

SITE PLAN REVIEW APPLICATION AND SUBMITTAL CHECKLIST



Village of Cassopolis
117 S. Broadway, Suite 100
Cassopolis, MI 49031

Instructions:

When this completed application is filed in conjunction with a site plan, it will serve to initiate processing of the plans in accordance with the review procedures described in the Zoning Ordinance. Please review those Ordinances before submitting this application to assure compliance with the various provisions. Be sure to complete each applicable section of this application. Incomplete applications will delay the review process.

General Information:

Name of proposed development: _____

Site Location: Land is located (circle one) N S E W of _____ Road

Between _____ and _____ Road

Parcel(s) tax ID number(s): _____

Net acreage of site: _____ Current Site Zoning: _____

Proposed Land Use

Check the appropriate use and fill in the related bank:

____ Site Condominium	Number of Units ____ Preliminary Plan ____ Final Plan ____
____ Attached Residential	Number of Units ____ (Apartments or Condominiums)
____ Commercial	Gross Floor Area ____
____ Office	Gross Floor Area ____
____ Industrial	Gross Floor Area ____
____ Other	Please Specify _____
	Gross Floor Area ____

FOR VILLAGE USE ONLY

File Number _____

Date Received _____

Fee Paid _____

Receipt Number _____

CURRENT PROPERTY OWNER INFORMATION

Name _____

Street _____

City _____

State _____ Zip _____

Phone _____

Email _____

DEVELOPMENT COMPANY INFORMATION

Name _____

Street _____

City _____

State _____ Zip _____

Phone _____

Email _____

PROJECT REPRESENTATIVE INFORMATION

Name _____

Street _____

City _____

State _____ Zip _____

Phone _____

Email _____

PROJECT VALUE

LAND \$ _____

STRUCTURE \$ _____

IMPROVEMENTS \$ _____

TOTAL \$ _____

Other Restrictions

Legally binding development constraints such as planned unit development agreements, deed restrictions, or court rulings may limit the developmental capability for your site. It is your responsibility to be aware of such restrictions. Our review of your proposal is intended to assure compliance with governmental regulations inclusive of any binding legal agreements where the Village is a signatory.

Applications Signature

The project representative indicated above, must sign this application. All correspondence and notices regarding the plans will be transmitted to the project representative. By signing this application, the project representative is indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless it is accompanied by a review fee in accordance with the Master Fee Schedule as adopted by the Village of Cassopolis and a complete site plan as described in Article XVII of the Zoning Ordinance.

Project Representative's Signature: _____

Project Representative's Printed Name: _____

SITE PLAN REVIEW PROCESS FOR APPLICANT

1. Applicant contacts Village Manager/Zoning Administrator for an appointment to discuss zoning, permitted uses, special land uses (if applicable), and the review process. (If a variance is required, applicant will be directed to make proper application to the Zoning Board of Appeals)
2. Applicant prepares site plan based on discussions with staff plus the reference to applicable provisions of Zoning Ordinance, Condominium Ordinance, and other relevant ordinances and standards.
3. Any projects with curb cuts onto Michigan State Highways must complete a submittal package per a Permit Application Minimum Requirement and include any forms in this package. Contact MDOT at 269.337.3900.
4. Any projects with curb cuts onto any County Road must contact Cass County Road Commission at 269.445.8611 and attach any required permits.
5. Applicant submits completed application, fee and 11 copies of site plan with 3 copies signed and sealed by a Michigan licensed engineer, architect or landscape architect for Professional review. A review letter is mailed to applicant within one week of the review, which will indicate necessary and advisable site plan revisions. (Review sessions are scheduled on an as needed basis; reviews will take place no more than 10 business days within receipt of plans.)
6. After the initial review, applicant revises site plan and resubmits revised plans to Village Manager/Zoning Administrator for review prior to scheduling for the Planning Commission. Applicant submits 11 copies of revised plans at least 15 calendar days, before the meeting date. (Planning Commission meetings are scheduled on a as needed basis. A meeting will be scheduled no more than 30 calendar days after receipt of revised plan.)
7. If Planning Commission recommends approval of the revised site plan, applicant makes all required modifications and requests placement on Village Council agenda for final site plan approval. Eleven (11) copies of the final revised site plan shall be submitted at least 14 calendar days, before meeting date. (Village Council meets the second and fourth Monday of each month.)
8. It is recommended that the applicant prepare a colored rendering for all site plans. This drawing will be reviewed by the Planning Commission.

PLEASE NOTE:

Minimum time from initial submission of site plan to final approval by Village Council is 4 to 5 weeks. This time frame may be longer if a Special Land Use approval is needed in conjunction with the site plan.

THE FOLLOWING INFORMATION MUST APPEAR ON THE SITE PLAN IN ORDER TO FACILITATE AN ADEQUATE REVIEW

APPLICATION DATA REQUIREMENTS

The following information shall be included with all site plan submittals

APPLICATION FORM

The application form shall contain the following information:

- Applicant's name and address.
- Name and address of property owner, if different from applicant.
- The names and addresses of the architect, planner, designer or engineer responsible for the preparation of the site plan.
- Common description of property and complete legal description.
- Dimensions of land and total acreage.
- Existing zoning.
- Proposed use of land and name of proposed development, if applicable.
- Proposed buildings to be constructed, including square feet of gross floor area.
- Proof of property ownership.
- Project value.
- A map indicating the gross land area of the development, the present zoning classification thereof and the zoning classification and land use of the area surrounding the proposed development, including the location of structures and other improvements.
- Employment opportunities created, if applicable.

