



Village of Stockbridge
Type 1 – site Plan review Application
305 W. Elizabeth St.,
Stockbridge, Mi 49285
517 - 851 – 7435

Site Plan Review Requirements and Process

It is strongly recommended that applicant contact the Zoning Administrator Prior to filling out application.

INTRODUCTION

Applicability: Type 1 site plan review procedure to determine if only a minor site plan review is required to allow occupancy of structure by assuring business, Activity / Single Family Home is located in correct district and use is approved by rite for the District and complies with the below listed requirements for Type 1 Site Plan review applicable to :

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).

Instructions to applicant: Please complete the information below and submit this application with the applicable Fees and attached completed checklist and if required stamped /sealed or non-sealed drawings which is determined by size. If residence is over 3,500 sq, ft stamped drawing by architect or engineer are required. If a Residential Single family home Drawings shall include driveway size and layout and any curb cuts , setbacks accessory buildings also be constructed setbacks on a minimum of a 81/2 "by 11" paper .

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: _____

CONDITIONS FOR APPROVAL OF SITE PLAN REVIEW TYPE 1 (ONE)

Site plan review Type #1.

For New business moving into and existing structures located in to one of the Zoning districts listed above Site plan review requirements. (or for Construction of a Single-Family Home R-1)

3.1. Type 1 ASPR Site Plan Review Process

3.1.1. **Type 1 ASPR Site Plan Review** shall be applied to Construction of Single Family Home and to all purposes and permitted uses within all zoning districts and is applicable existing structures provided changes will not be made to: exterior walls, interior walls / rooms, accessory, and subordinate buildings, and grounds, and do not require adding height to structure, additional: means of access thereto from adjoining public roads or highways, parking, REU's, change in use and complies with all other applicable zoning ordinances requirements.

3.1.2. The Zoning Administrator reviews the application for site plan review for compliance with 6-45 filing requirements and confers with the Planning Commission Chair as required.

3.1.3. The Zoning Administrator reviews application to assure compliance with requirements of 6-45 and any other applicable ordinance and issues a certificate of zoning compliance or if not satisfied:

3.3.1. The zoning Administrator determines the application does not qualify as a Type 1 site plan and issues a written report stating what type of site plan is required and why.

3.1.4. The applicant may appeal the Zoning Administrator decision of 3.3.1. to the Zoning Board of Appeals.

3.1.5. The applicant may resubmit or amend application in accordance with the Zoning Administrator decision of 3.3.1 and pay any additional filling fees, if required.

3.1.6. The Zoning Administrator if an amended site plan is resubmitted reviews for compliance and issues a certificate of zoning compliance in compliance with ordinance.

3.1.7. A application approved by the Zoning Administrator, pursuant to the ASPR process, shall be considered to have site plan approval , subject to penalties and actions that may be taken as described elsewhere in this ordinance for a modification requests, failure to complete the project or exceed the expiration limits of the site plan approval.

3.1.8. Approval of a site plan shall expire and be of no effect one year following the date of approval unless a waiver is authorized by Planning Commission.

3.1.9. Site plan Type 1 review process should take approximately 30 days from date all required documents are submitted.