



City of Harbor Springs

160 Zoll Street | P.O. Box 678

Harbor Springs, Michigan 49740-0678

www.cityofharborsprings.com

(231) 526-2104

Planning Commission Application

Date Received: _____ Fee Paid: _____ Application # _____

☐ Site Plan Only ☐ Special Land Use ☐ Other _____

Per the Harbor Springs Zoning Code, as amended, a Site Plan and other pertinent data are required for review by the City Planning Commission before a zoning permit can be issued. Fifteen (15) copies of this form, together with the same number of site plans, and any other submission, must be filed with the Zoning Administrator, together with the appropriate fee, prior to consideration. The Site Plan must satisfy all of the Code requirements. See Section 50.2000 of the Code for the Site Plan submission requirements and Section 50.2100 for additional Special Land Use requirements. Supplemental verbal statements, amended or corrected copies, or other additional information may or may not be accepted at the discretion of the Planning Commission if submitted after the submission deadline. A substantial change from an original submission will require the applicant to re-apply with the required documents and fees.

Applicant:

Name: _____

Address: _____

Phone: _____

email: _____

Property Owner:

Name: _____

Address: _____

Phone: _____

email: _____

Subject Properties:

Parcel #'s: _____

Property Address's (if any): _____

A complete legal description of the subject property must be attached or made part of the Site Plan.

Property size: Width _____ Length _____ Size in SF _____ in Acres _____

Existing zoning district _____ Zoning of adjacent property _____

If the applicant is not the legal owner of the property, please describe in the space below the basis for submittal (e.g. Attorney for the Applicant, Site Planner, Architect, Option Purchaser, ect.)

Note: This application will be submitted to the Planning Commission for consideration at one of its regular meetings. (See the annual meeting schedule.) All site plans must be submitted prior to the published deadlines on file at City Hall. The applicant or a representative must attend that meeting. Approval of an application by the Planning Commission will satisfy the requirements of the City Code for issuance of a zoning permit (assuming all conditions are met), but shall not exempt an applicant from compliance with all other City Code requirements.

Signature of applicant or authorized representative

Signature of owner (if other than applicant)



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PLANNING COMMISSION Site Plan and Special Land Use Application Procedures

1. Submit fifteen (15) copies of the application and site plan (folded, not in rolls) to the Planning/Zoning Administrators office at City Hall along with the corresponding fee. Whenever possible, an electronic copy of the site plan (in PDF format) is to be provided by e-mail to the Planning/Zoning Administrator at: assessor@cityofharborsprings.com.
2. You will be notified when to appear before the Planning Commission, which will normally be the next regularly scheduled meeting. (Planning Commission generally meets the third Thursday of each month.)

The Planning Commission will review the application and site plan and may approve, approve with conditions or changes, reject, or table the application.

- Upon determination by the Planning Commission that the application and site plan are in compliance with the City Code, as amended, other appropriate regulation, it will be so indicated on the site plan and one copy will be retained by the City and one will be sent to the Emmet County Building Department. The applicant must follow the approved plan.
 - Upon determination by the Planning Commission that the application and site plan are approved with conditions, the City Manager will so indicate on the plan UPON COMPLETION OF THE CONDITIONS.
 - Upon determination by the Planning Commission that the application and site plan are rejected, the applicant may re-apply by submitting a new application and site plan. The original plan shall be indicated as "REJECTED".
3. The City of Harbor Springs reserves the right to request additional or revised copies of the site plan.
 4. For Special Land Use applications, the Commission will review the Code standards and act on said standards simultaneously with the Site Plan review. See Section 50.2100 of the City Code for said standards.
 5. For Special Land Use application, the applicant must submit a written response addressing the (7) standards as found in Section 50.2100 of the Code, and in the case of a Special Land Use Cluster Zoning application, the applicant must additionally submit a written response to the five (5) standards addressed in Section 50.2101.



