

## 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](mailto:planningcomment@cityofholland.com).

# Sustainability Principles Checklist

Project Name: \_\_\_\_\_

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

Principles	Actions	
<p><b><u>Livability</u></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Green/Open Space</li> <li><input type="checkbox"/> Plazas/Pocket Parks</li> <li><input type="checkbox"/> Accessible Spaces</li> <li><input type="checkbox"/> Healthy Food Access</li> <li><input type="checkbox"/> Surface Water Quality</li> <li><input type="checkbox"/> Reduce Waste</li> <li><input type="checkbox"/> Improve Air Quality</li> <li><input type="checkbox"/> Emphasize Urban &amp; Natural Connections</li> <li><input type="checkbox"/> Gathering/Open Space</li> <li><input type="checkbox"/> Public-Private Partnerships</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Alternative Lighting</li> <li><input type="checkbox"/> Smart Energy</li> <li><input type="checkbox"/> Smart Zones</li> <li><input type="checkbox"/> Green Construction</li> <li><input type="checkbox"/> Affordable Housing</li> <li><input type="checkbox"/> Energy Conservation</li> <li><input type="checkbox"/> Resiliency Planning</li> <li><input type="checkbox"/> Reduce Energy Demand &amp; Natural Resource Consumption</li> <li><input type="checkbox"/> Green Infrastructure</li> <li><input type="checkbox"/> Economic Development</li> </ul>
<p><b><u>Walkability</u></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Streets</li> <li><input type="checkbox"/> Green Streets</li> <li><input type="checkbox"/> Tree-Lined Streets</li> <li><input type="checkbox"/> Higher Walkscores</li> <li><input type="checkbox"/> Public Art</li> <li><input type="checkbox"/> Urban Tree Canopy</li> <li><input type="checkbox"/> Attention to Street-level Building Design</li> <li><input type="checkbox"/> Extend Snowmelt</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Walkable Neighborhoods</li> <li><input type="checkbox"/> Cyclist &amp; Pedestrian Priority</li> <li><input type="checkbox"/> Lighting for Safety &amp; Design</li> <li><input type="checkbox"/> Sittable Places/Places of Respite</li> <li><input type="checkbox"/> Interesting Sidewalk Environment with Continuity</li> <li><input type="checkbox"/> Prioritize Continuity &amp; Connections to Lake Macatawa</li> </ul>
<p><b><u>Multimodal Transportation</u></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Increase Access &amp; Safety</li> <li><input type="checkbox"/> Shared Parking</li> <li><input type="checkbox"/> Alternative Energy Vehicles/Charging Stations</li> <li><input type="checkbox"/> Traffic Calming</li> <li><input type="checkbox"/> Public Transport Usage</li> <li><input type="checkbox"/> Soften Site Edges with Landscaping</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Embedded Parking Integrated with Adjacent Uses</li> <li><input type="checkbox"/> Commercial Parking</li> <li><input type="checkbox"/> Residential Parking</li> <li><input type="checkbox"/> Improve/Expand Infrastructure</li> </ul>

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

Notes: