

## Site Plan Review Application

### 1. APPLICANT

DATE: \_\_\_\_\_

is the owner  has an option to purchase  is buying on land contract

Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's basis of representation: \_\_\_\_\_

### 2. LEGAL LAND OWNER

Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### 3. PROPERTY DESCRIPTION

Property Address: \_\_\_\_\_ Sidwell No: \_\_\_\_\_ Acreage: \_\_\_\_\_

Property is located on the \_\_\_\_\_ side of \_\_\_\_\_ Road between \_\_\_\_\_ and \_\_\_\_\_ Roads.

Proposed Development Name: \_\_\_\_\_ Current zoning: \_\_\_\_\_

4. PROJECT DESCRIPTION: \_\_\_\_\_

### 5. SIGNATURES REQUIRED

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Land Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 6. ADDITIONAL REQUIREMENTS

All engineers, architects and planners associated with this development are responsible for securing a copy of the city of Algonac Zoning Ordinance at <http://www.municode.com/resources/gateway.aspx?productId=12035> and Master Plan at <http://www.cis.stclaircounty.org/algonacmpln.asp> for any additional requirements specific to the type of proposed development.

## 7. ATTACHMENTS REQUIRED

- Documentation verifying ownership or interest in property (i.e. warranty deed, land contract, lease, etc.).
- Building elevations noting heights and general appearance.
- Floor plans.
- Letter of approval or permit for waterfront construction, if applicable.
- Fee: Inquire with Building Department.
- Three (3) copies of a Site Plan that includes:
  - Name and address of person responsible for preparing the site plan.
  - Legal description of site.
  - Existing topography.
  - Proposed landscape plan.
  - Correct scale (no less than 1" = 50' for less than 3 acres, 1" =100' if more than 3 acres).
  - North point.
  - Size of site in square feet or acres.
  - Dimensions of all property lines.
  - All required setbacks shown.
  - All existing and proposed right-of-ways and easements shown (including any alleys).
  - Location and dimensions of all existing and proposed structures.
  - Location and dimensions of all existing and proposed driveways, fences and sidewalks.
  - Location and dimensions of all existing and proposed parking areas and proposed number of parking spaces.
  - Location and dimensions of all structures within 100' of property.
  - Location of all utilities serving the site.
  - Type and location of any outside storage.
  - Designation of any loading/unloading areas.
  - Location of dumpster with appropriate screening.
  - Location of all fire hydrants.
  - Locations of any exterior lighting.
  - Location and dimensions of any proposed signage.
  - Location of any required separation wall or greenbelt.
  - Location and dimensions of proposed drainage and/or retention.
  - Any additional requirements as required per the city of Algonac Zoning Ordinance and city of Algonac Master Plan.

## GENERAL SITE PLAN REVIEW PROCEDURE

- (1) The Building Official, City Engineer and Planning Consultant will review the site plan. Written reviews requesting changes and/or additional documentation will be coordinated by the Building Official and provided to the applicant.
- (2) Applicant will make changes and/or provide additional documentation. Building Official, City Engineer and Planning Consultant will re-review. Process continues until all requirements are met.
- (3) All plans and documentation are submitted to the Planning Commission for preliminary approval and a recommendation to City Council.
- (4) All plans and documentation are submitted to the City Council for final approval.