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PLANNING COMMISSION APPLICATION CHECKLIST

Plans and Drawings

- _____ Adequate copies (including electronic copy in PDF format where possible)
- _____ Prints sealed by a registered architect or engineer
- _____ Complete legal description
- _____ Site zoning and adjacent zoning on plans and application
- _____ Proposed address
- _____ Date, scale and northpoint
- _____ Topography shown
- _____ General location map
- _____ Trees and shrubs existing and proposed
- _____ Trees to be removed
- _____ Density calculations (where applicable)
- _____ Gross and net acreage (where applicable)
- _____ Existing buildings and improvements within 100' (IDENTIFY BUILDINGS)
- _____ Units by type of buildings (where applicable)
- _____ Sidewalks and interior walks
- _____ Complete floor plans
- _____ Building elevations (ALL SIDES, and indicate building height)
- _____ Type and design of exterior surface materials
- _____ Fire hydrant locations (where applicable)
- _____ Exterior lighting locations and types
- _____ Carport and garage locations (where applicable)
- _____ Trash container locations and screening methods proposed
- _____ Transformer pad location(s)
- _____ All yard dimensions and setbacks
- _____ All building dimensions
- _____ Parking space and driveway location (and dimensions) and calculations
- _____ Indicate type of hard surface proposed
- _____ Landscape and screening plans (where applicable)
- _____ Community building details (where applicable)
- _____ Swimming pool fencing (where applicable)
- _____ Utility plans
- _____ Storm water and surface drainage plans
- _____ Loading zones (where applicable)
- _____ Total floor area
- _____ Lot coverage calculation
- _____ Fire lanes (where applicable)
- _____ Large equipment data

Written Submissions

- _____ Application form
- _____ Special land use response (where applicable)
- _____ Cluster zoning response (where applicable)



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Planning Commission Applicants' Communication with Planning Commission Members

All persons or authorized representatives with pending applications before the Planning Commission are advised that individual contact with members of the Planning Commission is strongly discouraged and may be viewed as undesirable by the Commission members.

This type of "ex parte" contact with a Commission member on a pending matter could also be viewed as exerting undue influence.

While Commission members may have questions about the pending application, those questions should be asked and answered at the public meeting in front of ALL of the Commission members. It is important that the application, along with any drawings or other submittals, be completed as required, and be clear and concise, so that Commission members can adequately review the application prior to the meeting.

An applicant is welcome to send written correspondence to members of the Commission and the Planning/Zoning Administrator, explaining the application and submittals. Such correspondence, along with the presentation at the public meeting, is the proper method of communication.

Please remember that the Planning Commission members are unpaid volunteers. The personal time commitment they make is already substantial, and it is not fair to the Commission members to be approached at home or work on an individual basis.



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ESCROW POLICY

1. **Purpose.** In an effort to prevent City of Harbor Springs taxpayers from bearing the cost of processing an application for Planning Commission, City Council, or Zoning Board of Appeals action the City has established this Escrow Policy.
2. **City Reviews Subject to the Escrow Policy.** The Escrow Policy shall apply to actions for any of the following:
 - a. Special Land Use Request (Including cluster)
 - b. Site Plan Review
 - c. Overlay District Permit
 - d. Planned Unit Development
 - e. Re-zoning Request
 - f. Lot Split Application (above 2 lots)
 - g. Dimensional Variance
 - h. Use Variance
 - i. Appeal of Administrative of Board Decision
3. **Pre-Application Review.** Applicants are required to meet with the Zoning Administrator to review this escrow policy and the application process.
4. **Application Fees.** The initial application fee for the actions in Paragraph 2 are flat fees based on estimated actual costs to process the application. The Application Fees are set by resolution of the City Council from time to time in the City of Harbor Springs Schedule of Planning/Zoning Fees. The Application Fees are non-refundable unless otherwise noted.
5. **Escrow Deposits.** Escrow deposits are deposit amounts based on the experience of the City Staff and Officials. They are applied to escrow activities set out in this Escrow Policy.
6. **Activities Falling Under the Escrow Policy.** The following escrow activities are beyond application fees referenced in Paragraph 3. Therefore the costs for these activities are the responsibility of the Applicant. These activities include, but are not limited, to the following:
 - a. City Attorney fees and costs for review, research, consulting, drafting, or meeting attendance.
 - b. Planner fees and costs for review, report and meeting attendance.

