



SITE PLAN REVIEW APPLICATION

Name of Applicant _____

Email & Phone Number of Applicant _____

Name & Address of Owner _____

Legal Interest of Applicant in Subject Property _____

Address of Subject Property _____

Permanent Parcel No _____

Zoning District _____

Lot Dimensions/Acreage _____

Description of Proposed Site Plan with Square Footage

SUBMITTAL REQUIREMENTS

- A completed site plan review application (p. i-ii)
- Application fee
- One digital PDF copy
- Two folded hardcopies of the site plan
- Written project summary (p. ii)
- Sustainability Principles Checklist (p. 2-3)
- Public Outreach Workshop summary (if applicable)
- All required OPRs to be identified & provide rationale

Required Site Plan Details:

- North arrow; scale bar; date of plan & revisions
- Legal description; address; property tax parcel number
- Clear legend, call hydrants out in plan
- Plans based on accurate land survey
- Property lines & dimensions included
- Existing & Proposed Structures: Location, square footage & dimensions
- Acreage & square footage
- Elevation drawings of all façades & height dimensions; construction materials specified

- A written project summary including:
 - Percentage of site allocated to impervious surfaces
 - Key Sustainability Principles included
 - Number, type & density of dwelling units, bedrooms, and the proposed market to be served (if residential)
 - Impact on Public Services including: Schools, police, fire protection, utilities & traffic
 - Expected phases of development
 - List of all State, Federal, or other regulatory approvals
 - Discussion of relationship to surrounding properties & uses
 - Discussion of any impacts such as noise, vibration, smoke, light, glare, etc.
 - Other information may be requested to evaluate the site plan

Signature of Applicant _____

Date _____

I hereby state that all the above statements and all the accompanying information are true and correct.

Please note: Planning Commission meets every second Tuesday of the month. Applications are due before 5:00 p.m. 21 days prior to the meeting. Visit www.cityofholland.com for information.

Fees:

- All costs to be paid by the applicant
 - \$500.00: Planning Commission Site/Development/Condominium Plan Review
 - \$300.00: Administrative Site Plan Review
 - \$300.00: Amendment to Planning Commission Site/Development/Condo Plan Review
 - \$400.00: Rezoning or Text Amendment Request for Planning Commission & City Council
 - \$600.00: Planning Commission Site/Development/Condominium Plan Review **AND** Rezoning Request for Planning Commission & City Council (submit both applications)

Questions?

Contact Planning at (616) 355-3133 or j.elswick@cityofholland.com

Sustainability Principles Checklist

Project Name: _____

Required: review and incorporate as many principles as possible, and **provide with application.**

Principles	Actions	
<u>Livability</u>	<input type="checkbox"/> Green/Open Space <input type="checkbox"/> Plazas/Pocket Parks <input type="checkbox"/> Accessible Spaces <input type="checkbox"/> Healthy Food Access <input type="checkbox"/> Surface Water Quality <input type="checkbox"/> Reduce Waste <input type="checkbox"/> Improve Air Quality <input type="checkbox"/> Emphasize Urban & Natural Connections <input type="checkbox"/> Gathering/Open Space <input type="checkbox"/> Public-Private Partnerships	<input type="checkbox"/> Alternative Lighting <input type="checkbox"/> Smart Energy <input type="checkbox"/> Smart Zones <input type="checkbox"/> Green Construction <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Energy Conservation <input type="checkbox"/> Resiliency Planning <input type="checkbox"/> Reduce Energy Demand & Natural Resource Consumption <input type="checkbox"/> Green Infrastructure <input type="checkbox"/> Economic Development
<u>Walkability</u>	<input type="checkbox"/> Complete Streets <input type="checkbox"/> Green Streets <input type="checkbox"/> Tree-Lined Streets <input type="checkbox"/> Higher Walkscores <input type="checkbox"/> Public Art <input type="checkbox"/> Urban Tree Canopy <input type="checkbox"/> Attention to Street-level Building Design <input type="checkbox"/> Extend Snowmelt	<input type="checkbox"/> Walkable Neighborhoods <input type="checkbox"/> Cyclist & Pedestrian Priority <input type="checkbox"/> Lighting for Safety & Design <input type="checkbox"/> Sittable Places/Places of Respite <input type="checkbox"/> Interesting Sidewalk Environment with Continuity <input type="checkbox"/> Prioritize Continuity & Connections to Lake Macatawa
<u>Multimodal Transportation</u>	<input type="checkbox"/> Increase Access & Safety <input type="checkbox"/> Shared Parking <input type="checkbox"/> Alternative Energy Vehicles/Charging Stations <input type="checkbox"/> Traffic Calming <input type="checkbox"/> Public Transport Usage <input type="checkbox"/> Soften Site Edges with Landscaping	<input type="checkbox"/> Embedded Parking Integrated with Adjacent Uses <input type="checkbox"/> Commercial Parking <input type="checkbox"/> Residential Parking <input type="checkbox"/> Improve/Expand Infrastructure

<p style="text-align: center;"><u>Mixed-Use</u></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Street-level Active Uses <input type="checkbox"/> Creative Combinations (Active Use with Office & Residential Above) <input type="checkbox"/> Synergy with Adjacent Uses <input type="checkbox"/> Affordable Housing 	<ul style="list-style-type: none"> <input type="checkbox"/> Small Urban Greenspace <input type="checkbox"/> Encourage New Businesses <input type="checkbox"/> Employment Opportunities <input type="checkbox"/> Provide Site Amenities
<p style="text-align: center;"><u>Building Designs</u></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Green Construction <input type="checkbox"/> Integration of Ground Floor & Street Life <input type="checkbox"/> Distinct Placemaking <input type="checkbox"/> Integration of Parking & Building Functions <input type="checkbox"/> Attention to Corners <input type="checkbox"/> Attention to Back, Middle, & Top <input type="checkbox"/> Attention to Site Edges <input type="checkbox"/> Build to Streets 	<ul style="list-style-type: none"> <input type="checkbox"/> Engage Street Front <input type="checkbox"/> Build Entrance Alcoves <input type="checkbox"/> Scale & Massing to Comfortably Fit with Neighboring Buildings <input type="checkbox"/> Window Coverage <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Include Cornice Lines & Projecting Elements <input type="checkbox"/> Shade & Shadows Created by Building Setbacks

Notes: