



# Application for Site Plan Review

3275 Central Blvd., Hudsonville, Michigan 49426-1450, 616.669.0200 www.hudsonville.org

It is **STRONGLY** recommended that any application that must go before the Planning Commission for approval be submitted to the City at least six (6) weeks in advance of the next regular meeting. This lead time is necessary to provide an adequate review period of the application materials for compliance with applicable codes, requirements and regulations, and to publicly post the meeting in accordance with State law. The Planning Commission meets on the third (3<sup>rd</sup>) Wednesday of every month at 7:00 p.m., with the exception of December.

**NO** application will be placed on a Planning Commission agenda until it has been determined by staff to meet **ALL** applicable codes, requirements, and regulations. As such, there is no guarantee that an application will be placed on the next regularly scheduled meeting agenda, even if submitted six (6) weeks in advance. It is the applicant's responsibility to modify (as requested by staff) and resubmit application materials in a timely matter.

The Site Plan Review application fee is **\$750 plus engineering, legal, and other professional costs**. An *Amendment* to a Site Plan Review application fee is **\$475 plus engineering, legal, and other professional costs**. The site plan shall consist of an accurate, reproducible drawing at a scale of 1 inch equals 100 feet or less, showing the site and all land within 100 feet of the site. **Six (6) hard copies and a digital copy of the plans must be submitted initially with the application and fee (4 full size no larger than 24"x 36" and 2 11" x 17"). Sixteen revised hard copies (4 full size no larger than 24" x 36" & 12 11" x 17") and revised digital and CAD compatible copies will be required after initial review.**

*Attendance by the owner or owner's representative is required at all Planning Commission or City Commission meetings at which this request is considered.*

Date: \_\_\_\_\_ Application Number: **SPR** - \_\_\_\_\_  
Base Fee: \_\_\_\_\_ PPN: \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**OWNER OF PROPERTY** (if different than applicant): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

- Stormwater:** The acreage of disturbance for the project: \_\_\_\_\_. If the area of disturbance is more than 1 acre or is within 500' of an Ottawa County Drain, the Stormwater Plan Review checklist to be completed.

**TYPE OF SITE PLAN REVIEW:**

Original \_\_\_\_\_ Amendment \_\_\_\_\_

**ENGINEER INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PARCEL AND PROJECT INFORMATION:**

Address of property to be developed: \_\_\_\_\_

\_\_\_\_\_

Project Title and description: \_\_\_\_\_

Current zoning designation of the property: \_\_\_\_\_

Existing use(s) of the property: \_\_\_\_\_

\_\_\_\_\_

Uses proposed for the property: \_\_\_\_\_

\_\_\_\_\_

Project completion schedule and development phases: \_\_\_\_\_

\_\_\_\_\_

**INFORMATION TO BE INCLUDED WITH SITE PLAN:**

Each site plan shall depict the following:

- 1. North arrow, scale, and date of original submittal and last revision;
- 2. A vicinity map and legend;
- 3. A legal description of the property;
- 4. The gross and net acreage of all parcels in the project; \_\_\_\_\_
- 5. The land uses and zoning classifications of the subject parcel and adjoining parcels, including those parcels which are adjoining but are divided by a road right-of-way;
- 6. The location of proposed and/or existing lot lines and dimensions of same;

- 7. All required building setbacks;
- 8. The grading plan showing finished contours at a minimum interval of 2 feet for the subject parcel and enough of the adjoining parcels to determine drainage patterns onto and off of the subject parcel, and correlated with existing contours so as to clearly indicate cut and fill required; (All finished contour lines are to be connected to existing contour lines at or before the lot lines)
- 9. The description of measure to be taken to control soil erosion and sedimentation during and after completion of grading and construction operations;
- 10. The location and type of significant vegetation, including woodlots and individual trees of 6 inches in diameter or greater;
- 11. The location and elevations of existing water courses and water bodies, including county drains, and man-made surface drainage ways, 100 year flood plains, and all wetlands;
- 12. The location of existing and proposed buildings, as well as the length, width, height and total square footage of each building;
- 13. Information for multiple-family residential developments, including:
  - a. total number of residential units,
  - b. breakdown of units by number of bedrooms,
  - c. dwelling unit sizes including dimensions and total square feet, and
  - d. distance between buildings;
- 14. The location of all existing buildings or structures within 50 feet of the subject property;
- 15. The proposed location of accessory structures, buildings, and uses, including, but not limited to, all flagpoles, light poles, storage sheds, transformers, air conditioners, generators, and similar equipment (Details of the method of screening, where applicable, shall be included);
- 16. The name, location, dimensions, and associated right-of-way of all existing and proposed streets (public or private), and typical cross section of same (Cross section shall show surface, base, and subbase materials; location and typical details of curbs; location, dimensions, and details of all passing lanes and deceleration/acceleration tapers or lanes; and the location, width, surface elevations, radii, and grade of all access points to the site.)
- 17. The information necessary to demonstrate that required sight distance and driveway spacing standards as identified in Article 9 of the Hudsonville Zoning Ordinance are being met (all driveways located within 100 feet of the site must be shown on the site plan.);
- 18. The location, design, and number of all parking spaces and unloading areas, including information on proposed curbing, barrier-free-access design, and dimensions for parking spaces, circulation aisles, and unloading spaces (A determination of the number of parking spaces as required in Article 6 of the Hudsonville Zoning Ordinance shall be provided.);
- 19. The design and dimension for all exterior lighting, including any element relative to shielding light spillover onto adjacent properties and roadways;
- 20. The location and design of all sidewalks, walkways, bicycle paths, and areas for public use;
- 21. The location, design, sizing, and easements related to all existing and proposed utility systems to be located on the site, including, but not limited to:

