



**Application for  
SITE PLAN REVIEW &  
SPECIAL LAND USE  
Planning Commission  
City of Zeeland**

**Community Development Department**  
21 S ELM ST - ZEELAND, MI 49464  
Phone 616-772-0872 - Fax 616-772-0880  
[buildinginspector@cityofzeeland.com](mailto:buildinginspector@cityofzeeland.com)  
[www.cityofzeeland.com](http://www.cityofzeeland.com)

Received by \_\_\_\_\_ Date \_\_\_\_\_ \$350 Fee \_\_\_\_\_ Check No \_\_\_\_\_

The City of Zeeland will not discriminate against any individual or group because of race, sex, religion, age, nation origin, color, marital status, handicap or political belief.

Please submit this application with checklist at least 30 days prior to the requested Planning Commission meeting (usually 1<sup>st</sup> Thursday of the month) along with 10 copies of the proposed site plan and related documents and an electronic file which may be submitted by email to [buildinginspector@cityofzeeland.com](mailto:buildinginspector@cityofzeeland.com). The applicant or a representative is required to present the application at the Planning Commission meeting.

**I. PROPERTY INFORMATION**

|                     |                      |
|---------------------|----------------------|
| Property address    | Parcel number<br>70- |
| Name of development | Acreage              |

**II. CONTACT INFORMATION**

|                |         |
|----------------|---------|
| Property owner | Contact |
| Phone          | Email   |

|                                                             |         |       |     |
|-------------------------------------------------------------|---------|-------|-----|
| Applicant                                                   | Company |       |     |
| Address                                                     | City    | State | Zip |
| Phone                                                       | Email   |       |     |
| If applicant is other than owner, what is the relationship? |         |       |     |

|               |         |       |     |
|---------------|---------|-------|-----|
| Plan preparer | Company |       |     |
| Address       | City    | State | Zip |
| Phone         | Email   |       |     |

**III. PROPOSED USE OF PROPERTY**      **PROJECTED COST OF PROJECT \$** \_\_\_\_\_

|                                                            |
|------------------------------------------------------------|
| Description of use of property/buildings to be constructed |
|------------------------------------------------------------|

**NOTE:**

If an application is submitted in accordance with information required in Chapters 16 and 17 of the Zoning Ordinance on a Site Plan and Special Land Use application, thirty (30) days should be sufficient for required reviews and minor revisions necessary for action by the Planning Commission. Major revisions and/or additional reviews could delay placement on the agenda or action by the Planning Commission.

**FEE Information:**

The application filing fee for Site Plan Review and Special Land Use of \$350 entitles the applicant to two (2) plan submissions, original and one (1) revision. Each additional submission over two (2) will require an additional filing fee equal to 50% of the original filing fee. Note: The applicant is liable for any attorney, engineering, or consultant fees incurred by the municipality and will be invoiced for any such charges. Fee for a Special Meeting of the Planning Commission is \$700.

**OTHER Approvals:**

If it is determined that other agency approvals are required, it is the applicant's responsibility to obtain and submit written approvals from these reviewing agencies to the Zoning Administrator before the project may be approved.

**PLAN Revisions:**

After Planning Commission review of the plans, any such plans that are revised or changed must be resubmitted with a revision date and change list attached. Please indicate sheet number where revisions have been made.

**ADDITIONAL Information:**

The Planning Commission may request from the applicant any additional graphics or written materials, prepared by a qualified person to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to: aerial photography; photographs; estimated impact on public schools and utilities; traffic impacts; impact on significant natural features and drainage; soil tests; and estimated construction costs.

**Planning Commission  
SITE PLAN REVIEW & SPECIAL LAND USE  
SITE PLAN CHECKLIST**

The above application and plan(s) will be reviewed in accordance with the City Zoning Ordinance and other applicable City ordinances and regulations. The review will be conducted on a preliminary basis by the Zoning Administrator to determine if minimum information was provided on the site plan. The checklist below indicates the MINIMUM information that normally should be provided in the site plan in order for the application to be scheduled for hearing by the Planning Commission.

