

*THE FOLLOWING PAGES ARE FOR REFERENCE ONLY  
AND SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION*

**SITE PLAN REVIEW APPLICATION PROCESS**

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:00 p.m. in the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Community Development Department located at 519 Washington Avenue, Grand Haven, Michigan, 49417. Questions may be directed to Brian Urquhart, City Planner, at (616) 935-3276.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the Community Development Manager, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

<b>Filing deadline</b>	<b>Meeting Date</b>
December 11, 2024	January 14, 2025
January 8, 2025	February 11, 2025
February 5, 2025	March 11, 2025
March 12, 2025	April 15, 2025
April 9, 2025	May 13, 2025
May 7, 2025	June 10, 2025
June 4, 2025	July 8, 2025
July 9, 2025	August 12, 2025
August 6, 2025	September 9, 2025
September 10, 2025	October 14, 2025
October 8, 2025	November 11, 2025
November 5, 2025	December 9, 2025
December 10, 2025	January 13, 2026



## SITE PLAN REVIEW APPLICATION PROCESS, cont.

*See Section 40-115.05 of the Zoning Ordinance for a complete set of regulations.*

1. **Step 1 - Application for Site Plan Review is filed:** An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Incomplete submissions will receive a list of items needed to make the submittal complete. Once an application is deemed complete, a petitioner will be scheduled on the next available Planning Commission's agenda. The meeting shall be held within forty-five (45) days of the date of the receipt of the complete plans and completed application.

2. **Step 2 – Staff Review:** A basic site plan is reviewed by the Zoning Administrator in accordance with Section 40-115.06. The applicant and the Zoning Administrator shall sign an approved basic site plan, and a copy shall be kept on file with the City for future review and enforcement.

A detailed site plan submittal is reviewed by the Zoning Administrator, and when necessary, the Building Official, the Department of Public Safety, City Engineer, County Health Department and the Michigan Department of Transportation. The Zoning Administrator and City officers and agencies shall have forty-five (45) days from receipt of a complete site plan review application to prepare staff comments on the application.

3. **Step 3 – Planning Commission meeting:** A meeting shall be scheduled for a review of the application, plans, and of the recommendation of the Zoning Administrator. The applicant will be notified of the date, time and place of the meeting on the application not less than three (3) days prior to such date.

### **Term of Approval of the Site Plan** *(see Section 40-115.08 of the Zoning Ordinance)*

Approval of the site plan shall be valid for a period of one (1) year after the date of approval. The Planning Commission may grant extensions if applied for and granted in writing. The reasons for extensions may be the inability to complete the requirements, financial constraints, regulatory approvals or other proven hardship. If a Land Use Permit has not been obtained or the on-site development has not commenced or is not making reasonable progress within said one (1) year, the site plan approval shall become null and void and a site plan approval application shall be required and approved before any construction or earth change is commenced upon the site.



## DETAILED SITE PLAN CONTENTS

*See Section 40-115.04 of the Zoning Ordinance for a complete set of regulations.*

### Detailed Site Plan

1. A PDF and five (5) copies (more may be requested at a later date) of the site plan prepared by an Engineer, Architect, Landscape Architect or Planner licensed to work in Michigan and shall include and illustrate at a minimum the following information:
  - A scale drawing of the site including the date, name, address and professional seal of the preparer. In no instance shall the scale of the drawing be greater than one inch equals 10 feet nor less than one inch equals 200 feet. One copy shall be submitted in a photo-reduced form on 17" x 11" paper.
  - The scale of the drawing and north arrow.
  - A vicinity map illustrating the property in relation to the surrounding street system as well as the uses on, and zoning of, adjoining parcels.
  - Topography of the site and its relationship to adjoining land illustrated at 2-foot contours and including an area extending 100 feet from the parcel boundary.
  - Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours and quantities of soil to be removed or added.
  - Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.
  - Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.
  - Setback lines and their dimensions.
  - Percentage of land covered by buildings and impervious surfaces and that reserved for open space.
  - Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.
  - Project phasing, if applicable, including approximate commencement and completion dates of each phase.
  - Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
  - Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking calculations; vehicular circulation patterns and features, location and size of all parking spaces and the identification of service lanes and parking.
  - Curb-cuts and driveways on adjacent properties.
  - Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.
  - Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.
  - Proposed emergency access roads to accommodate fire apparatus, proposed hydrant locations, proposed fire department connection (FDC) location.
  - Soil erosion, sedimentation and dust control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.
  - Detail on proposed signage
  - A lighting plan



