



# Environmental Assessment Requirements



Planning & Zoning Department, City Hall, 70 Maple Street, Manistee, MI 49660 | 231.398.2805 (phone)

Special Studies or Research		
For complex site plans and/or for land uses that may generate significant impacts on surrounding land uses or public facilities, the Zoning Administrator or Planning Commission may require any or all of the following reports or studies as a part of a complete site plan.		
Property Information		
Address:	Parcel #	
Applicant/Preparer Information		
<b>Name of Owner or Lessee:</b>		
Address:		
Phone #:	Cell#:	e-mail:
<b>Name of Preparer</b>		
Address:		
Phone #:	Cell#:	e-mail:
License Number:	Expiration Date:	
Project Information		
<b>Description of Project:</b>		
Environmental Assessment		
Environmental Assessment, shall be a summary review of the environmental impacts of a project in accordance with the following standards:		
<p>The purpose of the Environmental Assessment shall be to provide relevant information to the Planning Commission on the potential environmental impact of applications for special land use permits for substantial projects that may have an impact on the natural, social and economic environment of the City; to inject into the developer’s planning process consideration of the characteristics of the land and the interests of the community at large, and to facilitate participation of the citizens of the community in the review of substantial developments.</p>		
Guidelines		
<p>When required by the Planning Commission or the Zoning Administrator pursuant to this Section, an applicant for a special use permit shall prepare an Environmental Assessment in accordance with these guidelines. An Environmental Assessment is not an Environmental Impact Statement, but rather a summary review of the site in question considering the past and present land uses and the proposed development. The analysis is intended to determine how the proposed development will meet the goals of the community as they are expressed in the Master Plan. The complexity of the Environmental Assessment will depend on the scope of the project and the magnitude of the potential impact. In preparing the Environmental Assessment, judgment should be exercised to keep the form and extent of responses in proportion to the scope of the project. Each answer is to be as brief as practicable, although the Planning Commission may request further elaboration. The Planning Commission or Zoning Administrator may waive elements of these guidelines as either not applicable or previously addressed in other submittals, on a case-by-case basis. All information must be submitted in the following format and shall not merely reference a study or report completed previously, rather whenever possible, the Environmental Assessment report shall incorporate a summary of the findings of such study or report in addition to such cross-references. In addition, any cross-referenced study or report shall be submitted with the Environmental Assessment.</p>		

<b>Content</b>		
Waived Initials	Included	
		The following material shall be included and/or addressed in the Environmental Assessment, unless specifically waived by the Zoning Administrator or Planning Commission as not applicable:
	<input type="checkbox"/>	A description of the site in its current condition. This shall indicate any buildings to be preserved and those to be removed along with an indication of what will be done with the demolition debris. This must also include information on:
	<input type="checkbox"/>	Flora and fauna (be sure to list any endangered species on-site)
	<input type="checkbox"/>	General topography and drainage patterns including any regulated features such as wetlands, high risk erosion areas or other features
	<input type="checkbox"/>	Adjacent waterways
	<input type="checkbox"/>	Existing wells, approximate depth and use
	<input type="checkbox"/>	A description of any asbestos abatement proposed for the site. If applicable, this shall include a description of the method to be sure this material does not get into the surrounding area.
	<input type="checkbox"/>	A description of any existing contamination on-site. This should include a description of the nature of the contamination on-site and what will be done on this project to mitigate or contain it, including the proposed methodology and any state or federal regulatory agency reviews that may apply. If the project includes work that may disturb or displace existing contaminated soils or water, this should include a description of proposed methods to contain and/or dispose of the generated waste.
	<input type="checkbox"/>	If the proposed project will impact any coastal areas or floodplain or involve riparian work along adjacent waterways, a description of the proposed work and the methodology proposed to protect waterways shall be provided.
	<input type="checkbox"/>	A description of the existing soils on-site and as to the suitability of these soils for the proposed use.
	<input type="checkbox"/>	A description of any historical or archeological significance associated with the site. If any such areas are present, this shall include a description of methods to protect and preserve any historic or archeological resources.
	<input type="checkbox"/>	A description of any emissions from the proposed development as it relates to air quality. If any emissions are proposed, this shall include a description of each constituent and the effects of each constituent to nature and human life.
	<input type="checkbox"/>	Project phasing, if applicable.
	<input type="checkbox"/>	A description of any hazardous materials or waste to be stored on-site. This shall include a description of proposed methods to contain such materials and prevent any migration into adjoining soils or groundwater or into the atmosphere.
	<input type="checkbox"/>	A description of any storm water or process water discharges from the site. This shall include a characterization of such discharge in terms of the quantity, quality and chemical constituents and temperature and a description of the possible effects this discharge may have on the receiving waters.
	<input type="checkbox"/>	If a Federal, State, or local regulatory authority has conducted an Environmental Assessment, Environmental Impact Statement, or a preliminary assessment/site inspection or environmental survey of the site, a brief description of the findings and provide a copy of the report or results.
	<input type="checkbox"/>	A description of the anticipated noise levels to be generated at all property lines of the proposed use. This shall include a description of measures proposed to mitigate noise.
	<input type="checkbox"/>	A description of the anticipated traffic to be generated by the proposed use.
	<input type="checkbox"/>	A description of plans for site restoration after construction.
	<input type="checkbox"/>	A description of methods to handle sanitary waste for the project both during construction and after completion.
	<input type="checkbox"/>	A description of how potable water will be provided to the site. If any on-site wells are proposed or any lake-draw systems are proposed for the project, this shall include a description of the type of well or lake draw system, any regulatory requirements that may apply and the status of such regulatory approval.
<p>The individual preparing the Environmental Assessment must sign and seal (if prepared by a registered engineer, land surveyor, community planner or landscape architect) the submitted document.</p> <p>Preparers Signature: _____ Date: _____</p>		