



Site Plan Review Process

for the

City of Hart

June 14, 2019

To all persons seeking site plan approval before the Hart Planning Commission, the following procedure shall apply.

Site plans shall be submitted as required in the Hart Zoning Ordinance and shall be prepared in accordance with the site plan review requirements of the zoning ordinance and this document.

An applicant seeking site plan approval shall first obtain a copy of the Hart Zoning Ordinance, Zoning Map and a copy of this document. The applicant should acquaint themselves with the applicable requirements and site plan processing format contained therein to make sure that:

1. The site is properly zoned to support the use proposed for development.
2. The building, height, bulk, density, area, off-street parking, landscaping and screening requirements are met.

Once an applicant is certain that the site is properly zoned and that the site plan is properly prepared, the applicant shall sign the attached checklist, detach it from this document and submit it, along with three (3) **FOLDED** copies and one (1) digital copy of the site plan to Planning Commission Coordinator for processing.

The Planning Commission Coordinator shall collect the application fee as established by City Council before processing any site plan. Upon collection of applicable fees the site plan will be forwarded with a letter of transmittal to all assigned review agencies set forth below.

Zoning Administrator	One (1) copy
DPW Superintendent	One (1) copy
Police Department Fire	One (1) copy
Departments Planning	One (1) copy
Consultant	Two (2) copies
Engineering Consultant	Two (2) copies
Planning Commissioners	Seven (7) copies

The above review agencies, upon receipt of site plans from the City, shall review the site plan for compliance with applicable City codes and ordinances and forward their review comments in writing, to the Planning Commission Coordinator within **twenty (20)** working days. Upon request of the applicant, copies of the review agencies comments shall be made available, after receipt of the comments by the City.

If all review agency comments are positive and no concerns are expressed relative to the site plan, the Planning Commission Coordinator shall notify the applicant and schedule the site plan for review by the Planning Commission no later than **five (5)** working days prior to the next scheduled meeting.

If any designated review agency comments note concern or problems with the site plan, the City shall not schedule the site plan for review by the Planning Commission. Except in those instances where the applicant is aware that problems exist with the site plan and seeks site plan denial by the Planning Commission in order to gain access to the Zoning Board of Appeals.

If problems are found by the reviewing agencies to exist with a site plan and the applicant does not wish to seek relief from the Zoning Board of Appeals, the applicant shall prepare revised site plans containing all modifications set forth in the review agency comments. **Three(3) FOLDED** copies and one (1) digital copy revised site plans shall be submitted to the City by the applicant to permit re-distribution to all review agencies.

Revised site plans shall be submitted to the Planning Commission Coordinator for referral to the review agencies in the same manner as followed for initial site plan review.

Again, upon request of the applicant, copies of the review agencies comments shall be made available, after receipt of the comments by the City. The same procedure shall be followed for all subsequent revised site plans until all concerns expressed by the review agencies are satisfactorily resolved, only then shall the Planning Commission Coordinator schedule the site plan review by the Planning Commission in accordance with the minimum **five (5)** workdays scheduling procedure set forth above.

At the meeting, the Planning Commission shall review the site plan and will take one of the following courses of action:

1. Approve the site plan
2. Table approval of the site plan
3. Disapprove the site plan

Approval of a site plan may be granted by a simple majority of a lawful quorum of the Planning Commission members in attendance. A stamped approved site plan with date of approval will be forwarded to the applicant with a letter of transmittal noting the approval.

If a site plan is tabled for further review, the Planning Commission will so note its reason(s) for such action. Absence of the applicant or any representative in place of the applicant, at a scheduled review of the site plan by the Planning Commission, may be grounds for tabling the site plan. If a site plan is disapproved, the Planning Commission will note the reason(s) for disapproval and will return the site plan to the Planning Commission Coordinator.

A site plan disapproved by the Planning Commission will be:

1. Revised and resubmitted for further review,
2. Scheduled for action by the Zoning Board of Appeals, or
3. Removed by the applicant from further consideration

A site plan disapproved by the Planning Commission will not be rescheduled for review by the Commission until the area(s) of concern noted in its disapproval have been satisfactorily resolved by:

1. Submittal of a revised site plan
2. A favorable resolution of the problems by the Zoning Board of Appeals

Approval of a site plan by the Planning Commission will be in effect for a period of one (1) year from date of approval of the site plan. One (1) year site plan approval extensions may be granted by the Planning Commission upon review of a written request by the applicant documenting the reasons for an extension.

Revisions to an approved site plan, requested by an applicant, will be processed in the same manner as set forth herein for an initial site plan review.

The following site plan review checklists are provided for use by the applicant preparing a site plan for submittal and by the designated review agencies in making their review.

A site plan submitted for review and approval by the Planning Commission shall not be accepted unless the appropriate checklist has been reviewed by the applicant, the same's signature has been affixed to the checklist in the place provided for it, and the review fee paid.

During the course of preparing a site plan, the applicant may call the following designated review agencies for assistance in interpreting the applicable standards of the Zoning Ordinance and the requirements of the document.

