



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

Type 2 Application for Site Plan review

Review Requirements for Ordinance 6-45 (Site Plan Review Requirements and Process)

For final submittal Applicant Must Submit: No Plans Required

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

INTRODUCTION

Applicability: To request for Type 2 site plan review procedure to determine that only a minor site plan review is required to for occupancy of structure by assuring business zoned appropriately and is approved by right complies with the below listed requirements for type 2 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).



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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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CONDITIONS FOR APPROVAL OF TYPE 2 SITE PLAN REVIEW**

Type 2 site plan review: Is intended for a new Business or Function contemplating moving into an existing structure.

- C.1.1. In order for the new business or function to qualify for a Type 2 site plan review. Applicant must certify that only minor structural changes are being made to the space or property and business or function is one that is a permitted by rite use and does not require additional parking.
- C.1.2. The Applicant shall contact the Village Office for the purpose of obtaining copy of the blank application.
- C.1.3. A certification affidavit will be issued if site plan review is approved and in compliance with criteria for using type 2 site plan review.
- C.1.3. This is accomplished through the applicant submitting the attached form depicting in detail the type of business specifically, hours of operation, zoning district classification business is located in, name of building owner and name of business owner with respective contact phone numbers to the village office and zoning administrator.
- C. 1.4. The zoning administrator shall have the authority to determine certification of reviewing applicants submitted compliance with the established criteria in C.1.1 that documents that adherence to the provision provides exemption from filing either a lite or normal site plan for review. Three copies shall be made and distributed to: one to inspecting authority, one to applicant one to village clerk.,
- C. 1.5 *Effect of approval.* Approval of the above submitted documentation authorizes issuance of a certificate of zoning compliance.
- C.1.6. *Expiration of approval.* Approval of not requiring a site plan shall expire and be of no effect one year following the date of approval unless occupancy has begun on the property in conformance with the approved above listed certification.
- C.1.7. *Violations.* The approved certificate shall regulate development of the property and any violation of this article, including any improvement not in conformance of the approved certification shall be deemed a violation of this chapter as provided in article 26, and shall be subject to all penalties therein.
- C.1.8 *Amendment of approved site plan.* The zoning administrator shall have the authority to determine if a proposed change requires an amendment to an approved final site plan.