**APPLICANT: PLEASE CHECK THE APPROPRIATE BOXES BELOW:**

**A. General Information**

**Provided**      **N/A (Not Applicable)**

- |                          |                          |                                                                                                                                     |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Applicants – owners/occupant names, addresses, telephone numbers.                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Date (Mo/Day/Yr) including revisions.                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Block Title.                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Scale.                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Northpoint.                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Location map drawn at a scale of 1"= 2000' with north point indicated.                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Architect, Engineer, Surveyor, Landscape Architect, or Planner's name address and telephone number.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. <u>Existing</u> lot line, building lines, structures, parking areas, etc. on the parcel and within 100 ft. of the site.          |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. <u>Proposed</u> lot lines, property lines and all structures, parking areas, etc., within the site, and within 100 ft. the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Centerline and existing and proposed right-of-way lines of any street.                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Zoning classification of petitioner's parcel and all abutting parcels.                                                          |

## B. Physical Features

| <u>Provided</u>          | <u>N/A (not applicable)</u> |                                                                                                                                                                                      |
|--------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>    | 1. Entrance and abutting street tapers, acceleration, deceleration and passing lanes and approaches.                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/>    | 2. Proposed locations of access drives, street, intersections, driveway locations, sidewalks, bike-paths, curbing and areas for public use.                                          |
| <input type="checkbox"/> | <input type="checkbox"/>    | 3. Locations of existing and proposed service facilities above and below ground, including:                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Well sites.                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Septic systems. Location of the treatment systems, of the septic tank and the drain field (soil absorption system) should be clearly distinguished.                                |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Chemical and fuel storage tanks and containers.                                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Storage, loading and disposal areas for chemicals, hazardous substance salt and fuels.                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Water mains, hydrants, pump houses, standpipes, and building services and sizes.                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Sanitary sewer and pumping stations.                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Storm water control facilities and structures including storm sewers, swales, retention and detention basins, drainage-ways and other facilities including calculations for sizes. |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Locations of all easements.                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Telephone/Communications/Cable.                                                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Gas Meter/Lines, etc.                                                                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Electric/Transformers/Lines, etc.                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/>    | 4. All structures with dimensioned floor plans, set-back & yard dimensions & typical elevation views, including building heights, etc.                                               |
| <input type="checkbox"/> | <input type="checkbox"/>    | 5. Dimensional parking spaces and calculations, drives and type of surfacing.                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/>    | 6. Exterior lighting locations and illumination patterns.                                                                                                                            |

## **B. Physical Features (continued)**

| <b><u>Provided</u></b>   | <b><u>N/A (not applicable)</u></b> |                                                           |
|--------------------------|------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>           | 7. Trash receptacle pad location and method of screening. |
| <input type="checkbox"/> | <input type="checkbox"/>           | 8. Transformer pad location and method of screening.      |
| <input type="checkbox"/> | <input type="checkbox"/>           | 9. Dedicated road or service drive locations.             |
| <input type="checkbox"/> | <input type="checkbox"/>           | 10. Entrance details including sign location and size.    |
| <input type="checkbox"/> | <input type="checkbox"/>           | 11. Designation of fire lanes.                            |
| <input type="checkbox"/> | <input type="checkbox"/>           | 12. Location of snow storage areas.                       |

## **C. Landscaping, Greenbelts, Buffers and Screening**

| <b><u>Provided</u></b>   | <b><u>N/A (not applicable)</u></b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>           | 1. Separate Landscaping plan. <ul style="list-style-type: none"><li>- Location, spacing, size and descriptions for each plant type within required landscape areas.</li><li>- Minimum scale: 1"=50' for property less than three acres, or 1"=100' for property three acres or more.</li><li>- Typical straight cross section including slope, height and width of berms and type of groundcover, or height and type of construction of wall including footings.</li><li>- Planting and staking details.</li><li>- Identification of existing trees and vegetative cover to be preserved.</li><li>- Identification of groundcover and method of planting.</li><li>- Identification of landscape maintenance program.</li><li>- Lawn sprinkling design.</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/>           | 2. Screening between land uses. <ul style="list-style-type: none"><li>- Visual screening between conflicting land uses providing a total visual screen.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**C. Landscaping, Greenbelts, Buffers and Screening (continued)**

