

SITE PLAN REVIEW APPLICATION

CITY OF BENTON HARBOR

200 E. Wall St., Benton Harbor, MI 49022

Phone: 269-927-8418 Fax: 269-927-8419



An incomplete application will not be accepted. All required materials must be submitted, reviewed, and accepted as administratively complete at least 25 days prior to the next Planning Commission meeting.

PROPERTY AND PROJECT INFORMATION

Property address _____
Parcel Number _____ Zone District _____
Lot Size Frontage: _____ Ft. Depth: _____ Area: _____ Acres/Sq. Ft. Rectangle Irregular
Current use of property _____
Proposed use of property _____
Number of parking spaces on site _____
Will the proposed use include any of the following activities? (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Construction of a new building | <input type="checkbox"/> Increase in residential density |
| <input type="checkbox"/> Expansion of an existing building | <input type="checkbox"/> Construction of a new parking area |
| <input type="checkbox"/> New/Expanded use of an existing building | <input type="checkbox"/> Expansion of an existing parking area |
| <input type="checkbox"/> Demolition of an existing building | <input type="checkbox"/> Other _____ |

APPLICATION INFORMATION

Applicant

Identify the person or organization requesting the Special Land Use:

Name _____ Cell Phone _____
Organization _____ Business Phone _____
Mailing Address _____ Fax _____
City _____ State _____ Zip _____ E-Mail _____

Applicant Interest

Does the applicant have a legal interest in the subject property:

- | | |
|---|--|
| <input type="checkbox"/> Property Owner | <input type="checkbox"/> Purchaser by Option or Purchase Agreement |
| <input type="checkbox"/> Purchaser by Land Contract | <input type="checkbox"/> Lessee/Tenant |

Property Owner Check here if Applicant is also Property Owner

Identify the person or organization that owns the subject property:

Name _____ Cell Phone _____
Organization _____ Business Phone _____
Mailing Address _____ Fax _____
City _____ State _____ Zip _____ E-Mail _____

Agent

Identify any person representing the property owner or applicant in this matter:

Name _____ Cell Phone _____
Organization _____ Business Phone _____
Mailing Address _____ Fax _____
City _____ State _____ Zip _____ E-Mail _____

REQUIRED APPLICATION ATTACHMENTS

1. Description of Project (Use letterhead if possible.)
Written description of the proposed site and/or building layout, building and structure design information, floor plans, parking calculations, current environmental conditions, and other pertinent information.

2. Site Plans, Building Elevations and Floor Plans
Enclosed site plans, building elevations and floor plans are required on the Site Plan Review Checklist.

REQUEST AND AFFIDAVIT

The applicant must read the following statement carefully and sign below:

- That the applicant has a legal interest in the property described in this application.
- That the answers and statements contained in this application and enclosures are in all respects true and correct to best of his, her or their knowledge.
- That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.
- That the applicant will comply with any and all conditions imposed in granting an approval of this application.
- If also the owner, the applicant grants the City of Benton Harbor staff and Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

APPLICANT SIGNATURE **DATE**

APPLICANT SIGNATURE **DATE**

If the applicant is not the property owner, the property owner must read and sign below:

The undersigned affirms and acknowledges that he, she or they are the owner (s) of the property described in this application, and:

- Is/are aware of the contents of this application and related enclosures
- Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the City of Benton Harbor.
- Grants the City of Benton Harbor staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

PROPERTY OWNER SIGNATURE **DATE**

PROPERTY OWNER SIGNATURE **DATE**

Date Received _____ \$1,200 Escrow Fee Paid _____
\$400 Non-Refundable Application Fee _____

Submitted Materials: _____ Application Form _____ Written Statement

Application Accepted as Completed by: _____ **Date Accepted** _____

SITE PLAN REVIEW

APPLICATION PROCEDURES

1. General Information

The Site Plan Review procedure is intended to ensure compliance with the Zoning Ordinance. Site Plan Reviews evaluate the site design, effect on the environment, vehicular and pedestrian circulation, and demand for public services. These reviews are also used to ensure that the purpose and intent of the Master Plan and Zoning Ordinance are maintained.

2. Pre-Application Consultation

In some cases, a pre-application meeting with Planning staff is recommended prior to the submission of the application.

3. Application

An application packet for a Site Plan Review is available from the Benton Harbor Community & Economic Development Department, located at 200 E. Wall Street or at the website www.bentonharborcity.com under Forms and Applications. You may also call (269) 927-8420.

A complete application must be received at least three (3) weeks prior to the Planning Commission meeting. A written description of the proposed project is a very important component of a complete application. See www.bentonharborcity.com for the schedule of Planning Commission meetings and application deadlines.

4. Staff Review

The application will be reviewed by planning staff prior to submission to the Planning Commission. A Planner may contact the applicant with questions or a request for additional information, or may advise the applicant on changes or revisions to the application and submittals.

5. Planning Commission Meeting

Following the staff review, the Site Plan Review request is forwarded to the Planning Commission. The Planning staff introduces and explains the request to the Planning Commission. The applicant is then asked to present his or her proposal. The Planning Commission may ask questions of the staff and/or applicant. The Planning Commission deliberates on the request in open session. The Planning Commission may approve, approve with conditions, deny, or table the SPR application. An approval is effective immediately.

6. No Appeal

If the Planning Commission denies an application for a Site Plan Review, the applicant may not appeal the decision.

Attachments:

1. **Site Plan Requirements**
2. **Article XXII Site Plan Review**

SITE PLAN REVIEW

APPLICATION CHECKLIST

The following items are required for a complete Site Plan Review (SPR) application. Incomplete applications will be returned.

Signed Application Form

Complete page 2 – 3 of the SPR application form. The application must be signed by the applicant and the property owner (if different.)

Description of Project

Written description of the proposed site and/or building layout, building and structure design information, floor plans, parking calculations, current environmental conditions, and other pertinent information. (Use letterhead if possible.)

Site Plans, Building Elevations and Floor Plans

Enclose site plans, building elevations and floor plans required on the Site Plan Review Checklist.

Fee (make check payable to the City of Benton Harbor)

Planning Commission Site Plan Review: \$1,200

Plan Submittal

Two (2) full size copies

Fourteen (14) 11" x 17" copies

Additional Information

In the course of reviewing the application, the Planning Department staff may request additional information from the applicant.