

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
- Application fee
- One digital PDF copy
- Two folded hardcopies of the site plan
- Written project summary
- Sustainability Principles Checklist
- Public Outreach Workshop summary (if applicable)

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 by **5:00 p.m. 28 days prior to the meeting.**

Fees: All costs to be paid by the applicant

SITE PLAN, DEVELOPMENT PLAN, OR SITE CONDOMINIUM REVIEW

- Application for Planning Commission Review: \$500.00
- Amendments requiring Planning Commission approval: \$300.00
- Administrative Site Plan Review: \$400.00

ZONING ORDINANCE AMENDMENTS (Please also complete the [Rezoning Application](#))

- Rezoning **with** concurrent development or site plan review: \$700.00
Rezoning only: \$500.00

SPECIAL LAND USES (Please also complete the [Special Land Use Application](#))

- Application for Planning Commission Review **with** concurrent development or site plan review: \$600.00

Questions?

Contact Senior City Planner, Steve Peterson, Community & Neighborhood Services by calling (616) 355-1330 or emailing planningcomment@cityofholland.com.

SUSTAINABILITY PRINCIPLES

Will your facility have any sustainability building certifications?
example: LEED, Living Building Challenge, etc.

YES NO

Will your project include any sustainable storm water infrastructure?
example: rain gardens, native vegetation/landscaping and/or permeable surfaces

YES NO

Will there be any recycling or re-purposing of the construction and demolition waste during construction?

YES NO

If so, how will you handle the materials?

Will your facility or development be energy efficient?
How will it be efficient?

YES NO

Are you aware of all the BPW rebates for your facility or development?

YES NO

Will your facility or development be water-efficient?
How will it be efficient?

YES NO

Will your development be installing any electric vehicle chargers or alternative fuel sources?

YES NO

Will the chargers or alternative fuel source be open to the public?

YES NO

Will your project have interesting or unique sustainable attributes?
example: mass timber, snow melt, natural landscaping

YES NO

What will the unique attributes be?
