



## SITE PLAN CHECKLIST

353 North 120th Avenue · Holland, MI 49424 · Phone: 616.395.0151 · www.hct.holland.mi.us

All site plans submitted **MUST** contain all the following information unless certain information is waived by the Zoning Administrator: (Please check each item that is shown on the plan or note why it is not)

- A. Site plan, drawn to scale, based on an accurate certified land survey.
- B. Site plan content:
  - B1. Indication of existing Zoning District requirements.
    - \_\_\_\_\_ Zoning District
    - Parcel Size Complies
    - Parcel Width Complies
    - Front Yard Setback Complies
    - Side Yard Setback Complies
    - Rear Yard Setback Complies
  - B2. Adjacent Zoning Districts, including Structures within one hundred (100) feet of the site's Lot lines.
  - B3. Location of existing water, sewer, and storm water utilities, including ditches and similar water courses.
  - B4. Existing topographical features including vegetation cover, trees in excess of six (6) inch caliper, and contour intervals no greater than five (5) feet.
  - B5. Location of R.O.W. lines, Lot lines, and applicable Setback lines.
  - B6. Location of existing streets, drives, and parking lots, including loading space(s) and arrangement and number of standard parking spaces and accessible parking spaces.
  - B7. Location of existing improvements, including the size and type of present Buildings or Structures, such as fencing, lighting, and signs to be retained or removed.
  - B8. Proposed topographical features including limits of removal for vegetation cover and contour intervals no greater than five (5) feet.
  - B9. Location of proposed water, sewer, and storm water utilities, including ditches or similar water courses.
  - B10. Location of proposed streets, drives, and parking lots, including loading space(s) and arrangement and number of standard parking spaces and accessible parking spaces.
  - B11. Location of all proposed Buildings or Structures, such as trash enclosures, fencing, light poles, and centralized mail delivery locations for residential communities (i.e., Neighborhood Delivery Centers or Cluster Box Units).
  - B12. Proposed landscaping, including specific ground cover(s), shrubs, and trees with an accurate description of species type and minimum size(s) to be installed.
  - B13. The date, north arrow, and scale. The scale shall not be less than 1" = 50' if the subject property is less than three (3) acres and 1" = 100' if three (3) acres or more.
  - B14. The name and address and phone number of the professional individual, if any, responsible for the preparation of the site plan.

- C. Building information:
  - C1. Preliminary architectural sketches and/or a general statement as to the type of construction and materials to be used in the proposed Buildings or Structures.
  - C2. Height and area of Buildings and Structures, including lot coverage by buildings.
  
- D. Supplemental information:
  - D1. Project Narrative.
  - D2. The period of time within which the project will be completed.
  - D3. Proposed phasing of the project, if any.
  - D4. Delineation of the one hundred (100) year flood plain and any proposed uses therein.
  - D5. Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase contract.
  - D6. Additional information which the body or official reviewing and approving the site plan may request - which is reasonably necessary to evaluate the site plan.

**Planning Commission General Document Submittal Requirements:**

1. Failure to include any of the above information shall result in the rejection of the proposed site plan.
2. All information required on the application form shall be completed, including signature.
3. One original signature copy of the application must be submitted. The balance of the copies required may be photocopies.
4. All required documents/information must be submitted at the same time.
5. Rolled documents shall not be accepted. All documents must be folded to a size no larger than 9"x12".
6. If submittal contains multiple documents, the documents must be collated into "packets". Each packet shall be secured by clips, or rubber bands if necessary.
7. Two (2) sets of plans shall bear the original seal and signature of the architect or engineer who prepared them; the balance required may be copies.