



9765 Maple Street / P.O. Box 366 / Bridgman, MI 49106 / Tel: 269•465•5144 / Fax: 269•465•3701

### **SITE PLAN REVIEW APPLICATION**

The following submittal is in keeping with Article 8.06 of the Zoning Ordinance as adopted by the City of Bridgman, effective July 10, 2017. This application shall be provided to the Dept. of Building Services no less than 30 days prior to the next (regular) scheduled meeting of the Planning Commission. Applications are reviewed for completeness by the Zoning Administrator and if properly completed shall be forwarded to the Planning Commission for their review.

There is an initial deposit of \$500.00 and shall be included with the application. Be sure application is signed and dated, and has both phone and email information. A copy of Articles 8.09, 8.10, and 8.11 are included for our mutual benefit. This is to be the guide for all site plan reviews; however, the more data provided the more beneficial to the process.

Please provide the following:

Project Name and **PROJECT** Address: \_\_\_\_\_

Parcel Tax I.D. No. \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ & Phone: \_\_\_\_\_

If not the Owner what is your affiliation? \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Current email address: \_\_\_\_\_

Current USE of property: \_\_\_\_\_

Briefly describe the proposed USE and general Scope of Work to be done:

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

All Existing and Proposed (New or Expanded) buildings are to be shown with exterior Dimensions shown and square footage indicated for each.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Included: Yes No

tion on the parcel for the proposed improvements for which a variance is sought where such alternative location would eliminate the need for the requested variance or reduce the extent of the condition(s) necessitating the variance.

- 10. That strict compliance with the requirements of the ordinance under appeal would unreasonably prevent the property owner from using the property for a permitted use.
  - 11. The requested variance is the minimum variance that will make possible the reasonable use of the land.
- C. Conditions. The Board may specify, in writing, such conditions regarding the character, location, and other features that will in its judgment, secure the objectives and purposes of this Ordinance. The breach of any such condition shall automatically invalidate the permit granted.
- D. Each variance granted under the provisions of this Ordinance shall become null and void unless: The construction authorized by such variance has received a land use permit within one (1) year after the granting of the variance; and the occupancy of land, premises, or buildings authorized by the variance has taken place within one (1) year after the granting of the variance, unless an extension of time has been granted by the Zoning Board of Appeals.
- E. No application for a variance which has been denied wholly or in part by the Zoning Board of Appeals shall be re-submitted for a period of one (1) year from the date of the last denial, except on the grounds of newly discovered evidence of changed conditions found, upon inspection by the Board, to be valid. For such newly discovered evidence to be considered, an applicant shall submit a detailed description of such evidence to the Zoning Administrator who shall place it on the agenda of the Zoning Board of Appeals along with a report and recommendation on the nature of such newly discovered evidence and whether it may have been pertinent to the decision of the Zoning Board of Appeals. If the Zoning Board of Appeals determines that the newly discovered evidence would have been pertinent to its decision, it shall direct the Zoning Administrator to accept a new application for the previously denied variance. An application considered under the terms of this subparagraph shall be considered a new application and shall be subject to all hearing, notice and fee requirements of this Ordinance.
- F. Stay of Proceedings Pending Appeal. An appeal shall stay all proceedings in furtherance of the action appealed, except as provided herein. Proceedings shall not be stayed in the event the officer from whom the appeal is taken certifies to the Zoning Board of Appeals, after the notice of appeal is filed, that a stay would cause imminent peril to life or property. The Zoning Board of Appeals or the Circuit Court may is-

sue a restraining order to re-institute a stay on application and notice to the officer from whom the appeal is taken with due cause shown.

- G. Performance Guarantees. In authorizing any variance, or in granting any conditional, temporary or special approval permits, the Zoning Board of Appeals may require that a performance guarantee be furnished to insure compliance with the requirements, specifications and conditions imposed with the grant of variance or permit and to insure the discontinuance of a temporary use by a stipulated time. Such performance guarantee may be in the form of a cash deposit, certified check, or irrevocable bank letter of credit, at the discretion of the Zoning Board of Appeals.

