



**Commercial & Industrial Uses**

**Planning & Zoning Department**

**A Step-by-Step Guide**

**Review** – New construction shall be reviewed by the Site Plan Review Committee who shall reserve the right to forward it to the Planning Commission/Village Council for approval.

1. **INTRODUCTORY MEETING WITH PLANNING STAFF** – Staff/ZA will assist the applicant by explaining the review process, review the zoning requirements, and provide site information (if applicable), review the application and site plan requirements (may waive requirements if applicable).
2. **SUBMISSION OF APPLICATION** – Applicant will submit application to the Zoning Administrator for review.
  - 2a. **APPLICATION/SITE PLAN IS INCOMPLETE** – Staff will prepare a notice of findings/corrections that will be sent to the applicant.
  - 2b. **APPLICANT SUBMITS REVISIONS** – Staff reviews for completeness.
3. **ZONING ADMINISTRATOR APPROVAL** – Staff will review request to determine if application is complete. If application is complete and the request meets the requirements of the Zoning Ordinance a land use permit will be issued. (\*Approx. 1-3 days)
  - 3a. **ZONING ADMINISTRATOR FORWARDS THE REQUEST FOR REVIEW** – if the site plan requires a review, staff will schedule a meeting. Meetings are required to have a minimum 18 hour notice.
  - 3b. **PLANNING COMMISSION/VILLAGE COUNCIL APPROVAL** – Applicant shall present their request to the Planning Commission/Village Council who shall review the request. If no additional information is needed a land use permit will be issued. (\*Approx. 7-10 days)

\*Average time depending on Staff availability, complete application and/or meeting schedules



**Planning & Zoning**  
**9208 Kauko St.**  
**P.O. Box 45**  
**Kaleva, MI 49645**  
**231.362.3366**

### COMMERCIAL LAND USE PERMIT APPLICATION

A Medium Site Plan shall be required for all uses other than those that may submit a Basic Site Plan (new dwellings, additions to dwellings, or construction of accessory structures, single family dwellings; accessory structures and additions to existing family dwellings; and accessory structures and additions to multiple unit dwellings which do not result in an increase in the number of units) or require a Detailed Site Plan (Special Uses).

**Application must be submitted 15 days prior to the meeting if required to go to the Planning Commission/Village Council to review for completeness.**

#### PLEASE PRINT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                    |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------|
| Additions and alterations to existing structures will be reviewed by the Zoning Administrator who shall review the right to forward for further review by the Planning Commission/Village Council.                                                                                                                                                                                                                                                           |                                    |         |
| <b>Property Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                    |         |
| Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Parcel #                           |         |
| <b>Applicant Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |         |
| <b>Name of Owner or Lessee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                    |         |
| Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |         |
| Phone #                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Cell #                             | e-mail: |
| <b>Name of Contractor (if applicable):</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |         |
| Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |         |
| Phone #                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Cell #                             | e-mail: |
| License Number:                                                                                                                                                                                                                                                                                                                                                                                                                                              | Expiration Date:                   |         |
| <b>Project Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |         |
| <b>Description of Project (include square feet):</b>                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |         |
| <br>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |         |
| <b>Area of Subject Property:</b>                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Finished Height of Project:</b> |         |
| <b>Zoning Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Present/Proposed Land Use:</b>  |         |
| <b>What impacts will project have on Village Services:</b>                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |         |
| <b>Authorization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |         |
| By signing the application the applicant is authorizing the Village Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct. Further if the request is approved, the applicant will comply with all the requirements of the Village of Kaleva Zoning Ordinance and certifies that measures proposed to mitigate adverse impacted will be completed in a timely fashion. |                                    |         |
| Signature: _____ Date: _____                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |         |
| _____ \$100.00 enclosed and Site Plan for Project attached (permit cannot be issued without site plan)                                                                                                                                                                                                                                                                                                                                                       |                                    |         |
| <b>Office Use Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |         |
| Fee _____ \$150.00 Review                                                                                                                                                                                                                                                                                                                                                                                                                                    | Receipt #                          |         |
| Zoning District:                                                                                                                                                                                                                                                                                                                                                                                                                                             | Notes:                             |         |

Commercial Land Use Permit Application/Medium Site Plan Additions Review

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                                                                                                                                                                                                                                                                             |
| <b>Review Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                                                                                                                                                                                                                                                                                                                                             |
| <b>Review:</b> Additions and alterations to existing structures will be reviewed by the Zoning Administrator who shall reserve the right to forward it to the Planning Commission/Village Council for approval.                                                                                                                                                                                                                                                                   |                 |                                                                                                                                                                                                                                                                                                                                             |
| <b>Submission Guidelines</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                                                                                                                                                                                                                                                                                                                             |
| A medium site plan shall include <b>six (6) copies</b> of all required information including any documents rendered in color and a digital PDF of the Site Plan shall be forwarded to the Planning and Zoning Department. Unless specifically waived by the Zoning Administrator the site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan and shall include and illustrate at a minimum the following information: |                 |                                                                                                                                                                                                                                                                                                                                             |
| <b>Waived initials</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Included</b> | <b>Medium Site Plan Requirement</b>                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | A scale drawing of the site and proposed development thereon, including the date, name, address and professional seal of the preparer. In no instance shall the scale of the drawing be greater than one inch equals 20 feet nor less than one inch equals 200 feet. One copy shall be submitted in a photo-reduced form on 17" x 11" paper |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | The scale of the drawing and north point                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | A vicinity map illustrating the property in relation to the surrounding street system.                                                                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Topography of the site and its relationship to adjoining land illustrated at 2-foot contours and including an area extending 100 feet from the parcel boundary.                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.                                                                                                                                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Setback lines and their dimensions                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Project phasing, if applicable                                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Location of public and private right-of-way and easements contiguous to and withing the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking calculations; vehicular circulation patterns and features, location and size of all parking spaces and the identification of service lanes and parking.                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Curb-cuts and driveways on adjacent properties                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed locations of connections to existing utilities and any proposed extensions thereof.                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Proposed changes to the topography of the site illustrated at no greater than two (2) contours.                                                                                                                                                                                                                                             |

|  |  |                                                                                                                                                                                                                           |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any sit work related to the development.                                              |
|  |  | Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with <b>Article 10</b>                                                   |
|  |  | A lighting plan in conformance with <b>Section 1015</b>                                                                                                                                                                   |
|  |  | A written and illustrated landscape plan prepared in accord with <b>Section 1013</b> of this Zoning Ordinance                                                                                                             |
|  |  | If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property. |
|  |  | Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Village Council                |
|  |  | Any required approvals, permits, changes or modifications required by any applicable regulatory agency.                                                                                                                   |
|  |  | Special Groundwater Protection                                                                                                                                                                                            |