

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 **5:00 p.m. 30 days prior to the meeting** (*effective August 11, 2021*). See schedule below.

Meeting Date:

September 14
October 12
November 9
December 14

Application Due Date:

Deadline: August 16 (30 days Aug 15)
Deadline: September 13 (30 days Sept 12)
Deadline: October 11 (30 days Oct 10)
Deadline: November 15 (30 days Nov 14)

Fees: All costs to be paid by the applicant

- \$500.00: Planning Commission Site/Development/Condominium Plan Review
- \$400.00: 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
- \$700.00: Planning Commission Site/Development/Condominium Plan Review **AND** Rezoning Request for Planning Commission & City Council (submit both applications)

Questions?

Contact Community & Neighborhood Services, Planning by calling (616) 355-1330 or emailing planningcomment@cityofholland.com.