Date Received:

_____

Amount Paid:

_____

CITY OF WHITE CLOUD
SITE PLAN REVIEW APPLICATION

Please complete this application and submit all required supporting documents to the City of White Cloud. Incomplete applications will not be accepted for Planning Commission consideration.

SECTION 1 – TYPE OF REVIEW REQUESTED

Please select the type of review being requested:

___Optional Preliminary Site Plan Review

___Final Site Plan Review

SECTION 2 – APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

Property Owner Name (if different from applicant):

_____

Property Owner Address: _____

Phone Number: _____

Email Address: _____

Is the applicant the property owner? Yes ____ No _____*If no, written authorization from the property owner must accompany this application.

SECTION 3 – PROPERTY INFORMATION

Property Address: _____

Parcel Number: _____

Current Zoning Classification: _____

Current Use of Property: _____

Proposed Use of Property: _____

Existing Buildings/Structures: _____

SECTION 4 – PROJECT INFORMATION

Type of Proposed Development:

_____New Construction
_____Building Addition or Expansion
_____Commercial Development
_____Residential Development
_____Site Condominium Development
_____Change of Use
_____Redevelopment
Other: _____

Project Description:_____

_____

_____

_____

Proposed Building Size (square feet): _____

Number of Dwelling Units (if applicable): _____

Estimated Construction Cost: _____

Anticipated Construction Start Date: _____

Anticipated Completion Date: _____

SECTION 5 – SITE PLAN SUBMITTAL REQUIREMENTS

Please review the following submission requirements established under Section 6.1(C)(4) of the City of White Cloud Zoning Ordinance.

A. Required Application Materials

- Completed Site Plan Review Application, signed by the applicant.
- Written property owner authorization, if applicant is not the property owner.

- Four (4) copies of the site plan set.
- Digital PDF copy of the complete site plan set.
- Applicable application fee in accordance with the City Council's adopted fee schedule.

- Applicable escrow fee, if required pursuant to Section 7.11 of the Zoning Ordinance.

Professional Preparation Requirements:

- Site plan prepared by a licensed professional engineer or architect.
- Site plan based on a survey conducted by a licensed surveyor.

- Professional seal included on the site plan.

The Zoning Administrator may waive the professional preparation requirements for abbreviated site plan reviews.

B. Site Plan Drawing Requirements

The site plan shall include the following information, as applicable:

Property and Location Information

- General location sketch showing the property, streets, and land uses within one-half (1/2) mile of the subject property.
- Legal description of the subject property.
- North arrow and plan scale.
- Name, address, and contact information of the property owner or petitioner and ownership interest.
- Name and address of the person or firm preparing the plan and date of preparation.
- Existing zoning and uses of all properties abutting the subject property.
- All buildings, parking, easements, and driveways within 100 feet of all property lines.
- Existing and proposed uses, buildings, and structures.
- Property lines and dimensions.

- Existing adjacent streets and proposed streets.

Parking, Access and Utilities

- Parking lots and access points.
- General location of utilities, stormwater management features, septic systems, and wells.
- Existing and proposed drives, including dimensions and radii.
- Acceleration/deceleration lanes serving the site, if applicable.
- Cross-sections of internal roads serving the development.
- Location and specifications for curbing and parking areas.
- Dimensions of a typical parking space and total number of parking spaces.
- Accessible parking spaces.

- Specifications and location of existing and proposed utilities.

- Location and size of surface water drainage facilities, including storm event data.

Natural Features and Landscaping

- Proposed buffer strips or screening.
- General topographical features at contour intervals no greater than five (5) feet.
- Significant natural features, including open space, wetlands, stands of trees, landmark trees, brooks, ponds, floodplains, hills, slopes over 15%, and similar natural assets or hazards.
- Existing vegetation to be protected.
- Detailed landscaping plan identifying species, number, and size of proposed plant materials.
- Method of protecting existing vegetation.
- Profile of proposed buffer strips and screening.
- Fence design and location.
- Timing of landscaping improvements.
- Location and profiles of proposed fencing and walls.

Additional Site Improvements and Development Details

- Location of solid waste disposal facilities, including recycling and screening.
- Location and specifications of existing or proposed outside, above-ground, or below-ground hazardous material storage facilities.
- Dedicated open space clearly marked and described, with a recordable document to protect such lands in perpetuity, if applicable.
- Exterior lighting plan showing area of illumination by photometric chart and identifying fixture type and height.
- Location of signs not attached to buildings.
- Elevation drawings of proposed buildings.
- Location and specifications for trails, driveways, and sidewalks.
- Development agreement, as appropriate.
- Easement descriptions and dedications.
- Approved road names, as appropriate.

- Paved surface specifications, including paver specifications if used for driving or parking surfaces.

Paver specifications, when applicable, are subject to review and approval by the Zoning Administrator in consultation with the City Engineer.

C. Required Project Narrative

Please provide a written narrative describing the proposed development, including:

- Overall objectives of the proposed development.
- Total size of the subject property in acres.
- Approximate acreage allocated to each proposed use.
- Gross area of buildings, structures, parking, streets, drives, and open space.
- Dwelling unit densities by type, if applicable.

- Proposed method of providing sewer and water service and other public and private utilities.
- Anticipated grading and filling.
- Proposed method of stormwater management.
- Property lines for each site condominium unit or lot, shown and dimensioned, if applicable.

- Buildable area for proposed structures, including setbacks for each lot or site condominium unit, if applicable.

Additional Project Narrative/Comments:

SECTION 6 – APPLICANT CERTIFICATION

I certify that the information contained in this application and all accompanying documents is true and accurate to the best of my knowledge. I understand that submission of this application does not guarantee approval of the proposed site plan.

I acknowledge that the City may request additional information, documents, studies, or other materials necessary to properly evaluate the proposed development.

I understand that the application fee is established by the City Council and is nonrefundable. I further understand that additional escrow fees may be required pursuant to Section 7.11 of the Zoning Ordinance.

I understand that no construction or site improvements shall be authorized solely by submission of this application or by preliminary site plan review.

Applicant Signature: _____

Printed Name: _____Date: _____

Property Owner Signature (if different): _____ _____Date_____

CITY OF WHITE CLOUD – OFFICE USE ONLY

APPLICATION RECEIPT AND COMPLETENESS REVIEW

Date Application Received: _____

Received By: _____

Application Type:

- Preliminary Review
- Final Review

Application Fee Received: $_____

Date Fee Paid: _____

Escrow Fee Required: [ ] Yes [ ] No

Escrow Fee Received: $_____

Completeness Review – Zoning Administrator

- Complete
- Incomplete

If incomplete, written notice of deficiencies provided to applicant:

- Yes
- No
- Not Applicable

Date Notice Sent: _____

Outstanding Information/Comments:

Date Application Deemed Complete: _____

Date Forwarded to Planning Commission: _____

PLANNING COMMISSION REVIEW

Meeting Date: _____

Planning Commission Action:

- Approved
- Approved with Conditions
- Denied
- Returned to Applicant for Revisions
- Tabled / Postponed

Conditions of Approval / Required Revisions:

Date of Decision: _____

Planning Commission Chairperson: _____

Signature: _____

Zoning Administrator: _____

Signature: _____

Date: _____

CITY OF WHITE CLOUD

Site plan review and approval shall be conducted in accordance with Section 6.1(C)(4) and the applicable review standards of Section 6.1(D) of the City of White Cloud Zoning Ordinance.