

South Haven Charter Township
09761 Blue Star Hwy South Haven MI 49090
269-637-3305 shtwp.zoninga@gmail.com
Zoning Department 111 Grand St Allegan MI 49010 1-800-626-5964 mtsallegan@frontier.com

**APPLICATION SITE PLAN REVIEW, SPECIAL USE
PUD, SITE CONDO, OTHER**

Property Owner

Name _____

Address _____ City _____ Zip _____

Telephone _____ Email _____

Representative (if applicable) _____

Telephone _____ Email _____

Applicant (if different from Owner)

Name _____

Address _____ City _____ Zip _____

Telephone _____ Email _____

Property Address: _____

Property Number 80-17- _____

Current Zoning Classification and Use _____

Nature of Activity for which Review is Requested: (check which apply)

Commercial Use ___; Industrial Use ___; Multi-family Use ___; Temporary Use ___ ;
Grading/Paving ___; Special Use ___; Site Condo ___; PUD ___;
(Other) _____

Describe proposed activity/use:

Signature of Property Owner _____ Date _____

Signature of Applicant _____ Date _____

(owner and applicant must sign)

OFFICE USE ONLY

Paid ck# _____

Planning Commission Action

Date of meeting: _____

_____ Approval Granted; _____ Approval Granted with Conditions

Conditions: _____

_____ Approval Recommended to Township Board

Conditions: _____

_____ Disapproval Recommended to Township Board

Comments _____

*see meeting minutes for full details

Township Board Action (if applicable):

_____ Approved

_____ Disapproved

Comments/Conditions: _____

*see meeting minutes for full detail

Applicants applying for Site plan review – refer to Section 22 Site Plan Review

- Please review the whole Section
- 22.05 Preliminary site plan (if applicable)
- 22.06 Final site plan

Applicants applying for Special Use – refer to Section 15 Special Uses

- Please review 15.01-15.07
- See specific land use for regulations
- Also refer to Section 22 Site Plan review (22.02B)

Applicants applying for PUD – refer Section 16 Planned Unit Development

- Please review the whole section
- 16.05 Site plan review requirements

Applicants applying for Site Condo – refer to Section 16A Site Condominium

- Please review the whole section
- 16A.05-06 Site plan review requirements

Other contact Zoning Administrator for submittal requirements

Site plan review fee (not requiring a public hearing) \$500.00

Special use, other review fee (requiring a public hearing) \$750.00

Make payable to: South Haven Township

SITE PLAN REVIEW APPLICATION CHECKLIST

Every site plan submitted for final review shall contain the following information except as otherwise provided for: Section 22 Site Plan Review Procedures

1. Small-scale sketch of properties, streets and land uses within ¼ mile of the subject property.
2. Ten (10) copies of a site plan at a scale of not more than one (1) inch equals one hundred (100) feet, showing all existing and any proposed arrangements of:
 - a. Existing adjacent streets and proposed streets and existing curb cuts within one hundred (100) feet of the property.
 - b. All lot lines and dimensions.
 - c. Parking lots and access points
 - d. All exterior lighting with sample drawings of the fixtures and where necessary engineering calculations showing the effects of such lighting on adjacent properties.
 - e. Proposed buffer strips and screening
 - f. Existing natural features, including but not limited to: stands of trees, streams, ponds, wetlands, floodplains, steep slopes, critical dunes and high risk erosion areas.
 - g. Existing and proposed buildings, including existing buildings within one hundred (100) feet of the boundaries of the property.
 - h. Number of square feet allocated to each proposed use and gross floor area in buildings, structures, drives and open space.
 - i. For commercial or industrial buildings, the usable floor area for each proposed use.

- j. For residential use, the dwelling unit, floor area and density by type.
- k. Proposed methods of providing sanitary sewer and water supply services.
- l. Proposed methods of providing storm water management with engineering calculations.
- m. Written computation for the required parking in compliance with Art. XX
- n. Review letter from the South Haven Area Emergency Services.
- o. Review letter from the road authority having jurisdiction
- p. Review letter from the County Drain Commissioner
- q. Review letter(s) from any other public agency having jurisdiction.
- r. For plats, condominiums and private roads the professional license seal of the person preparing the plan is required.

NOTE: If any one of the items listed above is absent, unless specifically exempted either in this ordinance or in writing from an appropriate official, the application is incomplete and can only be given conditional approval by the Planning Commission, if a majority of the Planning Commissioners agree.

3. WAIVERS:

The requirements listed above for site plans may be waived except for sub-part 2. b., c., d., and if relevant, n., o., p., and/or r. which shall be required. A site plan eligible for waivers is defined as a project disturbing less than 10% of the lot area or 5,000 square feet, and/or increases gross floor area by less than 10% or 1,000 square feet, as calculated by the Zoning Administrator. If there is a doubt, or if the Planning Commission determines that more information is required, then the project shall automatically be considered to be subject to full site plan requirements.

The applicant is responsible for submitting copies of the site plan as required to the appropriate outside agencies having jurisdiction over physical elements of the plan. These agencies include but are not limited to:

- 1. Van Buren County Drain Commissioner
- 2. Van Buren County Road Commission, Driveway Permits Officer and/or Michigan Department of Transportation, Coloma Field Office (or as redesignated by the Department).
- 3. South Haven Area Emergency Services, Fire Inspector
- 4. If the development includes a wetland, floodplain, high risk erosion area or critical dune, then the applicant shall indicate compliance with the Michigan Department of Environmental Quality or successor agency (Plainwell/Kalamazoo district office or as re-assigned) requirements.
- 5. If the development includes a structure over 35 feet in height or is to be located within an airport Accident Safety Zone, then the applicant shall obtain approvals from the Michigan Department of Transportation, Bureau of Aeronautics (Lansing) or successor agency.

APPLICANTS TAKE NOTE: Some of these agencies require lengthy review times. If an applicant fails to contact an agency in a timely manner, then the application may be considered to be incomplete and the Township accepts no responsibility for any delays.

Submit completed application, 10 copies of site plan(s) and fee to:

Zoning Administrator, Tasha Smalley
South Haven Township Hall
09761 Blue Star Hwy, South Haven MI 49090
Twp Hall is open M-F 9-12:30; 1:30-4pm
ZA office hours Tues's 9:00-12:00pm and Thurs's 1:30-4:00pm
269-637-3305

Also available:
Michigan Township Services – Allegan, Inc.
111 Grand Street, Allegan MI 49010
1-800-626-5964

Site plan deadline – 15 days prior to meeting
Public hearing site plan deadline – 28 days prior to meeting

Site plan review fee (not requiring a public hearing) \$500.00
Special use, other review fee (requiring a public hearing) \$750.00
Make payable to: South Haven Township

Any questions feel free to call or email mtsallegan@frontier.com