- a. water lines and fire hydrants,
- b. sanitary sewer lines,
- c. septic systems, if applicable, and
- d. retention and detention areas

(Inverts, hydrants, underground tanks, transportation pipelines, and recording liber and page for existing easements shall also be shown or included.)

22. The following storm water information should be submitted with site plan; *reference: City of Hudsonville's design criteria for storm water management*

The location, design, sizing, drainage flow patterns, location of manholes and catch basins, and the calculations for release rate and storage capacity of the storm water sewer system to be located on the site;

Water detention facility - submittal materials;

- a. design calculations for the storm water detention facility
- b. calculations for detention pond size
- c. current release rate from undeveloped site, 3 yr storm
- d. current run-off rate from developed site, 3 yr storm
- e. proposed run-off rate from developed site, 25 yr storm
- f. proposed run-off rate from developed site, 100 yr storm
- g. volume to be detained
- h. size & dimensions of detention basin
- i. orifice size in detention basin discharge
- j. maximum release rate through orifice
- k. configuration and size of overflow spillway
- l. maximum capacity of overflow spillway and orifice

23. Include the following utility specifications on your site plan drawing:

- a. Water main - ductile iron class 52
- b. Hydrants - EJIW per City of Hudsonville
- c. Sanitary Sewer - PVC trusts pipe D-2680 solvent weld
- d. Manholes - ASTM C-478 rubber joint
- e. Castings - EJIW 1120
- f. Storm Sewers - C-76 RCP class III
- g. Full sand backfill on all pipe under roadway and parking areas.

24. The location and design specifications for required fire lanes, emergency **access key boxes** and supplemental fire hydrants pursuant to Ordinance No. 182 Fire Safety and Prevention Ordinance. Ordinance No. 182 should be reviewed prior to site plan preparation.

25. The location and specifications for all fences, walls, and other screening features with cross sections;

26. The location and specifications for all proposed perimeter and internal landscaping, and other buffering features (For each new landscape material, the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location, or range of sizes as appropriate.);

27. The location, size and specification for screening of all trash receptacles and other solid-waste disposal facilities;

28. The number of employees on largest shift (If shifts overlap, indicate the number of employees for the largest 2 shifts which overlap);

- 29. The proposed deed restrictions, if applicable; and
- 30. The proposed building elevations to meet the Architectural Design Elements Portfolio.

**NOTES:**

1. Selected site plan information requirements may be waived if deemed by the Zoning Administrator as unimportant in the consideration of the site plan. All required information should be submitted unless expressly waived by the Zoning Administrator.
2. The required site plan information may be prepared on multiple sheets, as required, to provide for clear presentation of such information. With the exception of drainage and utility information, 16 copies of all required site plan information shall be provided to the Zoning Administrator for distribution to the Planning Commission. If the drainage and utility information is prepared on a separate sheet only 5 copies shall be required.
3. All signs shall be approved by a separate sign permit process.
4. **Representation by the owner and/or the designer is required at all Planning Commission meetings at which their site plan or application will be considered for action.**
5. **Expiration of Site Plan Approval:**
  - (C) Unless a zoning compliance permit and a building permit has been issued within 180 days of the date of the Planning Commission's approval of the site plan, approval of a site plan shall expire and be of no effect. Approval of a site plan shall expire and be of no effect 1 year following the date of Planning Commission approval unless construction has begun on the property and is diligently pursued to completion.
  - (D) Development shall, in any case, be completed within 18 months of the date of Planning Commission approval of a site plan.
  - (E) If an approved site plan has expired as set forth herein, no permits for development or use of the subject property shall be issued until the site plan has been resubmitted and approved, subject to the provisions of the Hudsonville Zoning Ordinance.

I do hereby submit application for Site Plan Review and understand that **all engineering, legal, and other professional costs must be paid by the applicant.**

I also authorize the Planning Commission and City Staff to access the property for inspection purposes.

The answers and statements herein contained and the information submitted are in all respects true and correct to the best of my knowledge.

**CIRCLE ONE:**

I am the **owner lessee legal representative** involved in the request

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date