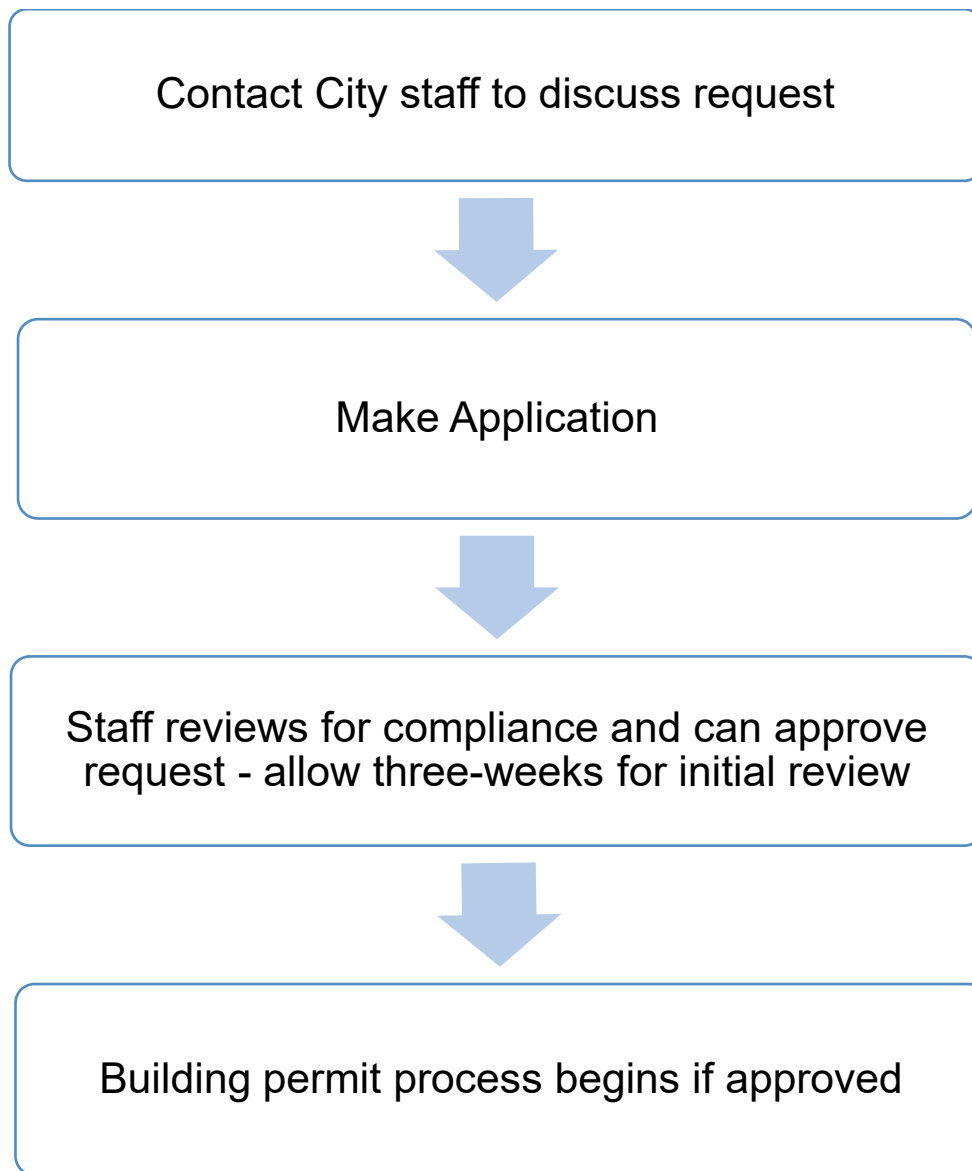




CITY OF ST. JOSEPH
PLANNING & ZONING DEPARTMENT
700 Broad Street
St. Joseph, MI 49085
Phone (269)983-1212
Fax (269) 985-0347
www.sjcity.com

Minor Adjustment to Approved Site Plan
Process, Instructions and Application*



*See attached detailed directions for all steps involved.