Oceana County Building Inspector	231-742-0118
Police Department	231-873-2488
Hart Area Fire Department	231-861-5525
DPW Superintendent	231-873-3100
Planning Commission Coordinator	231-873-3546

**City of Hart**  
**Site Plan Review Application Form**

**The Following, To Be Completed By Applicant Prior To Submittal Of Site Plan:**

1.	Developers Name
	Address
	Phone Number
2.	Legal Property Owner
	Address _
	Phone Number
3.	Site Plan Designers
	Name
	Address
	Phone Number
	Registration Number
4.	Description of Proposed Development: <span style="float: right;">New          Addition</span>
5.	If an appeal of the strict application of the standards of the Zoning Ordinance is to be taken, please so indicate below.

Appeal Requested \_\_\_\_\_

**For City Use Only**

Initial Site Plan Review fee paid (date) \_\_\_\_\_

Site Plan Application Number \_\_\_\_\_

\_\_\_\_\_ Residential Site Plan

\_\_\_\_\_ Non-Residential Site Plan

**CITY OF HART**  
**SITE PLAN REVIEW CHECK LIST FORM: PAGE 2**

Prior to submittal of a site plan, the applicant shall review the following elements for inclusion, where applicable, on the site plan, and shall be in sufficient detail to meet the intent and purpose of the review process. The applicant will check the box in the left-hand column marked "Applicant" only and will mark all applicable elements. A check mark by the applicant for each element involved will indicate that the applicant made the proper notation on the site plan. If the applicant **IS** satisfied that all such information required **IS** properly noted on the site plan, the applicant will sign and date the checklist in the place provided and submit the signed Site Plan Review Application Form with the site plan to the Planning Commission Coordinator.

	Checked by Applicant	Checked by Review Agency
1. Name of Development	_____	_____
2. Name, address & phone number of:		
a. Developer	_____	_____
b. Legal Owner	_____	_____
c. Designer/Firm	_____	_____
d. Designer Registration No. and Seal	_____	_____
3. Scale of Drawing		
a. If less than 3 acres- 1" = 50'	_____	_____
b. If more than 3 acres 1" = 100'	_____	_____
c. Sheet size shall not exceed 24" x 36"	_____	_____
d. Legend	_____	_____
4. Date	_____	_____
5. North Point	_____	_____
6. Complete legal description of entire site i.e. Metes & Bounds description if acreage Parcel, lot #(s) and subdivision name. All Legal descriptions will include:		
a. Gross # of acres	_____	_____
b. Net usable acres	_____	_____
c. Section Number	_____	_____

	Checked by Applicant	Checked by Review Agency
7. Vicinity Sketch or Site Map which does not have to be drawn to scale	_____	_____
8. Topographic elevations at 10 foot intervals on and off the site		
a. Existing	_____	_____
b. Proposed	_____	_____
9. Existing drainage courses and existing lake or stream elevation's	_____	_____
10. The location of all existing & proposed on-site utilities including their connection to off-site utilities		
a. Water Supply		
Existing	_____	_____
Proposed	_____	_____
b. Sanitary Sewer		
Supply Existing	_____	_____
Proposed	_____	_____
c. Storm Sewer		
Supply Existing	_____	_____
Proposed	_____	_____
d. Electric Supply (above & below ground)		
Existing	_____	_____
Proposed	_____	_____
e. Telephone Supply (above & below ground)		
Existing	_____	_____
Proposed	_____	_____
f. Gas Supply		
Existing	_____	_____
Proposed	_____	_____
g. Other		
Existing	_____	_____
Proposed	_____	_____
11. Existing Zoning Classification of the parcel	_____	_____

	Checked by Applicant	Checked by Review Agency
12. Existing Zoning Classification of adjacent parcels	_____	_____
13. Existing land use on adjacent parcels	_____	_____
14. The location of all existing buildings & structures within 100' of parcel	_____	_____
15. The location of all building and structures on site.	_____	_____
16. All building/structure height's	_____	_____
17. Location of all off-street parking spaces including required handicapped spaces, vehicle maneuvering lanes, and service drives	_____	_____
18. Location of all loading and unloading facilities	_____	_____
19. Location of all driveways, drives, and turning lanes	_____	_____
20. Location of all drives, driveways & intersections across abutting streets from parcel	_____	_____
21. Names, locations, right-of-way widths, center- lines, and pavement widths of all bordering roads, streets, and easements	_____	_____
22. Location of all sidewalks	_____	_____
23. Critical sitedimensions		
a. Along property lines	_____	_____
b. Between buildings	_____	_____
c. Between parking & buildings	_____	_____
d. Between parking & parcel lines	_____	_____
e. Between principal & accessory buildings	_____	_____
f. Parking space width/length (typical)	_____	_____
g. Vehicle maneuvering lane/service drive widths	_____	_____
h. Curbradius (entrances)	_____	_____
i. Between buildings & parcel lines	_____	_____
j. Between buildings & retention/detention ponds	_____	_____



