

PLANNING COMMISSION APPLICATION
CITY OF FERRYSBURG, 17290 ROOSEVELT RD, P.O. BOX 38, FERRYSBURG MI 49409

INSTRUCTIONS
 Print or type requested information. Incomplete applications may delay processing of your request.

✓	TYPE OF REQUEST
	Site Plan Approval
	Special Land Use Permit & Site Plan Approval
	Planned Unit Development Plan Approval
	Site Condominium Plan Approval
	Subdivision Plat Approval

APPLICANT INFORMATION	
Name	
Address	
Telephone (home)	
Business name	
Business address	
Telephone (business)	
Business FAX	
Project architect/engineer	
Address of architect/engineer	
Telephone of architect/engineer	
PROPERTY/PROJECT INFORMATION	
Address of subject property	
Parcel identification number	
Property owner (name/address)	
Current zoning	
Current use	
Proposed use	
Construction start date	

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Owner of subject property (if different than applicant). If there are multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.	
Address of property owner (if different than applicant).	
Real Estate Firm/Broker handling sale of property (if applicable). Provide name and address. <i>Note: If you do not own the subject property, you must provide a copy of a Purchase Agreement or instrument acceptable to the City indicating the owner is fully aware of, and in agreement with, the requested action.</i>	
City Business License Permit Number (if applicable).	

APPLICANT CERTIFICATION

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City to enter the property associated with this application for purposes of conducting necessary site inspections.

By: _____ (Signature)	By: _____ (Signature)
Name: _____ (Type/Print)	Name: _____ (Type/Print)
Date: _____	Date: _____

CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION

ITEM	ACTION
Date application received:	
Fee paid:	
Does application require public hearing?: Planning Commission _____ City Council _____	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	

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SITE PLAN CHECKLIST - SECTION 5.50

1	Date, north arrow, and scale. Unless a different scale is approved by the Zoning Administrator, the scale shall be one (1) inch equals thirty (30) feet.
2	Name, address, telephone number, and fax number of the applicant.
3	Name, address, telephone number, and fax number of the person or agency preparing the site plan.
4	Address, legal description, and tax identification number of the subject property.
5	Size of the parcel in acres and square feet.
6	Existing and proposed lot lines with bearings and dimensions, including actual and required setback lines.
7	Location of abutting properties, existing structures, adjacent street(s) and street rights-of-way, pavement, access drives, and driveways within one-hundred (100) feet of the subject property.
8	Location and size of existing natural features including, but not limited to, regulated wetlands, water bodies, critical dune boundaries, and vegetation.
9	Location and dimensions of all existing and proposed structures on the subject property, including but not limited to all buildings and other structures, signs, fences, walls, accessory buildings, storage sheds, mechanical and similar equipment, dumpsters, and the method of screening where applicable.
10	Location of exterior site lighting shall be shown, including specification of the height, type of fixture, and light/glare containment capability.
11	Location, dimensions, and completion schedule of all existing and proposed drives, sidewalks, curb openings, curbing, loading/unloading areas, parking areas and parking spaces, and vehicular and pedestrian circulation routes. Parking areas shall indicate the number of spaces and the dimensions of a typical space and aisle. Barrier free parking spaces shall be indicated.
12	The existing zoning and use of all properties abutting the subject property.
13	Location and specification for all proposed landscaping on the site, including size at time of planting, species of plant material, and identification of areas to be covered by automatic irrigation systems.
14	Location and size of existing and proposed sewer and water supply systems, storm sewers, fire hydrants, manholes, storm water intakes and clean-outs.
15	Location, size, and method of installation of all other public and private utilities on the site, including but not limited to natural gas, electric, cable television, fiber optic, and telephone and other voice cable.
16	Proposed method of site surface drainage, including proposed surface and subsurface facilities. The information must include the design basis (e.g. design criteria and calculations).
17	Boundary of any project area within a 100-year floodplain.
18	Location, size, and use of existing and proposed easements.
19	Existing and proposed site topography at a scale not exceeding five feet (5') contour intervals.
20	Other site plan and project information considered necessary to achieve a determination of Ordinance compliance. This includes, but is not limited to, environmental impact assessments, traffic studies, market impact studies, utility impact assessments, and cost-benefit assessments (cost of project to the city based on provision of city services in return for tax base and other revenue).

