on the project plan.
10. If a site condominium project is proposed to have public streets, the streets shall be paved and developed to the minimum design, construction, inspection, approval and maintenance requirements for platted public streets as required by the City.
11. The site condominium project shall be connected to the City water and sanitary sewer facilities in accordance with the City of Ionia Municipal Standards Ordinance.
12. The names of abutting developments, if any, shall be included.
13. A map of the entire area scheduled for development, if the proposed project is a portion of a larger holding intended for subsequent development, shall be included.
14. The land use and existing zoning of the proposed project shall be included. Zoning and land use on adjacent parcels should also be illustrated.
15. A table listing the proposed lots by number, and the respective lot area for each lot, shall be included.
16. Additional information which will assist the applicant in proceeding in a reasonable and sound manner toward final approval of the project shall be included.