

# SITE PLAN REVIEW APPLICATION

102 W. Savidge Street, Spring Lake, MI 49456  
Phone: (616) 842-1393 | Website: [www.springlakevillage.org](http://www.springlakevillage.org)



**Application Fee: \$300 Escrow Fee: \$1,500**

## 1. Project Information

Address/location: \_\_\_\_\_

Name of Development: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Lot Area in Acres or Sq. Ft \_\_\_\_\_

Zoning District: \_\_\_\_\_ Master Planned Zoning \_\_\_\_\_

## 2. Applicant

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

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

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

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

## 3. Property Owner

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

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

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

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

## Details of Proposed Request (attach additional pages if needed):

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**By signing below, permission is granted for Village 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 Village of Spring Lake Code of Ordinances.**

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

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

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

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

*Office Use Only*

Date Received: \_\_\_\_\_ Application Complete: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Table: \_\_\_\_\_ Date of Denial: \_\_\_\_\_

Permit # \_\_\_\_\_

Conditions of Approval:

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

**1. From Application to Construction**

**Step 1:** Request a Pre-Application Meeting with Village Staff. – optional, but recommended.

An initial review of the proposal will be conducted to provide guidance on compliance to put the applicant in the best position to obtain approval from the Planning Commission.

**Step 2:** Submit the Site Plan Review Application by the filing deadline to be placed on the next Planning Commission agenda. These dates can be found online at [www.springlakevillage.org/boards/planning-commission](http://www.springlakevillage.org/boards/planning-commission). Once approved, the following steps may take place.

**Step 3:** Zoning Review Application [Zoning-Review-Requirements.pdf \(springlakevillage.org\)](http://www.springlakevillage.org/Zoning-Review-Requirements.pdf)

**Step 4:** Building and Trade Permits <http://www.michigantownshipservicesmuskegon.com>

**Step 5:** Final Inspections

**2. Fee and Escrow**

▪ **Application fee = \$300**

- Includes the cost for staff review and the Planning Commission meeting.

▪ **Escrow deposit = \$1500**

- Escrow funds would be utilized for professional services needed to process the application.
- Typical services are legal advice, engineering review, etc.
- The applicant will be notified of the Village's intent to utilize a portion of the escrow funds for professional services. Providing the applicant an opportunity to withdraw the application to prevent the reduction of the escrow deposit.
- Any and all escrow funds which are not used, will be refunded to the applicant.

**3. Required Application Materials**

The following materials must be included with the application. The applicant is responsible for supplying **10 hard copies + 1 digital copy** of each item listed below:

- (a) Site plan review application.
- (b) Project information form.
- (c) Project narrative.
- (d) Site plan showing the entire property and proposed improvement(s).
- (e) Existing & proposed topographic map.
- (f) Renderings/elevations for any proposed structures.
- (g) Landscaping plan showing species, planting size, and count of each species.

- (h) Photometric plan showing the brightness levels on site.
- (i) Signage plan and details (if applicable)
- (j) Project phasing plan (if applicable)
- (k) Certain unique cases may require additional information which may include, but is not limited to—soil erosion, shoreline protection, excessive noise, adverse impact on traffic and surrounding properties, etc.

#### **4. Meeting Dates:**

The Village of Spring Lake Planning Commission meets in a regular session on the fourth Tuesday of each month at 7:00 p.m. at Barber School Community Building, 102 West Exchange Street, Spring Lake, Michigan.

Materials related to requests for Planning Commission action, including any required fees, must be filed at the Village Hall located at 102 West Savidge Street, Spring Lake, Michigan, 49456.

**Filing requests which are not complete, or which are not filed by the meeting deadline, as determined by the Village Planner, will not be placed on the agenda.** If this occurs, the applicant should resubmit the application and required materials by the next filing deadline.

Filing deadlines are established for the reasons stated below. The filing deadlines and meeting dates can be found at [www.springlakevillage.org/boards/planning-commission](http://www.springlakevillage.org/boards/planning-commission).

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication;
- To permit adequate time for staff to arrange the mailing of notices;
- To permit adequate time for the Planning Commission and staff to review the filed materials.