### 8.09 SITE PLAN PROCESS

- A. Site Plan review and approval shall be required for the following:

- B. Submittal Procedures Administrative Review: Complete site plans shall be submitted to the City's Zoning Administrator.

TABLE 2.02 SITE PLAN REVIEW PROCESS		
	ACTION	REVIEW LEVEL
NON-FORM GENERATING DISTRICTS	Single Family Detached	Administrative Review
	Permitted Use	Administrative Review by Zoning Administrator
	Special Land Use	Full Site Plan Review
	Amendments Minor Major	Administrative Review Planning Commission Full Site Plan Review (unless project was originally approved by the Zoning Administrator, in which case Administrative Review)
FORM GENERATING DISTRICTS	Single Family Detached	Administrative Review
	Permitted Use	Administrative Review by Zoning Administrator
	Special Land Use	Full Site Plan Review
	Amendments Minor Major	Administrative Review Planning Commission Full Site Plan Review (unless project was originally approved by the Zoning Administrator, in which case Administrative Review)

Review shall be deemed complete by the Zoning Administrator. Typical review periods for Administrative Review vary by complexity of the request, and the reviewing bodies reserve the right to request additional information.

- C. Submittal Procedures Preliminary Site Plan Review (Optional): Preliminary site plan review is optional. Materials shall be submitted in accordance with City requirements. The Planning Commission may provide guidance to the applicant with respect to conformance with the Zoning Ordinance and City Master Plan.
- D. Submittal Procedures Full Site Plan Review: Full site plan review requires review and comment by all reviewing agencies, and review and approval by the City's Planning Commission.
- E. Submittal Requirements: Submittal requirements shall be as outlined in Table 2.03, unless waived by the Zoning Administrator.
- F. Submittal Process: The application shall be submitted by the owner of an interest in the land for which the site plan approval is sought, or the designated agent, or signed by the owner granting permission for the application.
- G. Administrative Review: Plans shall be approved by the Zoning Administrator once they are found to be in compliance with the requirements of the Zoning Ordinance and other applicable ordinances. The Zoning Administrator reserves the right to send the site plan to the Planning Commission for review and approval. The Zoning Administrator shall sign and date the approved plan and keep on file with the City.
- H. Planning Commission Review: Site plans requiring Planning Commission approval shall be placed on the agenda of the Planning Commission. The Planning Commission shall review the application, together with the reports and recommendations from other reviewing departments and agencies, as appropriate.
  - 1. Planning Commission Action:
    - a. The Planning Commission shall make a determination based on the requirements and standards of this Ordinance.
    - b. Where existing nonconforming conditions prevent compliance with these requirements and standards, the Planning Commission may allow reasonable modifications.
    - c. The Planning Commission may take action to postpone a decision, approve, approve with conditions, or deny approval of the application.
    - d. If approved, any conditions shall be made part of the motion to approve and documented in the Planning Commission's minutes.

TABLE 2.03 SITE PLAN SUBMITTAL REQUIREMENTS				
ITEM	ADMIN.	PRELIM.	FULL	
GENERAL	Legal description		x	
	Location map showing all parcels within 1/2 mile of the site		x	
	Plan not to exceed a scale of 1" to 100"		x	
	Date, name, address		x	
	Topography		x	
	Existing natural and man-made features		x	
	Site dimensions		x	
	Easements (if any)		x	
	Project narrative		x	
SITE	Rights-of-way, internal and external circulation		x	
	Fences, greenbelt, buffers, screening, landscaping within the site and between facade and property line		x	
	Lighting details and photometric plan	x		x
	Signage detail and location	x		x
	Parking calculation, location, facilities, access and driveways	x	x	x
	Planting list with size and materials	x	x	x
	Details or traffic regulatory signs, pavement markings, and curbing	x		x
	Accessory buildings, density calculations, any accessory structures	x	x	x
	Proposed grading	x		x
	Location and type of drainage and stormwater management features	x		x
ENGINEERING	All above and below ground utilities	x		x
	Location and description of any hazardous materials	x		x
BUILDING	Placement, height, number of stories, size of buildings		x	
	Detailed building elevations of all building walls that depict facade options used, transparency, and materials	x		x
	Conformance with any build-to-lines, encroachments (if applicable)		x	
	Material samples of glass to be used where transparency is required by facade type indicating VLR and VLT		x	

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sion's minutes, a copy of which shall be provided to the applicant.

I. Final Approval of Conditionally Approved Site Plan. A site plan shall be revised to reflect any conditions of approval imposed by the Planning Commission or others and submitted to the Zoning Administrator, accompanied by a letter describing all changes. The Zoning Administrator shall review the revised plans for compliance with conditions of site plan approval. The Zoning Administrator may grant final approval if the site plan properly addresses the required revisions and conditions and otherwise complies with this Ordinance.

J. Agency Approvals. The applicant shall obtain all necessary agency permits state and local entities. Copies of applications for all applicable outside agencies shall accompany submission of the application and site plan to the City and approvals shall be obtained prior to the issuance of building permits, and before any substantial development activity takes place.

K. Engineering Review. The City's Engineer shall make a full review of the engineering plans. A building permit shall not be issued without the approval of the City's Engineer.

L. Building Permit. An application for a building permit may be submitted following final approval of the site plan, or sketch plan and engineering plans by the City's Engineer. The applicant is responsible for obtaining all other applicable City, County, or State permits before a building permit is received.

M. As-Built Drawings. Digital files submitted to the City shall be in PDF format.

N. Expiration of Approved Site Plan. If construction has not commenced within twelve (12) months of site plan approval, approval becomes null and void and a new application for site plan review shall be required. The applicant may request and the Planning Commission may grant extensions to the approved site plan for a period of one (1) year each, provided a written request is received prior to the expiration date and provided that the approved site plan complies with the Zoning Ordinance, as amended. Planning Commission approval shall be required to extend site plans and Zoning Administrator approval shall be required to extend administrative site plans.

O. Site Plan Review Standards: Any site plan (administrative, preliminary or full), shall be approved if it contains the information required by the Zoning Ordinance and is in compliance with the conditions imposed under the Zoning Ordinance, other statutorily authorized and properly adopted City planning documents, other applicable ordinances, and state and federal statutes, as outlined below:

1. Adequacy of Information. The site plan shall include all required information in a sufficiently complete and understandable form to pro-

vide an accurate description of the proposed use(s) and structure(s).

2. Buildings. Buildings and structures shall meet the minimum dimensional requirements of this Ordinance. Redevelopment of nonconforming structures shall bring the site into closer conformity to the extent deemed practical by the City. Expansions to nonconforming buildings shall be as provided for in Article VII, General Provisions.

3. Privacy. The site design shall provide reasonable visual and sound privacy for dwelling units located adjacent to the site. Walls, berms, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and the privacy of adjacent uses.

4. Exterior Lighting. Exterior lighting shall be designed so that it is deflected away from adjacent properties and so that it does not impede the vision of drivers on public streets.

5. Preservation of Natural Areas. The landscape shall be preserved in its natural state, insofar as practicable, by strategic building placement, minimizing tree and soil removal, alteration to the natural drainage courses, and the amount of cutting, filling and grading. Insofar as practical, natural features and the site topography shall be incorporated into the proposed site design.

6. Drainage. Stormwater management systems and facilities shall preserve natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and shall not substantially reduce or increase the natural retention or storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on or off the site.

7. Soil Erosion. Measures shall be included to prevent soil erosion and sedimentation.

8. Hazardous Materials. Sites that include storage of hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater, or nearby surface water bodies. These areas shall be designed to meet all applicable state and federal regulations and incorporate basic management practices for the handling of hazardous materials. Uses that involve the storage of large quantities of hazardous or combustible materials shall be located and designed to ensure no threat to nearby uses and residents is present.

