



9765 Maple Street / P.O. Box 366 / Bridgman, MI 49106 / Tel: 269•465•5144 / Fax: 269•465•3701

### **SITE PLAN REVIEW APPLICATION**

The following submittal is in keeping with Article XIII of General Ordinance no. 176 as adopted by the City Of Bridgman, effective December 28, 2009. This application shall be provided to the Dept. of Building Services no less than 30 days prior to the next (regular) scheduled meeting of the Planning Commission. Applications are reviewed for completeness by the Zoning Administrator and if properly completed shall be forwarded to the Planning Commission for their review.

Submittal Fee is \$100.00 and shall be included with the application. Be sure application is signed and dated, and has both phone and email information. A copy of Sections 13.04, 13.05, 13.06 and 13.07 are included for our mutual benefit. This is to be the guide for all site plan reviews; however, the more data provided the more beneficial to the process.

Please provide the following:

Project Name and PROJECT address: \_\_\_\_\_

Parcel Tax I.D. no. \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ & Phone: \_\_\_\_\_

If not the Owner what is your affiliation? \_\_\_\_\_

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

Current email address: \_\_\_\_\_

Current USE of property: \_\_\_\_\_

Briefly describe the proposed USE and general Scope of Work to be done:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All Existing and Proposed (New or Expanded) buildings are to be shown with exterior Dimensions shown and square footage indicated for each.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Included: Y/N

## ARTICLE XIII

### SITE PLAN REVIEW

**Section 13.01 - Purpose.** The intent of this section is to provide for consultation and cooperation between the applicant and the City Planning Commission in order that the applicant may accomplish his objectives in the utilization of his land within the regulations of this Zoning Ordinance and with minimum adverse effect on the use of adjacent streets and highways, and on existing and future uses in the immediate area and vicinity.

**Section 13.02 - Scope.** The Building Inspector and/or Zoning Administrator shall not issue a statement of zoning compliance (zoning permit) or building permit for any proposed development in the R - 3 and R - 4 Residential, C - Commercial, or I - Industrial districts and any use requiring more than four (4) parking spaces in the R - 1 or R - 2 Residential districts or as otherwise or required in this Ordinance until a site plan has been reviewed and approved by the Planning Commission.

**Section 13.03 - Application Procedures.** An application for site plan review, plus either a preliminary or final site plan, shall be submitted thirty (30) days prior to the next scheduled Planning Commission meeting through the Building Inspector and/or Zoning Administrator, who will review the application and plans for completeness, then transmit the application and site plan to the Planning Commission.

**Section 13.04 - Preliminary Plan Review.** Preliminary sketches of proposed site and development plans may be submitted for review to the Planning Commission prior to final site plan submittal. The purpose of such procedure is to allow discussion between the applicant and the Planning Commission to better inform the applicant of the acceptability of his proposed plans prior to incurring extensive engineering and other costs which might be necessary for final site plan approval. Such plans shall include, as a minimum, the following, as deemed necessary by the Building Inspector and/or Zoning Administrator.

1. Legal description of the property.
2. Small scale sketch of properties, streets, and uses of land within one half (½) mile of the area.
3. A generalized map showing any existing or proposed arrangement of:
  - A. Streets
  - B. Lots
  - C. Access points
  - D. Other transportation arrangements
  - E. Buffer strips screening
  - F. Natural characteristics including, but not limited to, open space, stands of trees, brooks, ponds, floodplain, hills, and similar natural assets
  - G. Signs - location and lighting
  - H. Buildings and other structures.

4. A narrative describing:
  - A. The overall objectives of the proposed development.
  - B. Number of acres (or square feet) allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
  - C. Dwelling unit densities by type.
  - D. Proposed method of providing sewer and water service as well as other public and private utilities.
  - E. Proposed method of providing storm drainage.

In addition to the above, said application shall submit a fee in accordance with the fee schedule established by the City Council to cover the normal and specially incurred expenses of the Planning Commission. One half (½) of said fee shall be paid upon submission of the preliminary site plan and the balance upon submission of the final site plan.