- A written and illustrated landscape plan
  - If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.
  - Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
  - Written and illustrated documentation of measures to comply with the requirements of any City storm water provisions.
- Special Studies or Research** *(See Section 40-115.04(E) of the Grand Haven Zoning Ordinance)*
1. For complex site plans and/or for land uses that may generate significant impacts on surrounding land uses or public facilities, special studies or research may be required as part of the site plan.
  2. The following studies are required for site plan review. Supporting documentation must be included for each of the required studies.
    - Environmental Assessment *(40-115.04.E.1)*
    - Traffic Impact Study *(40-115.04.E.2)*
    - Market Study *(40-115.04.E.3)*



# SITE PLAN REVIEW PERMIT APPLICATION

Community Development Department, City of Grand Haven

519 Washington Avenue, Grand Haven, MI 49417

Phone: (616) 935-3276 Website: [www.grandhaven.org](http://www.grandhaven.org)

## 1. Project Information

Address/location of property: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Area in Acres: \_\_\_\_\_ Zoning of adjacent properties: \_\_\_\_\_

## 2. Applicant

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

Company: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

## 3. Property Owner

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

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

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

Email: \_\_\_\_\_

## 4. Required Attachments

- PDF + 5 copies of the application
- PDF + 5 copies of site plan
- PDF + 5 copies of the building elevations
- PDF + 5 copies of the landscape plan
- Project phasing plan (if applicable)
- Signage plan and details
- Proposed topographic map
- Existing topographic map

## 5. Fees and Escrow Deposit

Up to \$100,000: \$200.00

\$100,001 to \$500,000: \$300.00

\$500,001 to \$1,000,000: \$400.00

\$1,000,001 & Up: \$500.00

Estimate Project Cost: \$ \_\_\_\_\_

A deposit of \$1,500 shall be collected for all Planning Commission and Zoning Board of Appeals cases where it is expected that costs above staff time and one public hearing publication will be incurred. These expenses include additional public hearing notifications, attorney fees, engineering or surveying fees, or other special studies. Should expenses total more than the deposit, the applicant will be billed by the City for the additional costs, or additional escrow payment shall be required to complete the Planning Commission or Zoning Board of Appeals process. Should expenses total less than the deposit received, excess amounts shall be returned to the applicant.

## 6. Details of the Nature of Work Proposed *(please identify materials and colors to be used)*

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**7. Buildings and Structures**

Number of buildings on site: \_\_\_\_\_ Use of buildings: \_\_\_\_\_  
Height of buildings & # of stories: \_\_\_\_\_ Height of rooftop mechanical equipment: \_\_\_\_\_

**8. Floor Use and Area (in square feet)**

**Commercial Structures**

Total floor area: \_\_\_\_\_  
Open space (area & %): \_\_\_\_\_  
Office space (area): \_\_\_\_\_  
Retail space (area): \_\_\_\_\_  
Industrial space (area): \_\_\_\_\_  
Assembly space (area): \_\_\_\_\_  
Seating capacity: \_\_\_\_\_  
Maximum occupancy load: \_\_\_\_\_

**Residential Structures**

Total floor area: \_\_\_\_\_  
Total # of units: \_\_\_\_\_  
# of 1 bedroom units: \_\_\_\_\_  
# of 2 bedroom units: \_\_\_\_\_  
# of 3 bedroom units: \_\_\_\_\_  
Open space (area and %): \_\_\_\_\_  
Rental or condominium?: \_\_\_\_\_  
Maximum occupancy load: \_\_\_\_\_

**9. Setbacks** (see Article Four: District Regulations, Table 40-402.02, for setback requirements)

Required front yard: \_\_\_\_\_ Proposed front yard: \_\_\_\_\_  
Required rear yard: \_\_\_\_\_ Proposed rear yard: \_\_\_\_\_  
Required total side yard: \_\_\_\_\_ Proposed total side yard: \_\_\_\_\_

**10. Parking** (see Article Six: Parking, for zoning requirements)

Required # of spaces: \_\_\_\_\_ Proposed # of spaces: \_\_\_\_\_  
Typical angle of spaces: \_\_\_\_\_ Size of spaces: \_\_\_\_\_  
Location of parking on site: \_\_\_\_\_ Number of handicap spaces: \_\_\_\_\_  
Shared parking agreement?: \_\_\_\_\_ Location and # of off-street spaces: \_\_\_\_\_  
Number of employees: \_\_\_\_\_  
Explanation of screening (including location and materials): \_\_\_\_\_

**11. Loading** (see Section 40.605.04 for loading space requirements)

Required # of spaces: \_\_\_\_\_ Proposed # of spaces: \_\_\_\_\_  
Typical angle of space(s): \_\_\_\_\_ Size of space(s): \_\_\_\_\_  
Location of loading space(s) on site: \_\_\_\_\_  
Explanation of screening (including location and materials): \_\_\_\_\_

**12. Site Lighting** (see Section 40-317 for lighting requirements)

**Building Lighting**

# of fixtures proposed: \_\_\_\_\_  
Type of lighting proposed: \_\_\_\_\_  
Height of fixtures: \_\_\_\_\_  
Location of fixtures: \_\_\_\_\_

**Parking Area Lighting**

# of fixtures proposed: \_\_\_\_\_  
Type of lighting proposed: \_\_\_\_\_  
Height of fixtures: \_\_\_\_\_  
Location of fixtures: \_\_\_\_\_  
Foot-candles at property line: \_\_\_\_\_

**13. Landscaping** (see Article Eight: Landscaping, for zoning requirements)

Location of landscape areas: \_\_\_\_\_ Proposed landscape material: \_\_\_\_\_



**14. Exterior Trash Receptacles** (see Section 40-301.03 for Dumpster Enclosure requirements)

Location of receptacle: \_\_\_\_\_ Size of receptacle: \_\_\_\_\_  
Enclosure material: \_\_\_\_\_ Height of Enclosure: \_\_\_\_\_

**15. Mechanical Equipment** (see Sections 40-306.08(C) & 40-322 for zoning requirements)

**Ground Mounted Mechanical Equipment**

# of units: \_\_\_\_\_  
Size of units (LxWxH): \_\_\_\_\_  
Location of units: \_\_\_\_\_  
Screening: \_\_\_\_\_

**Rooftop Mechanical Equipment**

# of units: \_\_\_\_\_  
Type of rooftop units: \_\_\_\_\_  
Size of units (LxWxH): \_\_\_\_\_  
Location of units: \_\_\_\_\_  
Screening: \_\_\_\_\_

**16. Accessory Buildings** (see Section 40-301 for standards for accessory buildings)

# of accessory building(s): \_\_\_\_\_ Size of accessory building(s) (LxWxH): \_\_\_\_\_  
Location of accessory building(s): \_\_\_\_\_

**17. Emergency Access Features** (contact City of Grand Haven Fire Marshal with questions)

Emergency Access Roads: \_\_\_\_\_  
Location of hydrants and fire department connection (FDC): \_\_\_\_\_

**18. Historic District information** (contact [City of Grand Haven Historic Conservation District Commission](#))

Is this location within a Historic Conservation District? Yes/No/Unsure  
Name of District, if applicable: \_\_\_\_\_

**By signing below, permission is granted for city staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the City of Grand Haven Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.**

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

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

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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

*Office Use Only*

Case #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Approved by: \_\_\_\_\_