9. Ingress and Egress. Every structure and dwelling unit shall be provided with adequate means of ingress and egress via public streets

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and walkways. Access to the site shall be located and designed to ensure minimal impact on the safety and efficiency of traffic flow along all adjoining roadways.

10. Emergency Vehicle Access. All buildings and site circulation shall be arranged to permit emergency vehicle access by practicable means to all buildings and areas of the site. Vehicle circulation shall meet turning radius requirements set by the Fire Department. Fire lanes shall be designated on the site and posted with signage by the developer/property owner at the developer's/property owner's expense prior to occupancy. Fire hydrants, fire suppression systems, fire detection, and fire extinguishers shall be provided as required by the Fire Department.
11. Vehicular Circulation Layout. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian pathways in the area. Public streets adjacent or through the proposed development shall be required when it is essential to promoting and protecting public health, safety and general welfare and to provide continuity to the public road system.
12. Pedestrian Circulation. The site plan shall provide a pedestrian circulation system which is insulated as completely as is reasonably possible from the vehicular circulation system.
13. Traffic Impact. The expected volume of traffic to be generated by the proposed use shall not adversely affect existing roads and traffic patterns. Roadway access shall minimize excessive vehicle traffic on local residential streets to reduce the possibility of any adverse effects upon adjacent property. A transportation impact study may be required.
14. Public Services. The scale and design of the proposed development shall facilitate the adequate provision of services currently furnished by or that may be required of the City or other public agency including, but not limited to, fire and police protection, stormwater management, sanitary sewage removal and treatment, traffic control, and administrative services.
15. Site Redevelopment. Redevelopment of existing sites shall conform to the site improvement provisions of this Ordinance to the extent deemed practical by the Planning Commission. The extent of upgrade to site improvements shall be relative to and proportionate with the extent of redevelopment or expansion in accordance with the nonconforming site re-

quirements of Article VII.

P. Amendments

1. Minor changes: Prior to making any changes to an approved any site plan for properties located in Non-Form Generating Districts, the applicant or property owner shall notify the Zoning Administrator of any desired change. For properties located within the Form Generating Districts, please see Section 8.10 below.
2. The Zoning Administrator shall determine if the request constitutes a major or a minor modification. The following shall be considered minor changes:
  - a. Movement of a building or buildings by no more than five (5) feet, provided all setback, parking, landscaping and other site requirements are still met.
  - b. Plantings approved in the landscape plan may be replaced by similar types and sizes of landscaping which provides a similar screening effect on an equal or greater basis.
  - c. Trees to be preserved that were damaged or lost during construction may be replaced.
  - d. Improvements to site access or circulation, such as deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, but not the addition of new driveways.
  - e. Changes of building materials to another of higher quality, as determined by the Zoning Administrator.
  - f. Changes in interior floor plans which do not alter the character of the use.
  - g. Modification of sign placement (by no more than 10%) or reduction of size.
  - h. Changes required or requested by the City, County, State or Federal agency for safety reasons or for compliance with applicable laws.
  - i. Revisions that do not alter the basic design, compliance with the standards of approval, nor any specified conditions of the approved site plan.
  - j. Situations the Zoning Administrator deems similar to the above.
3. All other changes constitute major changes and shall require a new application for site plan review.

**8.10 DEPARTURES FROM FORM BASED DISTRICT STANDARDS**

- A. Minor Departures. The Zoning Administrator may, at

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the request of an applicant, waive certain minor adjustments to building facade standards and building type standards as outlined in Table 8.04.

