



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 and Major Site Plan
Process, Instructions and Application*

Contact City Staff to discuss Request



Make Application

- 1) Minor Site Plan associated with a permitted or conditional use - submit with building permit application - please allow three-weeks for initial review, or
- 2) Major Site Plan see directions for Planned Unit Development, Special Use Permit or Dimensional Variance. Complete applications must be submitted no less than 24 calendar days prior to the next regularly scheduled Planning Commission (PC) or Zoning Board of Appeals (ZBA) meeting - see meeting date and deadline schedule as posted annually



Staff reviews for compliance



Building permit process begins if approved

*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 and Major Site Plan Process, Instructions and Application

1. **Contact Community Development Director or Inspection Department (staff) regarding proposed request.** Staff will review zoning ordinance regulations and determine which process is appropriate for your proposed request. There are two types of Site Plan Applications:
 - a. Minor Site Plan. Must be submitted for any new or altered Use which is classified as “P” Permitted or “C” Conditional Use per Table 4-1 of the Zoning Ordinance, or for a new or altered Building or Structure associated with such a use. Please allow three-weeks for initial review.
 - b. Major Site Plan. Must be submitted as part of any application for a new or amended Planned Unit Development (PUD), Special Use Permit or Dimensional Variance request. See directions associated with request for process details. Complete applications must be submitted no less than 24 calendar days prior to the next regularly scheduled Planning Commission (PC) meeting or Zoning Board of Appeals (ZBA) meeting.
2. **Building Permit Application Submission.** 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.
 - a. Minor Site Plan. Submit completed application and drawings with Building Permit
 - b. Major Site Plan. Once final approval is granted by the City Commission (Special Use Permit or PUD) or the Zoning Board of Appeals (Variance)
3. **Revisions to Drawings.** Based on comments received from the City departments, the applicant may need to revise the site plan drawing. Typically not necessary for Major Site Plan.
4. **Building Permit Issued.** When all outstanding concerns are addressed, permit is issued
5. **Submission of As Built Site Plan Drawings.** Any project which involves new or altered publicly owned Streets or water, sanitary sewer or storm sewer mains, must submit “as built” Site Plan in accordance with Section 12.10 of the Zoning Ordinance with one month of occupancy.



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 AND MAJOR 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 and determined to be complete no less than 24 calendar days prior to the next Planning Commission meeting. 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: _____

Other Requests Being Made as Part of Site Plan: _____

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: _____

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 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. Ingress and egress to the property and proposed Structures thereon shall provide motor vehicle and pedestrian safety and convenience, efficient traffic flow and control, and easy access in cases of fire, catastrophe or emergency. Sidewalks, bicycle paths and/or a trail system linking the property to abutting property, trails, or public rights-of-way shall be provided.

B. Off-street parking and loading areas where required, shall be satisfactory in size, shape and design and not present significant noise, glare, odor or other Nuisance effects on adjoining properties and properties in the proposed development.

C. Sewer, water and storm drainage shall be satisfactory and shall be sited in locations, which provide suitable availability and compatibility with adjacent uses and Structures.

D. The type, dimensions and character of open spaces, landscaping, screening and buffering shall enhance the design, character, Use and value of the property and abutting lands and waters. Any exterior lighting shall be designed to prevent unnecessary illumination of the night sky and shall be shielded from adjacent properties.

E. Signs, if any, and their proposed size, shape, height and lighting relative to glare, traffic safety, and economic effect, shall be compatible and in harmony with Signs, Structures and uses of adjoining properties.

F. The number, size and height of dwellings, Buildings and Structures, as well as their locations with reference to required Yards shall be compatible with existing or planned development in the area and shall be designed consistent with all applicable fire and safety codes.

G. Proposed Uses and Structures shall be generally compatible with adjacent properties.

H. The Site Plan shall be consistent with the general purposes and spirit of this Ordinance and as may be relevant the Comprehensive Plan of the City.

I. Garbage storage and disposal and recycling bins shall be designed to ensure no vermin or rodent infestation and easy access to facilities which are screened from view from the Street or abutting properties when not in use.

J. The Applicant shall demonstrate that reasonable precautions will be made to prevent Hazardous Substances from entering the soil or water including:

1. Sites at which Hazardous Substances are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers, or wetlands.

2. Secondary containment for above ground areas where Hazardous Substances are stored or used shall be provided. Secondary containment shall be sufficient to store the substances for the maximum anticipated period of time necessary for the recovery of any released substances.

3. General purpose floor drains shall only be allowed if they are approved by the responsible agency for connection to a public sewer system, an on-site closed holding tank (not a septic system), or regulated through a State of Michigan groundwater discharge permit.

