



**Application for Site Plan Review**  
**CITY OF THE VILLAGE OF DOUGLAS, MICHIGAN**  
 Phone: 269-857-1438 Fax: 269-857-4751  
[www.ci.douglas.mi.us](http://www.ci.douglas.mi.us)

**PROPERTY INFORMATION**

Address or Location \_\_\_\_\_  
 Permanent Parcel # \_\_\_\_\_  
 Zone District (Current) \_\_\_\_\_ (Proposed) \_\_\_\_\_  
 Property Size \_\_\_\_\_  
 Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

**Describe Proposed Project**

**Estimated Project Cost** \_\_\_\_\_

I \_\_\_\_\_ hereby state that all of the above statements and all of the  
 (owner/contractor)  
 accompanying information are true and correct.

\_\_\_\_\_  
 Signature of Owner/General Contractor

\_\_\_\_\_  
 Date

**Fee:**  
 Site Plan Review \$300

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**DO NOT WRITE IN THIS BOX**

Date Received \_\_\_\_\_ Application Accepted By \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_  
 Submitted Materials: \_\_\_\_\_ Plot Plan \_\_\_\_\_ Application \_\_\_\_\_ Legal Description \_\_\_\_\_ Narrative Description

*For Office Use Only*

REMARKS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Other (Where Applicable):*

Plans sent to Saugatuck Fire District on: \_\_\_\_\_

Approved on: \_\_\_\_\_

Planning Commission Review on: \_\_\_\_\_

Minutes attached: \_\_\_\_\_

Zoning Board of Appeals Review on: \_\_\_\_\_

Minutes attached: \_\_\_\_\_

Faxed to KLWSA (269-857-1565) on: \_\_\_\_\_

Faxed to MTS (269-673-9583) on: \_\_\_\_\_

**KLSWA APPROVAL**

APPROVED FOR CONNECTION TO WATER/WASTEWATER SYSTEM  
(Subject to appropriate connection fees and charges)

Street and Number \_\_\_\_\_

KALAMAZOO LAKE SEWER AND WATER AUTHORITY

**APPROVED**

Date: \_\_\_\_\_ By: \_\_\_\_\_

**DENIED**

Date: \_\_\_\_\_ By: \_\_\_\_\_

**ZONING APPROVAL**

**APPROVED:** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator

**DENIED:** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator

## **Required Site Plan Content (Article 24, City of Douglas Zoning Ordinance)**

Applicants shall submit the following information to the office of the Zoning Administrator:

A completed site plan review application, a project description, the required application fee, one digital PDF copy and fourteen (14) folded copies of a site plan. All site plans shall include the information listed below and be based on the Development Standards listed in Article 24 of the Zoning Ordinance. Required submission not relevant to the particular site plan or development plan may be waived by the City.

1. Plans and map based on an accurate land survey and drawn to a minimum scale of 1"=20' or as deemed appropriate by the zoning administrator.
2. Direction arrow, date of plan and revisions, scale (written and graphic)
3. Legal description, address, tax parcel number of the subject property, proof of ownership and all options/liens against the property.
4. Size in acres and square footage of the subject property including property lines and dimensions.
5. Location and dimensions of all existing and proposed structures (including refuse/recycling areas showing proposed enclosures and method of screening) on the subject property indicating building setbacks, zoning setbacks, building dimensions and finished floor grade elevations.
6. Elevation drawings of all building sides, indicating materials to be used and overall dimensions.
7. Location and dimensions of all existing and proposed drives, sidewalks, curb openings, curbing, parking areas, total number of parking spaces, loading and unloading areas, recreational areas and common use areas.
8. Location, pavement width, right-of-way width and centerline elevation of all existing and proposed abutting streets, alleys and easements.
9. Location, type, quantity and dimension of all existing and proposed landscaping and vegetation and the location, height and type of existing fences and walls.
10. Size and location of existing and proposed hydrants and utilities, including proposed connections to public sanitary sewer and water supply systems and private gas, electric locations.
11. Proposed grading plan showing direction of drainage flow. Sites that are one acre in size or smaller shall have one foot contour intervals, while larger sites may use two foot intervals. Must include location and size of all existing and proposed surface and subsurface storm water drainage facilities, including retention and detention ponds and any established flood plain areas, bodies of water, wetland areas, or other unbuildable areas if present on the site.
12. Location and intensity of existing and proposed exterior lighting, including areas to be illuminated, illumination levels (foot-candles), type and height of fixtures, and cut-off shielding provided.
13. Location, lighting, design and dimensions of proposed signage.
14. The City reserves the right to require other details pertaining to the development to determine compliance with the zoning ordinance and applicable City policies.

15. A written narrative shall be included as either General Notes on a site plan or as an attachment and shall include the following:
- a. Percentage of site allocated to buildings, parking lots and other impervious surfaces
  - b. For residential developments, a summary of the number, type and density of dwelling units, number of bedrooms, the proposed market to be served, and proposed typical elevation views of each type of building
  - c. Impact on public services to include schools, police and fire protection, utilities and traffic
  - d. Expected schedule of construction and phases of development
  - e. List of all State, Federal or other regulatory approvals to which the development may be subject, the status of any pending applications and the anticipated time frame for obtaining such approvals.
  - f. Discussion of relationship to surrounding properties and uses regarding vehicular and pedestrian access and circulation, development density and orientation and the development's architectural and landscape character.
  - g. Discussion of any impacts relation to such issues as noise, vibration, smoke, light, glare or other potentially problematic conditions associated with the proposed uses.
  - h. Other information as may be requested by the Planning Commission which is reasonably necessary to evaluate the site plan. A request for independent professional studies including, but not limited to , traffic studies, environmental impact assessments, fiscal impact assessments, flood plan and wetland determinations and soil test borings may also be required by the Planning Commission. All costs incurred by the City to obtain such professional studies shall be fully paid by the applicant.

*See complete Zoning Ordinance for additional details and requirements.*