



66 South Main Street, Cedar Springs MI 49319

Phone: 616-696-1330

www.cityofcedarsprings.org

Site Plan Review Procedures

Site Plans shall be submitted a minimum of 21 days before the date of review by the Planning Commission.

1. Application Fee: \$ 500

Escrow \$ See Policy

The application fee is for administrative costs such as preparing and mailing the notice of the public information meeting. The escrow covers the cost of services provided by professional consultants retained by the City to assist in reviewing the plan and preparing a report. See escrow policy regarding the required escrow amount.

2. Planning Commission Meeting Dates & Location

- First Tuesday of each month (check schedule for exact dates)
- 7:00 P.M.
- Public meeting room of Cedar Springs offices located at 66 South Main Street, Cedar Springs, MI 49319

3. Site Plan Review Required

A site plan shall be submitted for review and approval prior to the issuance of a building permit as follows:

The Planning Commission reviews:

- New construction of any nonresidential or multiple-family development.
- Special land uses.
- Planned unit developments.
- Mobile home parks.
- Site condominiums.
- A change in the use of a building or property or an expansion of a building which results in the need for more parking spaces.
- All other uses requiring site plan approval by the Planning Commission as required by the Ordinance.

The Zoning Administrator reviews:

- All site plans not reviewed by the Planning Commission. The Zoning Administrator however, may submit the site plan to the Planning Commission for its review in accordance with the requirements of the Zoning Ordinance.

- The site plan review requirements for Zoning Administrator review shall be the same as required for site plan review by the Planning Commission except that the Zoning Administrator may modify or waive the requirements and procedures if not necessary to still allow for the proper review of the site plan in accordance with the standards of site plan approval.

The following **are not** subject to the site plan review procedures of Section 40-49 (may be subject to sketch plan review):

- Single- and two-family dwellings;
- Any project subject to sketch plan review or exempt from review;
- Some increases to already existing floor space
- Some changes to commercial or industrial parking
- Construction, replacement, relocation or improvements to a waste receptacle, wall, fence, or lighting.
- Changes to facade, architectural features or wall signs (elevation plan showing changes and construction materials is required).
- Grading, excavation, filling, soil removal, creation of swimming pool, creation of ponds or tree clearing over 100 square feet.
- For complete list see Section 40-49 of Code of Ordinances.

4. Pre-application Conference

Before submitting a formal application for site plan review the applicant is encouraged to meet with the City Zoning Administrator to review procedures and ask questions.

5. Submittal Requirements

- **To:** Zoning Administrator located at the Cedar Springs City Offices.
- **When:** A minimum of 21 days before the date of review by the Planning Commission.
- **What:**
 - Application form signed by the property owner and applicant.
 - Application and escrow fees
 - **Three (3)** copies of the site plan submitted to the Zoning Administrator prepared in accordance with the attached site plan checklist and other information required by Section 40-51 of the Zoning Ordinance.
 - **One (1)** copy of the site plan submitted to the City Planner prepared in accordance with the attached site plan checklist and other information required by Section 40-51 of the Zoning Ordinance.
 - **One (1)** copy of the site plan submitted to the City Engineer prepared in accordance with the attached site plan checklist and other information required by Section 40-51 of the Zoning Ordinance.
 - Completed site plan checklist.
 - Narrative describing the project.

- An electronic version of the site plan and all other items submitted in a form acceptable to the City shall be sent to the Zoning Administrator, City Planner and City Engineer.
- **Please note-** Construction drawings are not required at this stage of review and should not be submitted.

6. Processing Period

A site plan takes approximately 30 - 60 days to process assuming all required information is provided. A Special Land Use application requires a public hearing with a minimum of 15 days advanced notice.

7. Review Process

- Copies of the application and initial site plan are sent by City Staff to the City Fire Chief, Engineer, Planner, Public Works Department and other City staff as necessary.
- The City Engineer and Planner review the plan for completeness with the site plan checklist. If substantially compliant with the checklist, City staff places the site plan on the agenda for the next regular Planning Commission meeting. If the site plan is not substantially complete the applicant is notified and must revise the site plan to comply with the checklist.
- The City Engineer and Planner provide written reports to the Planning Commission and to the applicant a minimum of 5 days before the Commission meeting.
- The applicant or their representative must attend the Planning Commission meeting to present their plan. Staff reports are also presented at the meeting. In order to allow for proper review, the Commission will not accept revised plans submitted at the meeting.
- The Planning Commission reviews the plan in accordance with the standards for approval contained in Section 40-52 and 40-54 of the Zoning Ordinance. The Commission may approve, modify or deny the site plan or approve it subject to revisions being made.
- The Commission may vote to require that the site plan be revised and brought back to the Commission for final approval or the Commission may approve the plan with revisions subject to the revisions being approved by the City Planner or Zoning Administrator.
- Revised site plans must be submitted in the same fashion as the original site plan, three copies to the Zoning Administrator, one copy to the City Planner, one copy to the City Engineer and an electronic copy to each person.

8. Approved Site Plan

Once all revisions to the site plan have been made and all conditions of approval satisfied and verified by City staff the applicant shall provide three copies of the site plan to the City which shall be signed and

dated by the Chairperson of the Planning Commission, or the Zoning Administrator in the case of staff review. One copy is for the City file, one for the Building Inspector and one for the applicant.

An electronic version of the approved site plan in a form acceptable to the City shall also be provided.

9. Building Permit

Following approval of the site plan, the applicant may apply for a building permit at:

**Imperial Municipal Services
263 Northland Drive
Rockford, MI 49341
Ph: 616-863-9294
Email: info@imsinspections.com**

10. Validity of Approved Site Plan and Extension

Each development shall be under construction within one year after the date of approval of the final site plan. The Planning Commission may grant a one-year extension if the applicant applies for such extension prior to the date of the expiration of the final site plan.

If construction has not commenced within one year of the date of approval or following the expiration of a one-year extension the final site plan approval shall be voided.

11. Changes to an Approved Site Plan

Changes to an approved site plan shall be submitted to the Zoning Administrator who shall determine if the change is minor or major. A minor change may be approved by the Zoning Administrator who shall notify the Planning Commission in writing of the change. See Section 40-55 for examples of a minor change. If the changes are considered to be major, then a new site plan shall be submitted for review by the Planning Commission in accordance with the review procedures noted in Number 7 above.

12. Who are the City Planner and City Engineer?

City Engineer: Neil DeWit with Fishbeck 616-464-3908 npdewit@fishbeck.com

City Planner:

12. Who is the Zoning Administrator?

Zoning Administrator: Mike Womack, City Manager 616-696-1330 x1104#
manager@cityofcedarsprings.org