



**Village of Stockbridge
305 W. Elizabeth St
Stockbridge Mi. 49285
517 - 851 – 7435**

Type 4 Application for Site Plan review

Site Plan Review Requirements and Process

For final submittal Applicant Must Submit 14 copies of 24” X 36 “sealed prints.

It is strongly recommended that applicant submit 3 copies of prints not sealed for preliminary review prior to final submittal.

INTRODUCTION

Applicability: To all Zoning districts listed below requesting a Type 3 site plan review when major changes to and exiting structure, out buildings or creating an addition or adding additional parking..

R-1 District

CBD Central Business District

C-2 General Commercial

C-3 Highway Commercial

M-1 Light Industrial

OSC Open Space Conservation

PUD Planned Unit Development

R-2, single-family suburban

Multi-family (R-3).



DRAFT 3

Type 4 site plan application



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Instructions to applicant: Please complete the information below and submit this application with the applicable Fees and attached completed checklist and required sealed set of drawings.

PROJECT / BUSINESS NAME: _____

Address of Property: _____

Existing Zoning of Property: _____ Proposed Zoning of Property _____

Description of what type of Business or Function property will be used for. i.e., R-1 Single Family residence, Golf Course, Farmers market etc. (Provide sufficient detail to allow determination of proper zoning use and district.

Hours of operation _____

LEGAL OWNER OF PROPERTY Name Address and Phone number _____

NAME OF DEVELOPER IF APPLICABLE Name, Address and Phone number _____

Property Legal Description: _____

Property Tax ID number: _____

Engineer / Contractor or Architect Name and Phone number: _____

Name and phone number of engineer if utilized _____

Gross Sq. Footage _____ Usable Square footage _____

Number of Employees _____ Number of REU's _____

Number of existing Parking spaces _____, Number of required Parking spaces _____

Signs Size Width & Height _____

OTHER INFORMATION as may be required by provisions of the zoning ordinance. Or zoning administrator Additional information required will be attached and made a part of this application.

APPLICATION FEES: See Fee Schedule. Total fees Collected; _____

Applicants: Signature: _____ Date: _____

OFFICIAL ACTION: Village Office Date Received: _____

Type of Action: Sent to Zoning Administrator Date: _____ Date application Received: _____

Zoning administrator approval / rejection: _____ Date: _____

Planning commission Chair approval / rejection _____ Date: _____

Village Clerk certifies all fees paid: _____ Date: _____



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3.3. Type 4. Site plan Review Process

- 3.4.1. Type 4 Site Plan Review is intended for:
 - 3.4.1.1. new construction of a Facility, Structure or Development.
 - 3.4.1.2. is applicable to all purposed change of use of right
 - 3.4.1.3. facilitate occupancy requirements by performing a full site plan review in conjunction with fulfilling the requirements imposed by Section 6-45 and ensure compliance with all other applicable zoning ordinances requirements.
 - 3.4.1.4. the applicant may, at his or her discretion, divide the proposed development into two or more phases. In such case, the site plan shall cover the entire property involved and shall clearly indicate the location, the size, and character of each phase.
- 3.4.2. It is strongly recommended that applicant submit only three sets of non-sealed prints for an informal preliminary review by Planning Commission and Zoning Administrator prior to submittal of a Complete Site Plan Review Application.
- 3.4.3. The Zoning Administrator reviews the application and site plan for compliance with section 6-45 and confers with the Planning Commission Chair as required.
 - 3.7.3. 1.The Zoning Administrator determines application follows site plan review requirement section 6-45 and section 6-44 special land use and any other applicable ordinance or:
- 3.4.4. The Zoning Administrator determines the application does not qualify as a Type 4 site plan and issues a written report as to what type of site plan is required and why.
- 3.4.5. The Zoning Administrator forwards complete application to Planning Commission for review and approval or non-approval. \
- 3.4.6. The Planning Commission shall forward drawing and project manual to Village Engineer, Fire department, DPW and Police department for review Prior to conducting a public hearing for the project
- 3.4.6. A Site Plan project approved by the Planning Commission pursuant to the ASPR process and complying with all ordinance requirements shall be considered to have site plan approval, subject to penalties and actions that may be taken as described elsewhere in this ordinance for failure to complete the project or exceed the expiration limits of approval.
 - 3.4.7.1. If the Planning Commission denies the application the applicant may appeal the Planning Commission decision to the Circuit Court.



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- 3.4.7.2. The applicant may appeal the Planning Commission decision in accordance with this ordinance and to Zoning Enabling Act.
- 3.4.8. The applicant may resubmit and amended application in accordance with the Zoning Administrator or Planning commission direction and pay any additional filing fees, if required.
- 3.4.9. Approval of a site plan shall expire and be of no effect one year following the date of approval unless construction has begun on the property in conformance with the approved site plan. Approval shall also expire and be of no effect unless a building permit shall have been taken out within 180 days of the date of approval of the site plan if required.
- 3.4.10. Applicant shall provide 14 sets of plans folded and sealed drawings. The sheet size of drawings shall be at least 24 inches x 36 inches with the plans drawn to a scale of no greater than one inch = 50 feet for property less than three acres, or no greater than one inch = 100 feet for property three acres or more
- 3.4.11. Time to complete should be approximately 120 days from date all required documents are submitted.



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