



Site Plan Review Level II Review Requests
 Commercial & Industrial Uses
 Planning Commission
 A Step-By-Step Guide



Level II Review – New construction shall be reviewed by the Site Plan Review Committee who shall reserve the right to forward it to the Planning Commission for approval

1 **INTRODUCTORY MEETING WITH PLANNING STAFF** - Staff will assist the applicant by explaining the review process, review the zoning requirements, and provide site information (if available), 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. If application is complete and the request meets the requirements of the Zoning Ordinance a meeting of the Site Plan Review Committee shall be scheduled.



3 **SITE PLAN REVIEW COMMITTEE APPROVAL** – Applicant shall present their request to the Site Plan Review Committee who shall review the request. If no additional information is needed a land use permit will be issued.

** Approx. 7-10 days.*



3a **SITE PLAN REVIEW COMMITTEE FORWARDS REQUEST TO THE PLANNING COMMISSION** – after determining the request should be sent to the Planning Commission for review, Staff will place the request on the next Planning Commission agenda. The Planning Commission meets the first Thursday of each month.



3b **PLANNING COMMISSION APPROVAL** – Applicant shall present their request to the Planning Commission who shall review the request. If no additional information is needed a land use permit will be issued.

** Approx. 15-45 days.*

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



Planning & Zoning
 395 Third Street
 Manistee, MI 49660
 231.723.6041 (phone)
 231.398.3526 (fax)

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 single 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). **Applications must be submitted 15 days prior to the meeting if required to go to the Planning Commission to review for completeness**

Please Print

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Property Information		
Address:		Parcel #
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Project Information		
Description of Project (include square feet):		
Area of Subject Property:		Finished Height of Project:
Zoning Classification:		Present/proposed Land Use:
What impacts will project have on City Services:		
Authorization		
By signing the application the applicant is authorizing City 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 of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacted will be completed in a timely fashion.		
Signature: _____		Date: _____
<input type="checkbox"/> Fee \$200.00 Level II enclosed and Site Plan for project attached (permit cannot be issued without site plan)		
Office Use Only		
Fee: <input type="checkbox"/> \$200.00 Level II Review		Receipt #
Zoning District:	Notes:	
Signature: _____		Date: _____

Applicant:		
Review Criteria		
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Submission Guidelines		
A medium site plan shall include six (6) copies 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:		
Waived Initials	Included	Medium Site Plan Requirements
	<input type="checkbox"/>	The site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	The scale of the drawing and north arrow
	<input type="checkbox"/>	A vicinity map illustrating the property in relation to the surrounding street system.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.
	<input type="checkbox"/>	Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.
	<input type="checkbox"/>	Setback lines and their dimensions.
	<input type="checkbox"/>	Percentage of land covered by buildings and impervious surfaces and that reserved for open space.
	<input type="checkbox"/>	Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.
	<input type="checkbox"/>	Project phasing, if applicable.
	<input type="checkbox"/>	Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Curb-cuts and driveways on adjacent properties.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.
	<input type="checkbox"/>	Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.
	<input type="checkbox"/>	Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.
	<input type="checkbox"/>	Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with Article 21 .
	<input type="checkbox"/>	A lighting plan in conformance with Section 525 .
	<input type="checkbox"/>	A written and illustrated landscape plan prepared in accord with Section 531 of this Zoning Ordinance.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	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 Planning Commission.
	<input type="checkbox"/>	Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
	<input type="checkbox"/>	Special Groundwater Protection.