

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**

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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:

Site Plan Requirements

CITY OF BENTON HARBOR

SITE PLAN REVIEW CHECKLIST

The site plan shall consist of an accurate, reproducible drawing at a scale of 1" = 100' or less, showing the site and all land within 150' of the site. If multiple sheets are used, each shall be labeled and the preparer identified.

1. Provide a signed and notarized statement that the applicant is the owner of the property or officially acting on the owner's behalf. This must include the name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s).
2. Provide legal proof of property ownership
3. A vicinity map that shows the location of the project in relation to adjacent parcels, surrounding streets and other landmarks.
4. A full color rendering of any structures that include elevation. This can be representative of the project.

PROJECT DESCRIPTION

- Total number of structures
- Total & usable floor area
- Units
- Parking spaces
- Bedrooms
- Carports or garages
- Offices
- Employees by shift
- Square feet
- Amount of recreation & open space
- Total number of parcels gross acreage of all parcels in the project.
- Type of recreation facilities to be provided
- Related information as pertinent or otherwise required by the ordinance.

INCLUDED ON SITE PLAN? - Yes No or N/A? Include Plan Page Number as Reference

1. Land uses, zoning classification & existing structures on the subject and any/all related parcels and adjoining parcels.
2. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines and monument locations.
3. Existing topographic elevations at two foot intervals, proposed grades and direction of drainage flows.
4. The location and type of existing soils on the site and any certification of borings.
5. Location and type of significant existing vegetation.
6. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains and wetlands.

7. Location of existing and proposed buildings and intended uses thereof, as well as the length, width and height of each building and elevation views of proposed structures.
8. Location and partial elevations of neighboring structures to show scale of proposed structure(s) in relation to existing structures.
9. Proposed location of accessory structures, buildings and uses, including but not limited to all flagpoles, lightpoles, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment, and the method of screening where applicable.
10. Location of existing public roads, right-of-way and private easements of record and abutting streets.
11. Location and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration and passing lanes (if any) serving the development. Details of entryway and sign locations should be separately depicted with an elevation view.
12. Location, design, and dimensions of existing and/or proposed curbing, barrier free access, carports, parking areas (including indication of all spaces), detail of surfacing method, fire lanes and all lighting thereof.
13. Location, size and characteristics of all loading and unloading areas. Location and design of all sidewalks, walkways, bicycle paths and areas for public use.
14. Location of water supply lines, including fire hydrants and shut off valves, and the location and design of storm sewers, retention or detention ponds, waste water lines, cleanout locations, connection points and treatment systems.
15. Location of all other utilities on the site including but not limited to natural gas, electric, cable tv, telephone and steam.
16. Proposed locations, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools if applicable.
17. Location, size and specs of all signs & advertising features with cross sections.
18. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.
19. Location and specifications for all fences, walls and other screening features with cross sections.
20. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must all be indicated.
21. Location, size and specifications for screening of all trash receptacles and other solid waste disposal features.
22. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.
23. Identification of any significant site amenities or unique natural features.
24. Identification of any significant views onto or from the site to or from adjoining areas.
25. North arrow, scale and date of original submittal and last revision.
26. Seal of the registered engineer, architect, landscape architect or planner who prepared the plan.

This checklist is to be used in concert with Section 2.7 M-U District Standards and Article 6. Development Review of the City of Benton Harbor, Michigan Zoning Ordinance (Adopted 8/23/12).