

City of Potterville

Site Plan Review Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

Applicant Name(s):

Circle one Property Owner Representative
(must have proof of ownership/owner permission)

Mailing Address:
Street _____
City, _____ State, _____ zip _____

Phone(s): _____

Property Address: (if different than above)
Street _____

Property Code: - - - -

Office Use Staff will complete

Case No.: _____

Fee \$400 check _____ cash _____

Date received: _____

Planning Commission
Hearing Date: _____

Decision: Approved Denied

Decision date: _____

SITE DEVELOPMENT

1. **Where in the Ordinance is the proposed land use specified?**

2. **Please describe the business proposed for this site.** (attach additional sheet if needed)

3. **EMPLOYEES**

What Days will the business be in operation? _____ what hours each day? _____

How many employees will be on the site? _____

During what hours will they be on site? _____

4. **BUILDINGS**

The proposed use must comply with all applicable fire safety and emergency vehicle access requirements as well as other requirements of the State Construction Code, local Fire Code and the Eaton County Construction Code Department.

Will you construct or install any new building(s) or additions to existing structures?

What are their dimensions (Width, Length, Height) _____

Construction Type _____

Proposed Completion Date: _____

Will any existing building(s) be used for the business?

Please provide the dimensions (Width, Length, Height) _____
Year Built _____ Construction Type _____

Describe the areas in the building and how they will be used.

PROPERTY INFORMATION

5. Current zoning of the property (*Circle one*) Information available from Community Development Dept.:

Rural Residential (R-R) Residential (R-1, R-2, R-3, R-4) Business (B-1, B-2, B-3) Industrial (I-1, I-2)

6. Is the property enrolled in Public Act 116- the Farmland Preservation Act? Yes No

7. Please list all persons and/or firms with legal or equitable interest in this parcel

8. Is the property located within 500 ft. of a stream, drain, lake, pond, or seasonally flooded wetland? Yes No (if yes, explain)

9. Does the property lie within a designated 100 year flood plain? (If yes, the applicant should contact the MI Dept. of Environmental Quality for state permit requirements.) Yes No

10. Do you plan to construct or upgrade access drive(s) to the site that will cross a flood plain, seasonally flooded wetland, county drain, or stream? Yes No (if yes, explain)

11. Current Use(s) of the applicant property (Please indicate if used as residence, agricultural, commercial, etc.):

12. Current Use(s) of other area properties: (Indicate if residential, agricultural, commercial, etc.)

13. PLEASE ATTACH A LEGAL DESCRIPTION OF THE PROPERTY

A legal description of the parcel is the deed, land contract, or tax information for a property. It must include any deed restrictions, easements, etc.

14. PLEASE ATTACH A SITE PLAN! (Please label with applicant name and page number)

A site plan is a scale drawing that shows the boundaries of the property, any structures, buildings on the property, public or private roads, driveways, easements, or other property features, and any natural features including bodies of water, wetlands, etc. The site plan must include the following:

- a) Property dimensions.
- b) Size, shape, square footage, and location of existing and proposed buildings and structures.
- c) The location and surface of all drives and parking areas.

- d) Existing public right-of-way and/or private easements.
- e) Watercourses and water bodies, including surface drainage ways.
- f) A landscaping plan indicating locations of existing and proposed vegetation, screening, fencing, signs, and advertising features.
- g) Lighting plan.
- h) Storage area, dumpster areas, and greenbelts (if required) with all necessary screening.

15. PUBLIC HEALTH AND SAFETY

Proposed businesses must comply with all applicable requirements of the City of Potterville DPW, Barry-Eaton District Health Department and the State of Michigan.

Describe the water and septic source(s) employees and/or clients will use.

Describe how the proposed business will comply with requirements for the use of public water, sanitary sewage, and solid waste removal.

What equipment, vehicles, materials, etc. will be stored at the site? Please describe.

16. TRANSPORTATION

The proposed land use must fully conform to the driveway and traffic safety standards of the Michigan Department of Transportation, Eaton County Road Commission, and City of Potterville.

Entrance/Exits to the Site:

Number of current entrances (driveways) from a public street _____

Will any additional entrances or exits to the site be created/used? Yes No

Are driveways paved? Yes No

Do driveways have curb and gutter? Yes No

What is the anticipated traffic in and out of the site? Please estimate the number and types of vehicles. _____

Proposed parking on site for _____ vehicles will be provided.

Is parking area lighted? Yes No

Is parking area paved? Yes No

How are supplies delivered/brought to the site?

Semi Trucks Light Delivery Trucks Other (explain) _____

Have you requested or received a variance or Special Use Permit for this property?

Yes No (If yes, please explain) _____

Were you notified of a violation of the Zoning Ordinance or Eaton County Building Code?

Yes No (If yes, please explain) _____

Explain why this request should be granted. Describe how it will affect the surrounding area. Respond to the Planning Commission’s standards listed on page five of this application.

(Attach additional sheet if needed.)

AFFIDAVIT

I acknowledge that if a permit is granted that the decision does not relieve me from compliance with all other federal, state and local laws and requirements. I affirm that I am involved in this application and that the answers and statements herein contained, and the information provided is true, accurate and correct. I understand that if it is not, this application and any approvals are void. I hereby give city officials permission to inspect the property to verify information and to verify compliance with rules and conditions. I also agree that I am able, financially, legally and physically, and I will commence this use, as approved, within six months.

Applicant(s) Signature(s)

Date

Applicant(s) Signature(s)

Date

PLANNING COMMISSION STANDARDS FOR SITE PLAN APPROVAL:

Before making a decision on a Site Plan Review Application, the Planning Commission shall establish, beyond a reasonable doubt, that the following general standards, as well as the specific standards outlined in each applicable section of the article, shall be satisfied.

The planning commission shall find adequate evidence that each use on its proposed location will:

1. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or impoundment of surrounding property for uses permitted in the ordinance.
2. The landscaping shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal and by topographic modifications that result in maximum harmony with adjacent uses.
3. Special attention shall be given to proper site surface drainage so that removal of storm waters will not adversely affect neighboring properties.
4. The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walks, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants. Refer to Section 4.04 for buffer yard, berm, wall, and fence specifications.
5. All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access by some practical means to all sides.
6. Every structure or dwelling unit shall have access to a public street, walkway, or other area dedicated to common use.
7. A pedestrian circulation system that is insulated as completely as reasonably possible from the vehicular circulation system shall be provided.
8. All loading and unloading areas and outside storage areas, including areas for the storage of trash, that face or are visible from residential properties or public streets shall be screened by a vertical screen consisting of structural (fence) materials no less than six (6) feet in height.
9. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets.