

SITE PLAN REVIEW REQUEST

Site plan review is required by the Norton Shores Zoning Ordinance for site development or construction in the CR-6, AR-7, AR-8, AG, REC, PO, GO, C-1, C-2, C-3, or GI zoning districts. This necessitates submission to and approval by the Norton Shores Planning Commission. Applicants are required to submit a review application and **four (4) copies** of a preliminary plan for the staff to review prior to placement on the Planning Commission agenda. The plan should include all requirements shown on the application sheet, **where applicable**. Upon completion of the staff's review, the applicant will be requested to provide additional copies of the final site plan for presentation to the Planning Commission.

Processing Time: 20 to 45 days

Application Fee: \$200.00 plus \$3.00 per acre

CITY OF NORTON SHORES
4814 HENRY STREET
NORTON SHORES, MICHIGAN 49441

SITE PLAN REVIEW REQUEST

1. OWNER(s): _____ PHONE NUMBER: _____
2. EMAIL _____ FAX _____
3. ARCHITECT/ENGINEER _____ PH. # _____
4. APPLICABLE PARCEL ADDRESS: _____
5. PRESENT ZONING: _____
6. PROPOSED DEVELOPMENT: _____

I (we) swear and attest that I (we) are owners of the above parcel of property and the information is true and accurate according to my (our) knowledge. I (we) also grant permission to authorized City Council, Planning Commission, Zoning Board of Appeals and City staff members to access the above referenced site address for inspection purposes.

ALL OWNER/APPLICANTS MUST SIGN

1. Site plan drawn to scale.
2. Property dimensions
3. Size, shape and location of existing and proposed buildings
4. Existing vegetation
5. All proposed landscaping
6. Topographical information
7. Hydro graphical information
8. Soil types
9. On-site storm water retention
10. Adjacent public or private rights-of-way and streets
11. Loading zones
12. Parking areas
13. Driveways to public streets
14. Location and description of method to dispose of sanitary wastes
15. Locations of an existing and proposed fire hydrants and water mains
16. Sidewalks
17. Proposed freestanding and wall signage
18. Dumpster locations and proposed method (s) of screening
19. Proposed on-site lighting and anticipated traveltores
20. Anticipated amount of traffic to be generated and circulation of traffic
21. Description of building design, including proposed construction materials
22. Anticipated market to be served by proposed development, demonstrating that all proposed uses serve the ordinary needs of the surrounding residential area
23. Photographs (optional)

2019	January	February	March	April	May	June
Submission Deadline	Dec. 11	Jan. 17	Feb. 12	Mar. 12	Apr. 16	May 14
City Council 1 st Mtg.	Jan. 2	Feb. 5	Mar. 5	Apr. 2	May 7	June 4
Planning Commission	Jan. 8	Feb. 12	Mar. 12	Apr. 9	May 14	June 11
City Council 2 nd Mtg.	Jan. 15	Feb. 19	Mar. 19	Apr. 16	May 21	June 18
Board of Appeals	Jan. 23	Feb. 27	Mar. 27	Apr. 24	May 22	June 26
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	July	August	Sept.	October	Nov.	December
Submission Deadline	June 11	July 16	Aug. 13	Sept. 10	Oct. 15	Nov. 12
City Council 1 st Mtg.	July 2	Aug. 6	Sept. 3	Oct. 1	Nov. 4	Dec. 3
Planning Commission	July 9	Aug. 13	Sept. 10	Oct. 8	Nov. 12	Dec. 10
City Council 2 nd Mtg.	July 16	Aug. 20	Sept. 17	Oct. 15	Nov. 19	Dec. 17
Board of Appeals	July 24	Aug. 28	Sept. 25	Oct. 23	Nov. 27	Dec. 18

Note: FOURTH TUESDAY OF EACH MONTH IS CITY COUNCIL WORK SESSION