	Checked by Applicant	Checked by Review Agency
24. Building Layouts (typical floor plan) including:		
a. Principal entrances & service entrances	_____	_____
b. The relationship between units within a building	_____	_____
c. Exterior building wall facade drawings of all exposed wall	_____	_____
25. Building elevation drawings showing the type and color of exterior building wall facade materials to be covered by signs to be attached to the building	_____	_____
26. Location, size & type of signs to be utilized shall be provided for the site and building's on the site. In instances where signs are not determined due to unknown occupants at the time of site plan review, it shall be required that all signs receive the review and approval of the Planning Commission prior to occupancy of a structure.	_____	_____
27. The location and extent of any outdoor storage areas	_____	_____
28. The type, height & extent of any outdoor storage areas	_____	_____
29. The type & height of screening for trash Receptacles	_____	_____
30. The location type & extent of any required screening devices.	_____	_____
31. A complete landscape planting plan identifying all landscape plantings by location, type and height. Where earth berms are used, their height and width shall be noted and a cross section of the berm included.	_____	_____
32: The location & type of all outdoor lighting	_____	_____

Checked by  
Applicant

Checked by  
Review Agency

**33. FOR MULTIPLE DWELLING DEVELOPMENTS:**

- a. The maximum lot coverage of all buildings shown \_\_\_\_\_
- b. Formula for distances between buildings shown \_\_\_\_\_
- c. Site density computations including total number of dwellings units and number of bedrooms per unit. When development is in phases, the requirements for b. and c. above shall be shown for each phase. \_\_\_\_\_

**34. FOR NON-RESIDENTIAL USES:**

- a. Proposed use \_\_\_\_\_
- b. Gross & net usable square feet of floor area \_\_\_\_\_
- c. Seating capacity or maximum occupancy permitted \_\_\_\_\_
- d. Number of medical examining rooms dental chairs, and square footage of waiting rooms or beds \_\_\_\_\_
- e. Number of employees in largest working shift \_\_\_\_\_

I hereby certify that I have read and understand the above Checklist items and those items that apply to my site plan, are included on the site plan.

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

Date Received: \_\_\_\_\_

Initials of accepting staff \_\_\_\_\_

## HAZARDOUS SUBSTANCES REPORTING FORM FOR SITE PLAN

Note: This form should be completed and submitted as part of the site plan for all facilities.

Name of Business \_\_\_\_\_

Name of Business Owner \_\_\_\_\_

Street Address \_\_\_\_\_

Telephone \_\_\_\_\_

Owner's signature \_\_\_\_\_

Information Compiled by \_\_\_\_\_

### Part I- Management of Hazardous Substances and Polluting Materials

- |    |   |   |  |
|----|---|---|--|
| 1. | Y | N | Will the proposed facility expect to store, use or generate hazardous now or in the future? If yes, please complete this form and submit with your site plan.  |
| 2. | Y | N | Will hazardous substances or polluting materials be reused or recycled on-site?  |
| 3. | Y | N | Will any hazardous substances or polluting materials be stored on-site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structure here, on an attached page, or as a detail on the site plan:<br><br>_____<br>_____<br>_____ |
| 4. | Y | N | Will new underground storage tanks be located less than 2000 feet from drinking water wells serving two or more establishments or less than 300 feet from a single-family drinking water well?   |
| 5. | Y | N | Are existing underground storage tanks on-site less than 200 feet from a drinking water well serving two or more establishments or less than 50 feet from a single-family household?   |

If the answers to #4 or #5 are yes, current or proposed activities may be in violation of State of Michigan underground storage tank regulations. Michigan Department of Environmental Quality, Environmental Response Division: 734-953-0241.

6.    Y            N            Will the interior of the facility have general purpose floor drains?\* If yes, will the floor drain connect to: (circle one)
- a. Sanitary sewer system
  - b. On-site holding tank; or
  - c. On-site system approved by the Michigan Department of Environmental Quality in accordance with groundwater Discharge permit requirements (administered by Waste Management Division).

\* Note: General purpose floor drains should not be connected to a storm drain, dry well, or septic system.

7.    Y            N            Will hazardous substances or polluting materials be stored, used, or handled out-of-doors near storm drains which discharge to lakes, streams, or wetlands? If yes, describe the type of catch basin or spill containment facilities, which will be used (use an attached sheet with diagram, if appropriate):

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**Additional information may be requested by the local government to assure that site plans comply with local, county and state environmental protection requirements. (Part II on Following Page)**

**TYPES AND QUANTITIES OF HAZARDOUS SUBSTANCES AND POLLUTING MATERIALS WHICH WILL BE USED,  
STORED, OR GENERATED ON-SITE**

Please list the hazardous wastes and other polluting materials, which are expected to be used, stored, or generated on-site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages if necessary, to list all hazardous substances and polluting materials.

Common Name (Trade Name)	Chemical Name (Components)	Form	Max quantity on hand at one time	Type of storage containers
		Key: Liq.= Liquid P.Liq.=Pressurized Liquid S=Solid G=Gas P.G.= Pressurized Gas	Key: AGT= above ground tank DM= Drums UGT= Underground Tank CY= Cylinders CM= Metal container CW= Wooden or composite container TP= Portable Tank O= Other (specify)	