| <u>Provided</u>          | <u>N/A (not applicable)</u> |                                                                                                                                                                                                                                           |
|--------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>    | 3. Parking lot landscaping.                                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Landscaped areas within the parking lot(s).                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Landscaping between parking lot and adjacent private property.                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Landscaping between parking lot and adjacent public property.                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/>    | 4. Greenbelt Buffers.                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/>    | - A strip of land with a minimum width determined by the front yard setback of the property's zoning classification, shall be located between abutting right-of-way of a public street, freeway, or major thoroughfare and the buildings. |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Trees within buffer area to be not less than twelve (12) feet in height or have a minimum caliper of 2-1/2 inches, whichever is greater, at the time of the planting.                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/>    | - The remainder of the open area to be landscaped in natural landscape material.                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/>    | - Date of landscape completion.                                                                                                                                                                                                           |

**D. Natural Features**

| <u>Provided</u>          | <u>N/A (not applicable)</u> |                                                                                                                                                                |
|--------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>    | 1. Soil characteristics of the parcel to be at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Ottawa County, Michigan, 1972". |
| <input type="checkbox"/> | <input type="checkbox"/>    | 2a. On parcels of more than one acre, existing topography with a maximum contour interval of two feet.                                                         |
| <input type="checkbox"/> | <input type="checkbox"/>    | 2b. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated.                                               |

**D. Natural Features (continued)**

| <b><u>Provided</u></b>   | <b><u>N/A (not applicable)</u></b> |                                                                                                                                                                                   |
|--------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>           | 2c. Grading plan, showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading. |
| <input type="checkbox"/> | <input type="checkbox"/>           | 3. Location of existing drainage courses, and associated bodies of water, on and off site, and their elevations.                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/>           | 4. Location of existing wetlands to at least the detail indicated on the City of Zeeland zoning map.                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/>           | 5. Location of natural resource features including woodlands and areas with slopes greater than 10 percent (one foot of horizontal distance).                                     |

**E. Additional Requirements for Multiple Family, Cluster and PUD Developments**

| <b><u>Provided</u></b>   | <b><u>N/A (not applicable)</u></b> |                                                                            |
|--------------------------|------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>           | 1. Density calculations by type of unit, by bedroom count.                 |
| <input type="checkbox"/> | <input type="checkbox"/>           | 2. Designation of units by type and number of units in each building.      |
| <input type="checkbox"/> | <input type="checkbox"/>           | 3. Carport locations and details where proposed.                           |
| <input type="checkbox"/> | <input type="checkbox"/>           | 4. Specific amount and location of recreation spaces.                      |
| <input type="checkbox"/> | <input type="checkbox"/>           | 5. Type of recreation facilities to be provided in recreation space.       |
| <input type="checkbox"/> | <input type="checkbox"/>           | 6. Details of community building and fencing of swimming pool if proposed. |

**F. Additional Requirements for Non-residential Developments**

| <u>Provided</u>          | <u>N/A (not applicable)</u> |                                                                     |
|--------------------------|-----------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>    | 1. Loading/unloading areas.                                         |
| <input type="checkbox"/> | <input type="checkbox"/>    | 2. Total and useable floor area.                                    |
| <input type="checkbox"/> | <input type="checkbox"/>    | 3. Number of <b>occupants</b> during peak usage, i.e. shift change. |
| <input type="checkbox"/> | <input type="checkbox"/>    | 4. DNR Air Quality Permit attached.                                 |
| <input type="checkbox"/> | <input type="checkbox"/>    | 5. Noise abatement procedure/technique.                             |



