

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 1,000 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. Applicant and/or owner's names, addresses and telephone numbers.
2. Professional seal of architect, engineer, surveyor, landscape architect, or planner, and their name and address, phone number and e-mail if available.
3. Scale, north arrow, date of plan preparation, and date of each revision. Sheet size shall be at least 24"x36" with plan view drawn to a scale of no greater than 1" = 50' for property less than three acres or no greater than 1" = 100' for property three or more acres.
4. Vicinity/locational map drawn at a scale of 1" = 2,000' with north point indicated.
5. Location of existing and proposed lot lines, including dimensions, gross and net acreage figures, legal description, and zoning classification of the site.
6. Adjacent land uses, property owners, zoning and location of adjacent buildings or structures, property lines, rights of ways, abutting streets, drives, curb cuts, access easements, and parking within 100 feet of subject property.
7. Location and dimensions of existing and proposed buildings/structures, including; intended uses, floor area, number of floors, width, length, height, number and type of dwelling units (where applicable), and setback distances.
8. Existing natural and man-made features to be retained and/or removed. Locations of natural resource features, including woodlands and areas with slopes greater than 10% (1 foot vertical elevation for every 10 feet of horizontal distance).
9. Location of existing and proposed water bodies, watercourses, including County and City drains, man-made surface drainage ways, floodplains and wetlands.
10. The location of all existing and proposed access drives, street intersections, driveway locations, sidewalks, bike paths, curbing, and other walkways associated with the site, including general alignment, right of way, surface type, width and centerline.
11. Location, number and size of parking spaces, including width and method of surfacing, dimensions of spaces and aisles, acceleration, deceleration, passing lanes and approaches.
12. Proposed phasing of project, if applicable.
13. The location of all accessory structures, including light poles, flagpoles, storage sheds, transformers, dumpsters, including method of screening.
14. Detailed signage and lighting plans, including locations and illumination patterns for both existing and proposed parking lots and structures. **(Site lighting must be directed away from adjacent property and maintained on site.)**

15. A landscape plan indicating the location, type and quantity of plant materials both existing and proposed. The location and description of all existing berms, fencing, walls, and other screening provisions.
16. Location of outdoor storage/display areas, including a description of the items to be located outdoors, as well as the location and description of required screening.
17. Loading and unloading areas for commercial and industrial developments.
18. Storage and containment area if the use of hazardous substances is involved.
19. Location and size of all existing and proposed utility services above and below ground, to include water, electric, gas, phone, cable, storm water, storm sewer, catch basins and fire hydrants.
20. Location and width of any easements (utility and otherwise) on-site.
21. Designation of fire lanes.
22. Any other pertinent physical features.
23. Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service, Soil Survey of Branch County, Michigan.
24. Existing topography with a maximum contour interval of 2 feet. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated. Grading plan, showing finished contours at a maximum interval of 2 feet, correlated with existing contours so as to clearly indicate required cutting, filling, grading, and the direction of drainage.

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 Monday 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

kfickle@coldwater.org

(517) 279-6937

Fire Protection / Suppression

City of Coldwater – Fire Department

Attn. Paul Dove

pdove@coldwater.org

(517) 278-4177

Water, Sanitary Sewer, Electric, Telecom

CBPU – Engineering Dept

Attn. Charles Bauschard

cbauschard@coldwater.org

(517) 279-9531

Electrical/Mechanical/Plumbing Permits

Branch County – Building Inspection Dept

Attn. Scott Winter

swinter@countyofbranch.com

(517) 279-43

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:

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?

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?

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

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

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

What is the estimated cost of construction?

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