4. No discharges to groundwater, including direct and indirect discharges, shall be allowed without required permits and approvals.

5. Underground Storage Tank installation, operation, maintenance, closure, and removal shall be in accordance with the requirements of the State Police Fire Marshal Division and the Michigan Department of Environmental Quality.

6. Bulk storage facilities for pesticides and fertilizers shall be in compliance with requirements of the Michigan Department of Agriculture.

M. Earth moving activities necessary to reshape land consistent with the Site Plan shall be in compliance with requirements of the Natural Resources and Environmental Protection Act, PA 453 of 1994, and shall minimize soil erosion and sedimentation, alteration of protected sand dunes, wetlands, high risk erosion areas and related natural features, as applicable.

N. The Site Plan shall fully conform with this Ordinance, and all applicable City, County, State and Federal statutes, rules and regulations and any permits issued by agencies charged with administration of these statutes, rules or regulations, including but not limited to regulations pertaining to floodplains, wetlands, sand dunes, high risk erosion areas and water quality administered by the Michigan Department of Environmental Quality.

Site Plan Checklist

SECTION 12.3 MINOR SITE PLAN REQUIREMENTS

A. Site Plan shall consist of the following:

1. A diagram drawn to a scale sufficient to determine compliance with this Ordinance, but in no event less than one (1) inch equals thirty (30) feet and all dimensions shall be provided;
2. Site Plans shall be submitted on sheets of paper not less than 8 ½ by 11 inches in size, nor more than 24 by 36 inches. In the event that the entire Site Plan does not fit on one sheet at the required scale, in addition to the diagrams drawn at the required scale.
3. When a Major Site Plan is required, it shall be prepared by, or under the direct supervision of a professional engineer, architect, land surveyor, landscape architect licensed in the Michigan, or an AICP or PCP certified professional community planner, as indicated by the signature and seal of the professional. The requirement for this signature and seal may be waived if under the Code of Ordinances the design or construction work associated with the proposed project would not otherwise require the supervision of such a licensed professional.
4. The following items must appear on the site plan:

_____ The bearings and dimensions of the boundary lines of the Lot or Lots included in the Site Plan; the area of the site and of any individual Lots; the location, dimensions and conditions of any easements burdening or benefiting the property; and an arrow indicating North. (12.3.B)

- _____ A legal description of Lots included in the Site Plan. (12.3.J)
- _____ A vicinity sketch showing the location of the site in relation to the surrounding Street system. (12.3.I)
- _____ The current zoning classification of the site and surrounding properties. (12.3.A)
- _____ Required front, rear, and side Setbacks under this Ordinance. (12.3.C)
- _____ Natural characteristics, including, but not limited to, open space, stands of trees, brooks, ponds, creeks, rivers, lakes, floodplains, hills, dune classifications, dune crest, and similar natural assets. (12.3.F)
- _____ The shape, size, location on the Lot, height, and floor area of all Buildings and Structures; Lot Coverage ratios; and Finished Grade. In addition, for Lots in the Floodplain Overlay District, the base flood elevation and the elevation of the lowest habitable floor of all Structures. (12.3.E)
- _____ Streets, Driveways, Parking Spaces, curb cuts, loading spaces, and sidewalks, with indication of direction of travel for one-way Streets and drives, and the inside radius of all curves. The width of Streets, Driveways, and sidewalks, and the size, layout, and total number of Parking Spaces shall be shown. (12.3.G)
- _____ The size and location of all public and private utilities and storm drainage systems. (12.3.H)
- _____ General direction of stormwater flow and elevation at pertinent points if available. Topography with contour intervals of not more than two (2) feet (spot elevations may be accepted for proposed topography) may be required by the Zoning Administrator, depending on the site characteristics. See also Section 3.25. (12.3.D)
- _____ Applications made and approvals received, including all conditions, from other County, State and Federal authorities, including those that have not yet been granted or have been denied, as well as a description of any required approvals that have not yet been applied for. (12.3.K)
- _____ Any other information deemed by the Zoning Administrator to be necessary to establish compliance with this and any other Ordinance.(12.3.L)
- _____ The location, height, and Use of all Buildings and Structures on adjacent properties, including properties across public rights-of-way. (12.4.A – Major Site Plan)
- _____ Buffer Strips, landscaping, screening and Fenced areas. (12.4.B – Major Site Plan)
- _____ Signs and lighting, pedestrian or bicycle paths, trash and dumpster locations. (12.4.C – Major Site Plan)

**MINOR AND MAJOR SITE PLAN 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 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 AND MAJOR SITE PLAN 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