



# Site Plan & Special Land Use 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](http://www.ci.ionia.mi.us)

Date of Application: \_\_\_\_\_

Permit Fee: \$500

A site plan approval with a special land use permit requires action by the Planning Commission. Applications must be submitted four weeks prior to the meeting in which it will be heard and include a completed site plan checklist.

Approved site plans and special land use permits are valid for one year unless extended. If actual construction of a substantial portion of the improvements included in the approved site plan has not commenced and proceeded meaningfully toward completion during that period, the approval of the final site plan shall be voided.

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

4. Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Project Description: \_\_\_\_\_

\_\_\_\_\_

6. Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

7. Size of Parcel: \_\_\_\_\_

**Signatures**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	<b>Application #:</b> _____
___ Fees Paid: _____	
Date Advertised: _____	Date of Meeting: _____
Action Taken: _____	
Comments: _____	
_____	
Signature: _____	Date: _____

## Site Plan Review Process

### I. 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.

- \_\_\_ Application
- \_\_\_ Fee
- \_\_\_ Special Land Use Questionnaire
- \_\_\_ 4 Copies of a Preliminary Site Plan
- \_\_\_ 1 Electronic Copy of a Preliminary Site Plan
- \_\_\_ Site Plan Review Checklist

The site plan must contain the information required by Section 1276.05 of the City Zoning Ordinance. A site plan checklist is attached which notes the information required.

### II. Meeting Dates

The City Planning Commission meets on the second Wednesday of each month at 4:30 P.M. in the city council chambers at the City Hall.

### III. Processing Period.

An application for site plan review and special land use permit to the Planning Commission usually takes about 45 to 60 days to process. Applications must be submitted at least four weeks before a Planning Commission meeting in order to be placed on the agenda.

### IV. Application Procedures

Whenever an application is filed for a site plan review and a special land use permit, the following steps are taken:

1. An application for a site plan and special land use permit 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 for the site plan and special land use.
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 15 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, special land use permit, and staff reports. The Commission reviews the plan in accordance with the standards contained in Section 1274.04 and Section 1276.07 of the Zoning

Ordinance. The Commission may approve, modify or deny the site plan and special land use permit 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 and special land use permit 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.

#### **Special Land Use Standards-Section 1274.04**

The following general standards shall serve as the basis for decisions by the Planning Commission involving special land use permits. The Commission shall find that, in addition to specific standards for a particular use, the proposed use shall:

- a) Be designed, constructed, operated and maintained so it will be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not significantly change the essential character of the area in which it is proposed.
- b) Be adequately served by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.
- c) Not create excessive additional requirements at public cost for public facilities and services.
- d) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
- e) Be consistent with the intent and purpose of the zoning district in which such use will be located.

## **Site Plan 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.

## Special Land Use Questionnaire

The Special Land Use Questionnaire is required as part of the application. The following general standards shall serve as the basis for decisions by the Planning Commission involving special land use permits. Indicate below how this request meets each standard.

**Standard 1**

*The use is designed, constructed, operated and maintained so it will be harmonious and appropriate in appearance with the existing or intended character of the area in which it is proposed.*

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**Standard 2**

*The use will be adequately served by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.*

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**Standard 3**

*The use does not create excessive additional requirements at public cost for public facilities and services.*

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**Standard 4**

*The use does not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.*

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**Standard 5**

*The use is consistent with the intent and purpose of the zoning district in which such use will be located.*

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## Site Plan Review 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 1276.05 of the City of Ionia Zoning Ordinance.

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- |  |   |
|--|---|
| <input type="checkbox"/> Scale (not more than 1" – 100 ft.).                                     | <input type="checkbox"/> Existing & proposed topographic elevations at two-foot intervals on the site & to a distance of 50 ft. outside the boundaries. |
| <input type="checkbox"/> A vicinity map.   | <input type="checkbox"/> Identify all slopes 20% or more.   |
| <input type="checkbox"/> Date site plan was prepared.  | <input type="checkbox"/> Direction of storm water drainage & how storm water runoff will be handled.  |
| <input type="checkbox"/> Name, address & seal of preparer.                                       | <input type="checkbox"/> Location of existing buildings.  |
| <input type="checkbox"/> North arrow.  | <input type="checkbox"/> Location of proposed buildings.  |
| <input type="checkbox"/> Legal description.  | <input type="checkbox"/> Intended use of proposed buildings.  |
| <input type="checkbox"/> Property lines and dimensions.  | <input type="checkbox"/> Length & width of proposed buildings.  |
| <input type="checkbox"/> Building setback distances.   | <input type="checkbox"/> Height of proposed buildings.  |
| <input type="checkbox"/> All structures, lot lines & wetlands within 100 feet of the site.       | <input type="checkbox"/> Square footage of proposed buildings.  |
| <input type="checkbox"/> Location of septic tanks and drain fields.                              | <input type="checkbox"/> First floor elevation of each building.  |
| <input type="checkbox"/> Location of utility easements.  | <input type="checkbox"/> Location of abutting streets.  |
| <input type="checkbox"/> Location of all sidewalks.  | <input type="checkbox"/> Location of rights-of -way.  |
| <input type="checkbox"/> Location of all bike paths or walkways.                                 | <input type="checkbox"/> Location of service drives. Location of curb cuts.   |
| <input type="checkbox"/> Location and size of any walls, fences or other screening provisions.   | <input type="checkbox"/> Location of access easements serving the site.   |
| <input type="checkbox"/> Location of all proposed landscape including size and type of planting. | <input type="checkbox"/> Location of driveways opposite the site.   |
| <input type="checkbox"/> Location of all proposed accessory structures.                          | <input type="checkbox"/> Location of driveways within 100 feet on either side of the site.  |
| <input type="checkbox"/> Location of all light poles or fixtures including type.                 |   |
| <input type="checkbox"/> Location of all flagpoles.  |   |



- \_\_\_ 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.