CITY OF ST. JOSEPH
PLANNING & ZONING DEPARTMENT
700 Broad Street
St. Joseph, MI 49085
Phone (269)983-1212
Fax (269) 985-0347
www.sjcity.com

Minor Adjustment to Approved Site Plan **Process, Instructions and Application**

This application propose is for properties that have already received approval by the City Commission or Zoning Board of Appeals and during construction or over time the property owner has found that minor changes are necessary to improve existing site conditions. Section 12.8.D of the Zoning Ordinances states eight (8) adjustments that may be approved by City staff.

1. **Contact Community Development Director or Inspection Department (staff) regarding proposed request.** Staff will review Section 12.8 of the Zoning Ordinance regulations and determine which process is appropriate for your proposed request.
2. **Minor Adjustment to Approved Site Plan Application Submission.** The following items must be submitted: completed Minor Adjustment to Approved Site Plan application; one copy of the approved site plan; one copy of the proposed minor adjustment site plan; and applicable fee. All site plans must comply with the requirements of Section 12.3 Minor Site Plan Requirements and Section 12.4 Major Site Plan Requirements.
3. **Staff Review.** Staff forwards the accepted application packet to the City Engineer, Director of Public Works, Director of Public Safety (Police/Fire) and Building Official for their review and comment. Please allow three-weeks for initial review.
4. **Revisions to Drawings.** Based on comments received from the City departments, the applicant may need to revise the site plan drawing.
5. **Zoning Administrator confers with City Manager.** Once all outstanding concerns are addressed the application is reviewed for approval with City Manager.
6. **Approval Issuance.** Once the City Manager and Zoning Administrator approve the request in accordance with Section 12.8, the approval letter is issued.



CITY OF ST. JOSEPH
 PLANNING & ZONING DEPARTMENT
 700 Broad Street
 St. Joseph, MI 49085
 Phone (269)983-1212
 Fax (269) 985-0347
 www.sjcity.com

MINOR ADJUSTMENT TO APPROVED SITE PLAN
APPLICATION

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. All required materials must be received by the City prior to any staff review taking place. If additional space is needed, please use additional sheets of paper.

Property Information

Property Address: _____

Project Name: _____

Property Code Number (Tax Number): 11-76-_____

Briefly Explain Request: _____

When was the original Site Plan approved: _____

Previous Approvals Granted to Property: _____

Applicant Information

In case of trust, provide the name, address and telephone numbers of all trustees and beneficiaries of the trust. An LLC or corporation must provide a copy of Articles of Incorporation. In case the applicant is not the property owner, written permission from the property owner is required.

Name of Applicant: _____

Relationship to Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Emergency Number: _____

E-mail Address: _____

Name of Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Emergency Number: _____

E-mail Address: _____

Attorney: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-mail Address: _____

Engineer and/or Architect: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-mail Address: _____

Required Attachments – if the following two items are not attached application will be returned

Original approved site plan: Yes: _____ No: _____

Proposed minor adjustment site plan: Yes: _____ No: _____

Site Information

General description or characteristics of the site: _____

Existing Zoning and Land Use: _____

Proposed Land Use: _____

Is the property located in any of the following overlay districts?

Downtown Height Overlay District (Section 9.4)? Yes: _____ No: _____

Lake Bluff Scenic View Protection Overlay District (Section 9.5)? Yes: _____ No: _____

Floodplain Overlay District (Section 9.6)? Yes: _____ No: _____

Edgewater Beach Overlay District (Section 9.7)? Yes: _____ No: _____

Main Street Corridor Overlay District (Section 9.8)? Yes: _____ No: _____

Proposed Site Plan Information

The following table is based on the _____ Zoning District. All dimension list below must be included on site plan.