**Planning Commission  
SITE PLAN REVIEW & SPECIAL LAND USE  
STANDARDS CHECKLIST**

In reviewing, approving, disapproving or modifying the application and site plan, the Planning Commission and/or the Planning Commission Site Plan Review Committee shall be governed by the following standards, which the applicant is also asked to respond to:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <u>Yes</u>               | <u>No</u>                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| a. Is there a proper relationship between the existing streets and highways within the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways and parking areas to insure the safety and convenience of pedestrian and vehicular traffic?                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are the buildings and structures proposed to be on the premises situated to minimize adverse effects upon owners and occupants of adjacent properties?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Will the natural features of the landscape be retained when they furnish a barrier or buffer between the project and adjoining properties and where they assist in preserving the general appearance of the neighborhood?                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| d. In the case of elderly housing, will there be sufficient open space on the site to provide additional off-street parking should the development revert to conventional housing in the future? This amount of reserved space shall be adequate in size to meet the parking requirements for multiple family housing set forth in Chapter 17 while maintaining conformance of the development to all other provisions of the Zoning Ordinance. A variance may be granted by the Zoning Board of Appeals for reserving off-street parking if the applicant can demonstrate that the project shall be permanently restricted to elderly housing. | <input type="checkbox"/> | <input type="checkbox"/> |

Yes      No

- |    |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                          |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| e. | Will any off-street parking be integrated with the use of existing off-street parking facilities in the vicinity of the development? The Planning Commission or the Planning Commission Site Plan Review Committee shall approve the Site Plan only when the developer has incorporated the use of alternate off-street parking facilities, such as municipal lots or lots which are used at non-conflicting times or days of the week. | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Have impacts, if any, of the proposed development which negatively affect adjoining residents or owners been minimized by appropriate screening, fencing, landscaping, setback and location of buildings, structures and entryways.                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | Have the buildings been situated to minimize any harmful or adverse effect which the development might otherwise have upon the surrounding neighborhood?                                                                                                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| h. | Have all provisions of the City Zoning Ordinance been met? This would not preclude the applicant from applying for an appropriate variance with the Zoning Board of Appeals. The Planning Commission or the Planning Commission Site Plan Review Committee may conditionally approve a site plan subject to the granting of any appropriate variance.                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |

**Planning Commission  
SITE PLAN REVIEW & SPECIAL LAND USE**

This application shall also include a drawn to scale site plan(s) that include the information listed below. The Zoning Administrator may authorize omissions as noted in the left margin.

**OFFICE USE**

- \_\_\_\_\_ a) Applicant identification.
- \_\_\_\_\_ b) Street address.
- \_\_\_\_\_ c) North arrow.
- \_\_\_\_\_ d) Size of property in square feet or acre.
- \_\_\_\_\_ e) Property lines and dimensions.
- \_\_\_\_\_ f) Location of significant natural features including wetlands, steep slopes, flood prone areas, unique vegetation, any other unusual features.
- \_\_\_\_\_ g) Location of all structures on the land with location dimensions and building dimensions.
- \_\_\_\_\_ h) Lot lines and all structures within one hundred feet (100') of the site's property lines including driveways and other access points along both sides of the street where access to the site is proposed.
- \_\_\_\_\_ i) Identification of all rights-of-way and easements pertaining to the subject land and adjoining parcels.
- \_\_\_\_\_ j) Copy of latest surveyor's engineering drawing.

The undersigned hereby certifies that the information given in this application and supplementary materials is true and correct to the best of their knowledge. It is also understood that any information requested, and not included with the application, may cause delays in a decision being made by the Planning Commission.

I hereby grant permission for members of the City of Zeeland Planning Commission to enter the above described property (or as described in the attached) for the purposes of gathering information related to this application/request/proposal. **(NOTE TO APPLICANT: This is optional and will not affect any decision on your application.)**

☐ YES    ☐ NO

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This application, ten (10) copies & electronic file required, and filing fee of \_\_\_\_\_received by:

\_\_\_\_\_  
Administrative Official

\_\_\_\_\_  
Date