

## PLANNING COMMISSION

### *Site Plan Review ~ Application Information and Requirements*

The City of Coldwater Zoning Ordinance requires that a site plan be reviewed and approved by the Planning Commission in order to determine compliance with the provisions of the ordinance. A site plan is required for all land uses except the following:

- Single and two-family dwelling units on individual lots
- Residential and agricultural accessory buildings
- Nonresidential accessory buildings less than 832 square feet in area

### **Required Site Plan Contents**

The site plan shall be drawn at a scale which is appropriate to the development and which is easily readable. The site plan shall contain **ALL** of the following information, unless otherwise indicated by the City of Coldwater Zoning Administrator:

1. A vicinity map illustrating the location of the site within the City of Coldwater.
2. Structures and lot lines within one hundred (100) feet of the boundaries of the site.
3. Date the site plan was prepared and dates of any revisions.
4. Name, address **and professional seal** of designer (architect or engineer).
5. North arrow.
6. Existing elevations (and associated contours) at a minimum of two (2) foot intervals and relationship to adjoining property.
7. Property lines, dimensions, and building setback distances.
8. Location of existing and proposed buildings and their intended use as well as the length, width, and height of each building.
9. Location of abutting streets, rights-of-way, drives, curb cuts, and access easements serving the site.
10. Proposed elevations at two (2) foot intervals, **including perimeter property elevations**, and direction (**shown with arrows**) of stormwater drainage flow.
11. Location and size of all water and sanitary sewer lines and storm drainage lines as well as fire hydrants, catch or leach basins, drywells, and any other existing or proposed utility structure.
12. Location of all sidewalks, bike paths, and other walkways.
13. Location and size of any walls, fences or other screening provisions.
14. Location of all proposed landscape materials, **including size and type of planting**.
15. Location of all proposed accessory structures, including light poles, flagpoles, storage sheds, transformers, dumpsters, and signs. (**Site lighting must be directed away from adjacent property and maintained on site.**)
16. Proposed parking areas and access drives showing number and size of spaces and aisles.
17. Location of utility easements.
18. Location and type of significant existing vegetation.
19. Water courses and water bodies including county or city drains and manmade surface drainage ways, flood plains, and wetlands.
20. Zoning on subject and adjacent properties.
21. If the use of hazardous substances is involved, the site plan shall illustrate storage and containment areas.
22. Legal description of property in question (may be shown on separate documentation).

### **Submittal Requirements**

The City of Coldwater requests applicants to submit five copies of the preliminary site plan to the Planning Department for cursory review. Early contact between City staff and the applicant helps to ensure an efficient and expedient process. In order to be placed on the Planning Commission agenda, fifteen (15) copies of the complete site plan, a completed site plan review application, and the site plan review fee must be submitted to the Planning Department at least fourteen (14) days prior to the Planning Commission meeting at which the site plan will be discussed. **Please note that incomplete site plans will be returned to the applicant, which could result in unnecessary delays in the review of your project.**

### **Meeting Schedule**

The regular meetings of the City of Coldwater Planning Commission are scheduled for the first Tuesday of each month at 7:00 PM and are conducted in the Council Chamber of City Hall. **Please call to verify the date of the meetings. It is possible that some months may have required a different meeting date to accommodate holidays or other events.** The applicant or his representative must be present at all scheduled meetings at which the site plan will be discussed or the matter will be tabled due to lack of representation.

### **Fee Schedule**

Required fees for site plan review must be submitted to the City of Coldwater at the time that the plans are submitted to the Planning Department. Fees must be paid before the site plan will be placed on the Planning Commission agenda. Please submit a check made payable to the City of Coldwater in the correct amount as follows: \$125.00 for sites of five (5) acres or less. The fee for sites over five (5) acres is \$125.00 plus \$10 for each over five (5) acre.

### **Site Plan Approval**

The Planning Commission will discuss the site plan and will either approve, approve with conditions, or deny the plan. Approved site plans are valid for a period of twelve (12) months. If construction has not commenced within this time period, the site plan shall become null and void. Upon a written request from the applicant, the Planning Commission may grant one (1) extension of the site plan for a period not to exceed sixty (60) days.

The applicant is responsible for contacting each of the following agencies in regard to plan review. Please keep in mind that each may have their own requirements. Building permits can be obtained only after an approved site plan is on file in the Planning Department. If a site plan has been approved with conditions, the revised site plan must be submitted and approved by the Planning Department before a permit will be issued. Please be aware that any possible modifications from this approved site plan must be authorized by the Planning Department prior to their implementation.

#### ***Building / Demolition Permits, Inspections***

*City of Coldwater – Neighborhood Services Dept.*

*Attn. Kenny Fickle*

[tmusser@coldwater.org](mailto:tmusser@coldwater.org)

*(517) 279-6288*

#### ***Fire Protection / Suppression***

*City of Coldwater – Fire Department*

*Attn. Paul Dove*

[pdove@coldwater.org](mailto:pdove@coldwater.org)

*(517) 278-4177*

#### ***Water, Sanitary Sewer, Electric, Telecom***

*CBPU – Engineering Dept*

*Attn. Charles Bauschard*

[cbauschard@coldwater.org](mailto:cbauschard@coldwater.org)

#### ***Electrical/Mechanical/Plumbing Permits***

*Branch County – Building Inspection Dept*

*Attn. Scott Winter*

[swinter@countyofbranch.com](mailto:swinter@countyofbranch.com)

*(517) 279-9531*

*(517) 279-4303*

**PLANNING COMMISSION**  
*Site Plan Review Application*

**Date:** \_\_\_\_\_

**Name of Person/Company to Occupy Site:** \_\_\_\_\_

**Address of Site:** \_\_\_\_\_

**PROPERTY OWNER/REPRESENTATIVE:**

Name:
Firm:
Address:
City/State/Zip:
Phone:
Fax:
Email:

**PROJECT DESIGNER/CONTRACTOR:**

Name:
Firm:
Address:
City/State/Zip:
Phone:
Fax:
Email:

**Are there any past or present zoning variances or deed restrictions on this property? If so, please explain the nature of the variance or restriction.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Zoning Classification**

Subject Parcel: \_\_\_\_\_

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

## PROJECT DESCRIPTION

Briefly describe the general character of the proposed development:

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What is the total acreage of this property? \_\_\_\_\_

How many structures (and if applicable, dwelling units) are *existing* on this property, and what is the square footage and current land use of these existing buildings?

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How many structures (and if applicable, dwelling units) are *proposed* on this property, and what is the square footage and proposed land use of these proposed buildings?

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How many people are currently employed on this site, and how many will be added as a result of the proposed structures?

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How many parking spaces currently exist on this site and how many new spaces will be provided?

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What is the proposed size, in square feet, of the entire parking lot?

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What is the estimated cost of construction?

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**By signing this application, the applicant confirms that all information required for submission of a site plan review has been provided. The applicant has thoroughly read the application information and agrees to comply with all requirements and procedures for site plan review. Furthermore, the applicant understands that the approved site plan is a legally binding document and any possible modifications from this approved site plan must be authorized by the Planning Department prior to their implementation.**

\_\_\_\_\_  
Signature of Property Owner/Representative

\_\_\_\_\_  
Date