	Minimum Code Requirements	Proposed Development
Lot Size		
Lot Width		
Building Height		
Number of Stories		
Front Yard Setback		
Corner Side Yard Setback		
Interior Side Yard Setback		
Rear Yard Setback		
Maximum Lot Coverage (measured to drip lines) provide actual square footage and percentage numbers		
Total Building Square Footage		
Parking Requirements (Article 18)		
Parking front yard setback		
Parking corner side yard setback		
Parking interior side yard setback		
Parking rear yard setback		
Loading Requirements		
Accessory Structure Information		

Where any lack of compliance is shown, state the reason and explain the City's authority, if any, to approve the application despite such lack of compliance:

Site Plan Adjustment Standards

If needed use additional sheets of paper to respond to Standards.

12.6.1 Standards for Review of Site Plans: Prior to a recommendation or approval of any Minor or Major Site Plan by the Planning Commission, City Commission or by the Zoning Administrator, conformance shall be ascertained with all the applicable standards of this Ordinance, as well as with the following standards:

A. Explain how the proposed site plan adjustment is in keeping with the basic concept of the approved site plan.

B. Does the proposed site plan adjustment violate any specific conditions included as part of the original approval? If yes, please explain.

1. Does the proposed site plan adjustment change the building design that do not increase the overall area or height of the structure or the number of dwelling units? If yes, please explain.

2. Does the proposed site plan adjustment include the addition, deletion or adjustment of signage if allowed by the sign ordinance? If yes, please explain.

3. Does the proposed site plan adjustment include the addition, deletion or adjustment of lighting, fencing and/or screening, and trash or dumpster locations? If yes, please explain.

4. Does the proposed site plan adjustment include the increase or reconfiguration of open space or natural areas? If yes, please explain.

5. Does the proposed site plan adjustment replace plantings by similar types of landscaping on an equal or greater basis, if part of the original approval? If yes, please explain.

6. Does the proposed site plan adjustment include minor grade changes, after approval by the City Engineer, if part of the original approved site plan? If yes, explain.

7. Does the proposed site plan adjustment include improvements to or slight redesign, reconfiguration or relocation of utilities, walkways, traffic ways and parking areas? If yes, please explain.

8. Does the proposed site plan adjustment include other similar minor changes? If yes, please explain.

**MINOR SITE PLAN ADJUSTMENT APPLICATION
CERTIFICATION**

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The owner of the subject property, if different from the applicant, states that they consent to the filing of the application and that all information contained is true and correct to the best of their knowledge;
- B. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application which may include, but is not limited to, a traffic study if required by the Planning Commission or City Commission;
- C. The Applicant shall make the property that is subject of this application available for inspection by the City at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten (10) days following the change, and that failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that if the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands that they are responsible for all application fees. Fees are non-refundable and there is no guarantee the application will be approved or permits issued. There should be no outstanding monies owed to the City (i.e., water bill or taxes).

On the _____, day of _____, 20_____, I/We have read the above certification, understand it, and agree to abide by its conditions.

Signature of Applicant or Authorized Agent

Name of Applicant or Authorized Agent

SUBSCRIBED AND SWORN

To before me this ____ day of _____,
_____, 20_____

Notary Public

OFFICIAL CITY USE: Date Received: _____ Fee: _____
Completed: Site Plan Review Application: _____ Other: _____

**MINOR SITE PLAN ADJUSTMENT APPLICATION
OWNER'S CONSENT FORM**

I/We, the Owner(s) of the property listed below, hereby grant permission for the Applicant,

(Company name and contact person) to seek _____
(state request that can be made) as required by the City of St. Joseph, Michigan for the property
commonly known as _____ (street address)
and having the Property Code Number (Tax Number) of 11-76-_____.

On the _____, day of _____, 20_____, I/We have read the above certification,
understand it, and agree to abide by its conditions.

Signature of Property Owner

Name of Property Owner

Signature of Property Owner

Name of Property Owner

SUBSCRIBED AND SWORN

To before me this _____ day of
_____, 20_____

Notary Public