

NO. ____

**APPLICATION FOR SITE PLAN REVIEW
CITY OF FENNVILLE**

Date Received: _____

By: _____

Fee Paid: _____

1. Property location (address or description): _____

2. Zoning classification: _____

3. Proposed use: _____

4. Number of structures: _____

5. Area of proposed structure(s): _____

6. Number of dwelling units (if multiple family): _____

7. Applicant's interest in the property (title holder-owner, land contract, purchaser, tenant, lessee, etc.): _____

8. Indicate any restrictions which encumber the property (plat or deed restrictions, easements), if any: _____

9. Applicant Name: _____

Address: _____

Telephone: Work _____ Home _____

10. Owner or agent (capacity of agent): _____

I, the undersigned acknowledge that approval of this site plan by the City of Fennville constitutes an agreement with the City of Fennville, and all improvements and obligations

indicated herein shall be completed in a good and workmanlike manner, acceptable to the City, within the times specified by ordinance.

DATE

OWNER/AGENT

Note: A site plan [and completed checklist form](#) must be included with this application, and review will be initiated when the appropriate fees have been paid.

FOR OFFICIAL USE ONLY:

DATE APPROVED: _____

REASONS: _____

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**CITY OF FENNVILLE
ALLEGAN COUNTY, MICHIGAN**

SITE PLAN REVIEW CHECK LIST

Notes:

1. A Site Plan is required for all developments other than single family residences. A Site Plan must be provided to the Zoning Administrator along with the Application for Zoning Permit form and the application fee at least 14 days prior to the Planning Commission meeting. The Planning Commission normally meets the second Wednesday of the month, so the application is due at Fennville City Hall by noon of the Wednesday two weeks prior.
2. An incomplete site plan application (including fee) may be disapproved or returned to the applicant without action.
3. This checklist is provided to assist the developer. The Planning Commission may require additional information if needed to complete the site plan review.

Materials to be provided with the application form:

- () Ten (10) copies (*if application is for special use, seven (7) additional copies are required*) of the site plan and supporting documents, if any, i.e. review letters from the fire chief, drain commissioner, County/State road engineer, MDEQ.
- () A legal description of the property
- () If located in the City Center Overlay District, applicant must provide a facade design and samples of exterior materials

Information to be shown on all plans:

- () Property dimensions including locations of road right-of-way lines, pavement and all easements
- () Size, shape and locations of existing and proposed buildings and other structures
- () Proposed grading and drainage plans and storm water handling facilities
- () Proposed landscaping plans for trees, shrubs and ground cover as well as proposed locations(s) and size(s) of signs and lighting