SITE PLAN DESCRIPTIVE AND IDENTIFICATION DATE

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than 1 inch = 40 feet for property less than 3 acres, a 1 inch = 100 feet for property 3 acres or more in size. Sheet size shall be at least 24 inches by 36 inches. The following descriptive and identification information shall be included on all site plans:

- A scale of not less than one-inch equals 40 feet, if the subject property is less than three acres, and one-inch equals 100 feet if it is three acres or more.
- Date, North point and scale.
- The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
- The siting of all exterior structures or accessories to the principal use, including but not limited to trash receptacles, cooling towers, or outside mechanical equipment, on the subject property and abutting properties.
- The location of each proposed structure in the development area, the use to be contained therein, the number of stories, gross building areas, distances between structures and lot lines, setback lines, and location of vehicular entrances and loading points, including details of all emergency exits.

- The location of all existing and proposed drives and parking areas with the number of parking and/or loading spaces provided.
- All pedestrian walks, malls and open areas.
- Location, height, and material of all walls, fences and screen plantings, including a general plan for the landscaping and/or screening of the development and the method by which the landscaping and/or screening is to be accomplished and maintained.
- The location and right-of-way widths of all abutting streets.
- Types of surfacing, such as paving, turf or gravel to be used at the various locations.
- A stormwater disposal plan, including a grading plan, with topographic elevations of the site and surrounding area, showing the proposed method of stormwater disposal, and providing design criteria and calculations in accordance with criteria identified in Subsection C (17).
- Size and location of proposed sewer and water lines and connections, including gate valve locations.
- The number of proposed units (for multiple-family developments).
- Significant environmental features such as wetlands, shoreline, streams, woodlots, existing trees and vegetation.
- Storm drainage controls must be provided to maintain groundwater discharge, prevent flooding and minimize the potential for pollutants to enter waterways. For the first flush calculation, if on-site retention (detention or infiltration) is proposed, stormwater (capacity) retention is required in the amount of 1,815 cubic feet per impervious acre which is equivalent to 0.5 inch of runoff per impervious acre. A minimum volume of 550 cubic feet shall be retained for sites less than 0.3 acre of impervious surface. For stormwater which is to be directed off site, detention must be provided with a twenty-five-year storm event, volume to be released at 0.15 cubic foot per second per contributing catchment acre.
- The location, type and intensity of proposed exterior lighting. (Photometric plans may be required.)
- Additional information as may be required by the Planning Commission and Village Council to assist in the consideration of the proposed development.

Standards

In order that buildings, open space and landscaping will be in harmony with other structures and improvements in the area, and to assure that no undesirable health, safety, noise and traffic conditions will result from the development, the Planning Commission shall determine whether the site plan meets the following criteria, unless the Planning Commission determines that one or more of such criteria are inapplicable:

- The vehicular transportation system shall provide for circulation throughout the site and for efficient ingress and egress to all parts of the site by fire and safety equipment.
- Pedestrian walkways shall be provided as deemed necessary by the Planning Commission for separating pedestrian and vehicular traffic.
- Recreation and open space areas shall be provided in all multiple-family residential developments.

- The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in this chapter, unless otherwise provided.
- The requirements for fencing, walks, and other protective barriers shall be complied with as provided in this [chapter] and as deemed appropriate by the Planning Commission.
- The site plan shall provide for adequate storage and loading space for the use therein.
- Security measures shall be provided as deemed necessary by the Police Chief for resident protection in all multiple-family residential developments.
- Fire protection measures shall be provided as deemed necessary by the Fire Chief in conformance with all applicable laws of the state for the protection of residents and/or occupants of the structures.
- The site plan shall comply with all requirements of the applicable zoning district, unless otherwise provided.

Site plan amendment

Any structure, use, or site change proposed subsequent to site plan approval must be approved through a site plan amendment by the Village Council after the recommendation from the Village of Cassopolis Planning Commission. Incidental and minor variations of the approved site plan may be approved pursuant to § [370-402H](#) and shall not invalidate prior site plan approval.

Phased construction

Where phases or staged construction is contemplated for the development of a project, the site plan submitted must show the interrelationship of the proposed project to the future stages, including the following:

- Relationship and identification of future structures, roadways, drainage, water, and sewer.
- Pedestrian and vehicular circulation.
- Time schedule for completion of the various phases of the proposed construction.
- Temporary facilities or construction of same as required to facilitate the stated development.

Expiration of approved site plans

Approved site plans shall commence construction within a period of 12 consecutive months after date of approval by the Planning Commission. Site plans failing to comply with this provision shall be deemed expired. Developers/owners of this project shall be notified of the expiration, in writing of the expiration. The Developers/owners must seek additional site plan approval if the project is to proceed.

Site plan requirements for incidental and minor variations of the approved site plan.

The Planning Commission or Building Inspector, as appointed by the Village Council to expedite the review of incidental and minor variations of the approved site plan that do not affect access, circulation, parking requirements, drainage, setback height or area, or landscaping requirements, may approve a site plan containing the following information:

- A legal description of the property under consideration.

- The land uses of the area surrounding the project.
- Date, North point, and scale.
- The dimensions of all lot and property lines.
- The location of all structures on the subject property.
- Significant environmental features such as wetlands, shorelines, streams, and trees.
- The nature of the proposed project.

NON-APPLICABLE ITEMS

If any of the items listed are not applicable to a particular site, the site plan shall provide a list of each item considered not applicable and the reason(s) why each listed item is not considered applicable.

OTHER REQUIRED DATA

Other data may be required if deemed necessary by administrative officials, Planning Commission, or Village Council to determine compliance with the provisions in this Ordinance. Such information may include traffic studies, market analysis, environmental assessments, and evaluation of the demand for public facilities and services.