

Filing Fee: \_\_\_\_\_

# Zeeland Charter Township

6582 Byron Rd.  
Zeeland, MI 49464  
Phone (616) 772-6701  
Fax (616) 772-1857

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## APPLICATION FOR SITE PLAN REVIEW

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- All drawings must be sealed by an architect, landscape architect, engineer, or surveyor unless waived by the Zoning Administrator or Planning Commission.
- For new applications, 10 copies of the site plan must be submitted, along with payment, to the Township Hall at least thirty days before the Planning Commission meeting to allow adequate staff review.
  - Fee Schedule: \$350 for regular meeting, \$550 for special meeting, \$800 for PUD review meeting
- The Planning Commission meets the first Tuesday of the month at 7:00 p.m. where plans are approved, rejected, or modified.
- Preliminary plans may be presented for Planning Commission comment, but no final approvals are given until all required conditions are met.
- After approval, building permits and all other required permits and approvals must be secured before construction.

1. Street Address and/or Location of Request: \_\_\_\_\_

2. Permanent Parcel Number: #70-17- \_\_\_\_\_

3. Applicant's Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

4. Are You:  Property Owner     Owner's Agent     Contract Purchaser     Option Holder

5. Applicant is being represented by: \_\_\_\_\_ Phone Number \_\_\_\_\_

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

6. Present Zoning of Parcel \_ \_\_\_\_\_ Parcel Size \_\_\_\_\_

7. Description of proposed development (attach additional materials if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The facts presented above are true and correct to the best of my knowledge.**

I hereby authorize the submittal of this application and agree to abide by any decision made in response to it. By signing below, I hereby give permission for members of the Planning Commission, Zoning Board of Appeals, Township Board, or Township staff to enter my property for the purpose of reviewing my request.

Type or Print Your Name Here: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

The following items are required on the drawing for final plan approval, unless waived by the Zoning Administrator or Planning Commission. Please include this checklist with the Zoning Administrator prior to submitting your application.

**INITIAL**

**Site Plan Descriptive and Identification Data**

- title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions \_\_\_\_\_
- scale and north-point \_\_\_\_\_
- location map drawn to a separate scale with north point, showing surrounding land, water features, zoning and streets within a quarter mile \_\_\_\_\_
- legal and common description of property \_\_\_\_\_
- identification and seal of architect, engineer, or land surveyor who prepared drawings \_\_\_\_\_
- zoning classification of petitioner's parcel and all abutting parcels \_\_\_\_\_
- proximity to section corner and major thoroughfares \_\_\_\_\_
- net acreage (minus rights of way) and total acreage \_\_\_\_\_

**Site Data**

- existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site \_\_\_\_\_
- topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark \_\_\_\_\_
- proposed lot lines, lot dimensions, property lines, setback dimensions, structures, and other improvements on the site and within 100 feet of the site \_\_\_\_\_
- location of existing drainage courses, streams and wetlands \_\_\_\_\_
- all existing and proposed easements \_\_\_\_\_
- location of exterior lighting (site and building lighting) \_\_\_\_\_
- location of trash receptacle(s) and transformer pad(s) and method of screening \_\_\_\_\_
- extent of any outdoor sales or display area \_\_\_\_\_

**Access and Circulation**

- dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights of way or access easements \_\_\_\_\_
- opposing driveways and intersections within 250 feet of site \_\_\_\_\_
- cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness \_\_\_\_\_
- dimensions of acceleration, deceleration, and passing lanes \_\_\_\_\_
- dimensions of parking spaces, islands, circulation aisles and loading zones \_\_\_\_\_
- calculations for required number of parking and loading spaces \_\_\_\_\_
- designation of fire lanes \_\_\_\_\_
- traffic regulatory signs and pavement markings \_\_\_\_\_
- location of existing and proposed sidewalks/pathways within the site or right of way \_\_\_\_\_
- location, height, and outside dimensions of all storage areas and facilities \_\_\_\_\_

**Landscape Plans**

- general location of existing trees; \_\_\_\_\_
- location, sizes, and types of existing trees six (6) inches or greater in diameter, with an identification of materials to be removed and materials to be preserved; \_\_\_\_\_
- description of methods to preserve existing landscaping; \_\_\_\_\_
- the location of existing and proposed lawns and landscaped areas; \_\_\_\_\_
- landscape plan, including location and type of proposed shrubs, trees, and other plant material; \_\_\_\_\_

- landscape irrigation plan \_\_\_\_\_
- planting list for proposed landscape materials with caliper size or height of material \_\_\_\_\_  
method of installation, botanical and common names, and quantity \_\_\_\_\_

**Building and Structure Details**

- location, height, and outside dimensions of all proposed buildings or structures \_\_\_\_\_
- building floor plans and total floor area \_\_\_\_\_
- details on accessory structures and any screening \_\_\_\_\_
- location, size, height and material of construction for all obscuring wall(s) or berm(s) with \_\_\_\_\_  
cross sections, where required \_\_\_\_\_
- building facade elevations for all sides, drawn at an appropriate scale \_\_\_\_\_
- description of exterior building materials and colors \_\_\_\_\_
- digital renderings illustrating the appearance of the site both before and after site development \_\_\_\_\_  
shall be required for any proposal that includes more than fifty dwellings or has more than \_\_\_\_\_  
50,000 square feet of floor area \_\_\_\_\_

**Information Concerning Utilities, Drainage, and Related Issues**

- location of sanitary sewers and septic systems, existing and proposed \_\_\_\_\_
- location and size of existing and proposed water mains, well sites, water service, storm \_\_\_\_\_  
sewers loads, and fire hydrants \_\_\_\_\_
- conceptual drainage plan \_\_\_\_\_
- stormwater drainage and retention/detention calculations \_\_\_\_\_
- site grading, drainage patterns and other stormwater management measures \_\_\_\_\_
- stormwater retention and detention ponds, including grading, side slopes, depth, high water \_\_\_\_\_  
elevation, volume and outfalls \_\_\_\_\_
- location and size of underground storm sewers and drains \_\_\_\_\_
- location of above and below ground gas, electric and telephone lines \_\_\_\_\_
- location of transformers and utility boxes \_\_\_\_\_
- size, height and method of shielding for all site and building lighting \_\_\_\_\_
- location, size, height, and lighting of all proposed site and wall signs \_\_\_\_\_
- photometric grid indicating lighting intensities on the site and at all site boundaries \_\_\_\_\_

**Additional information required for Multiple Family Residential Development only**

- the number and location of each type of residential unit (one bedroom units, two bedroom units) \_\_\_\_\_
- density calculations by type of residential unit (dwelling units per acre) \_\_\_\_\_
- garage and/or carport locations and details, if proposed \_\_\_\_\_
- mailbox clusters \_\_\_\_\_
- location, dimensions, floor plans and elevations of common building(s), if applicable \_\_\_\_\_
- swimming pool fencing detail, including height and type of fence, if applicable \_\_\_\_\_
- location and size of recreation and open space areas \_\_\_\_\_
- indication of type of recreation facilities proposed for recreation area. \_\_\_\_\_