- c. Engineer fees and costs for review, report and meeting attendance.
 - d. Consultant (traffic, environmental, storm water, or other professionals) fees and costs for review, reports and meeting attendance.
 - e. City Staff time beyond processing of the application.
 - f. Public hearing notice costs, such as newspaper publications and letters to neighboring properties when required.
7. **Fees Required at the Time of Application.** Upon application for any of the actions set out in Paragraph 2, the Applicant must provide to the City the Application Fee and the Escrow Deposit in the sum set out in the City of Harbor Springs Schedule of Planning/Zoning Fees. The application must also include a completed and signed "Escrow Policy Acknowledgement."
8. **Escrow Account and Draws.** The City Clerk shall keep account of all bills under each Escrow Account separately, and shall maintain Escrow Account records. The Zoning Administrator shall provide written requests and invoice copies to the City Clerk for payment. The City Clerk shall draw from the Applicant's Escrow Account in the amount billed for escrow activities and pay said amounts to the appropriate person, firm or consultant, or to the City for escrow activities carried out by the City.
9. **Escrow Balance.** The City shall provide a written accounting to each Applicant monthly. The City shall notify the Applicant if its Escrow Account balance falls below 20% of the initial Escrow Deposit. Once notified, the Applicant shall redeposit into the account the full amount of the Escrow Deposit in order to continue the review of the application. A balance of less than 20% will be cause for any action concerning the application to be removed from the current agenda and the action will not be heard until such time as the funds are current. Additional amounts above the Escrow Deposit may be required at the discretion of the Chairperson of the Planning Commission or City Council.
10. **Lapse for Unpaid Escrow.** If an Applicant is more than 30 days overdue on a notice to redeposit an amount under this Escrow Policy, the City Zoning Administrator shall give the applicant written notice to bring the Escrow Account current within 15 days. If the Applicant does not bring the account current within 15 days, the City Council may determine at a regular or special meeting that the application has lapsed. The Applicant shall be given 15 days notice of such meeting and shall have the opportunity to address the City Council prior to any decision. If the City Council determines that the application has lapsed, the City will notify the applicant in writing. Once an application has lapsed, the Applicant will be required to submit a new application and begin the application process over again. A determination that an application has lapsed under this Escrow Policy is not a denial of the application. The City retains all legal rights to seek payment of amounts due on an application that is determined to have lapsed.



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Escrow Policy Acknowledgement

I have read and agree to abide by the City of Harbor Springs policy concerning escrow fees.

Name (please print): _____

Signature: _____ Date: _____

Project Name: _____

Person/Company responsible for account (billing purposes):

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

**ALL ESCROW CHARGES MUST BE CURRENT OR PROJECT WILL BE
REMOVED FROM AGENDAS AND NO ACTION WILL BE TAKEN.**

NO PERMITS WILL BE ISSUED IF A BALANCE IS OWING.



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Planning & Zoning Fee & Escrow Schedule

08/01/2022

		Fee (Escrow amount)
Site Plan Review	Commercial, Institutional, or Multi Family	\$100 (\$500)
	Condominium, or Plat	\$100 (\$1,500)
Special Land Use request		\$100 (\$750)
Special Land Use request (Cluster)		\$100 (\$1,500)
Overlay District Permit		\$100 (\$2,500)
Planned Unit Development		\$100 (\$1,500)
Zoning Permits, Non-Residential		\$0.10 per SF; Min \$150, Max \$2500
Merchant License		\$100 for initial file
		\$25 for change of location
Outdoor Display of Goods		\$50
Sign / Awning Permit		\$25
Lot Split Application	Administrative Approval up to 2 lots	\$250
	Administrative Approval each additional lot	\$100
	City Council/Planning Commission consideration	\$100 (\$500)
Zoning Permit, Residential	New Single Family, or Duplex	\$0.10 per SF; Min \$150, Max \$250
	Remodeling/Additions/Covered Porches	\$0.10 per SF; Min \$75, Max \$125
	Accessory Buildings over 150SF	\$0.10 per SF; Min \$75, Max \$125
	Accessory Buildings under 150 SF	\$0
	Fences / Uncovered Decks	\$0
Zoning Board of Appeals	Dimensional Variance	\$100 (\$250)
	Use Variance	\$100 (\$750)
	Appeal of Administrative or Board Decision	\$100 (\$750)

Note: Zoning Board of Appeals Fee does not include zoning permit fee.
Other fees for items not listed or discounts for combination approvals are at the discretion of the City Manager.