

SITE PLAN REVIEW APPLICATION

102 W. Savidge Street, Spring Lake, MI 49456
Phone: (616) 842-1393 | Website: 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):

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:

***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. 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.
- 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.

- 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.

FILE CONTENTS CHECKLIST

For Staff Use

ITEM	COMPLETE	DATE-INITIALS-NOTES
Application Fee & Escrow Fee	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Complete Application Packet <i>(14 Copies of All Documents Listed Below)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Project Narrative	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Legal Description of Subject Property	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Full Set of Development Plans <ul style="list-style-type: none"> • Existing Site Conditions • Site Plan • Site Grading • Traffic Circulation • Water/Sewer Details • Landscaping • Stormwater Management • Photometric • Building Elevations 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Proof Of Ownership	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Departure Request List	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
OCWRC SESC Permit	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
EGLE Permit	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	

PROGRESS

ITEM	DATE COMPLETE	NOTES
Application Distribution		
Site Plan Comments from Review Team: Date Sent	Date returned	
_____ Wetlands consultant	_____	
_____ DPS	_____	
_____ Fire	_____	
_____ Village Engineer	_____	
_____ Village Attorney	_____	
Staff Review Distributed to Applicant		
Application Determined to be Complete		
Staff Memo Complete		
PC Meeting		