**Section 13.05 - Planning Commission Review of Preliminary Site Plan.** The Planning Commission shall review the preliminary site plan and make recommendations to the applicant at the regular Planning Commission meeting based on the purposes, objectives, and requirements of this Ordinance and specifically the following considerations, when applicable:

1. Ingress and egress to property and proposed structures thereon, with particular reference to motor vehicle and pedestrian safety and convenience, traffic flow and control, and access in cases of fire, catastrophe or emergency.
2. Off-street parking and loading areas, where required, with particular attention to noise, glare and odor effects of each use in the plan on adjoining properties and properties in the proposed development.
3. Sewer, water, and storm drainage, with reference to location, availability and capacity.
4. Screening and buffering with reference to type, dimensions, and character.
5. Signs, if any, and their proposed lighting relative to glare, traffic safety, economic effect, and compatibility and harmony with adjoining properties.
6. Required yards.
7. General compatibility with adjacent properties.
8. The purpose and intent of this Ordinance and the goals, objectives and policies of the Bridgman General Development Plan.

**Section 13.06 - Final Site Plan Review.** The site plan shall include the following information and such items as may be required by the Planning Commission from its review of the preliminary site plan.

1. Legal description of the property.
2. Small scale sketch of properties, streets, and use of land within one half (½) mile of the area.
3. A map at a scale not to exceed one (1) inch equals one hundred (100) feet (1" = 100'). The following items shall be shown on the map:
  - A. Date site plan was prepared.
  - B. Name and address of preparer.
  - C. Topography of the site and its relationship to adjoining land.
  - D. Existing man-made features.
  - E. Dimensions of setbacks, locations, heights, and size of buildings and structures.
  - F. Street right-of-ways, indicating proposed access routes, internal circulation, and relationship to existing right-of-ways.
  - G. Proposed grading.
  - H. Location and type of drainage, sanitary sewers, storm sewers, and other utilities.
  - I. Location and type of fences, landscaping, buffer strips, and screening.
  - J. Location and type of signs and on-site lighting.
  - K. Proposed parking facilities and drives. Parking lots (public and private) shall be designed with lines showing individual spaces and shall conform with the provisions of Article X, Section 10.19.
  - L. Easements, if any.
  - M. Dimensions and number of proposed lots.
4. A narrative describing the items indicated in Section 13.04 (d).

**Section 13.07 - Planning Commission Review of Final Site Plan.** The Planning Commission shall review the final site plan and either approve, deny or approve with conditions the final site plan based on the purposes, objectives and requirements of this Ordinance, and specifically the considerations listed in Section 13.05.

1. To insure compliance with the final site plan and any conditions imposed under the ordinance, the Planning Commission may require that a cash deposit, certified check, irrevocable bank letter of credit or surety bond acceptable to the Planning Commission covering the estimated cost of improvements associated with a project for which zoning approval is sought, be deposited with the City Clerk to insure faithful completion of the improvements. The performance guarantee shall be filed with the City Clerk prior to the issuance of a building permit by the Building Inspector for any portion of the project.
2. Each development shall be under construction within one (1) year after the date of final approval by the Planning Commission. If said applicant does not fulfill this provision, the Commission may grant a sixty (60) day extension provided the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties but is ready to proceed. Should neither of the aforementioned provisions be fulfilled or a sixty (60) day extension has expired, without commencement of construction, the site development plan shall be null and void.
3. The Planning Commission shall undertake and complete all site plan reviews within sixty (60) days of submission of all required information by the applicant. Upon approval of said plan, the Chairman of the Planning Commission shall sign three (3) copies thereof. One (1) signed copy shall be made a part of the Commission's files and one (1) shall be forwarded to the Building Inspector and/or Zoning Administrator for issuance of a building permit. The third copy shall be returned to the applicant.
4. This review process and site plan requirement shall not apply to applications covered by Ordinance 133, Land Division Ordinance, or Ordinance 134, Subdivision and Condominium Development Ordinance.