- B. Major Departures. The Planning Commission may, at the request of the Zoning Administrator or applicant, waive certain major deviations to building facade standards and building type standards. Table 8.05 provides a summary of major departures.
- C. Findings for Code Departures. The applicable reviewing body shall find that a departure(s):
  1. Do not materially change the circulation and building location on the site;
  2. Do not alter the relationship between the

	TYPE	MODIFICATION	FINDINGS
BUILDING FACADE	Location requirement, including required building line	Not to exceed 1' deviation in standard	Constraints related to topography, pattern of existing adjacent facades, or lot dimensions
BUILDING COMPOSITION	Transparency	deviation ≤ 5%	Constraints related to topography, pattern of existing adjacent facades, or lot dimensions
	Sign Band/ Horizontal Expression Line	deviation ≤ 6"	
BUILDING TYPE	Storefront base or pilaster	deviation ≤ 2"	Constraints related to topography, pattern of existing adjacent facades, or lot dimensions
	Size and massing	Not to exceed 5% deviation in standard	
	Entrance intervals		
	Story height		

	TYPE	MODIFICATION	FINDINGS
BUILDING FACADE	Location requirement, including required building line	Not to exceed 2' deviation in standard	Constraints related to topography, pattern of existing adjacent facades, or lot dimensions
BUILDING COMPOSITION	Transparency	deviation ≤ 10%	Constraints related to topography, pattern of existing adjacent facades, or lot dimensions
	Sign Band/ Horizontal Expression Line	deviation ≤ 1'	
BUILDING TYPE	Storefront base or pilaster	deviation ≤ 4"	Constraints related to topography, pattern of existing adjacent facades, or lot dimensions
	Size and massing	Not to exceed 10% deviation in standard	
	Entrance intervals		
	Story height		

- 3. Do not allow a use not otherwise permitted in buildings and the street;

the zoning district; and

- 4. The departure is the minimum required necessary to meet the intent of the form generating standards.

### 8.11 SPECIAL LAND USE

Special land uses are uses considered to be more intense, or potentially more disruptive, compared to the various uses permitted by right in a particular zoning district. The uses classified as special land uses vary by district and are listed in the regulations of each zoning district. The special land use procedures and standards are intended to provide a procedure by which special land uses can be evaluated to determine their potential impacts; ensure impacts can be accommodated within the environmental, infrastructure, and public services capacities of the area; provide site design and operational standards to minimize any negative impact on adjoining or nearby properties; and provide for public input through a public hearing.

- A. An application for the approval of a special land use shall be made by an owner, lessee, or other person with a legal interest in the property who has the owner's consent to file the application.
- B. The application shall be accompanied by a complete full site plan and the necessary fees in accordance with the City's requirements, and written information describing the special land use and how the proposed land use will comply with the standards of Section 8.11 and the applicable specific standards in Section 8.12.
- C. Upon a determination by the Zoning Administrator that the application is complete, the City shall provide notice of the request as per Section 8.06.
- D. Planning Commission Review. Following a public hearing, the Planning Commission shall:
  1. Review the application and site plan along with recommendations from City staff.
  2. Make a recommendation on the special land use along with any suggested conditions they deem necessary.
  3. In making its recommendation the Planning Commission shall review the application for its appropriateness using the general standards that follow and the specific standards for the applicable use in Section 8.12.
- E. Amendments shall follow the procedures as outlined in Section 8.09, P. Departures shall follow the process in Section 8.10.
- F. General Special Land Use Standards are as follows:
  1. The Special Use shall be consistent with the adopted City Master Plan and all other applicable adopted planning documents.
  2. The Special Use shall be designed, constructed, operated and maintained to be consistent with the existing or intended character of the

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general vicinity and such use will not change the essential character of the area in which it is proposed.

3. The Special Use shall not be hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.
4. The Special Use shall be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, storm water drainage, refuse disposal, water and sewage facilities, and schools; or persons or agencies responsible for the establishment of the proposed use shall provide adequately for such services.
5. The Special Use shall not create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community.
6. The Special Use shall not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, toxic emissions, fumes, glare, or odors.
7. The Special Use shall meet the intent and purpose of the Zoning Ordinance; be related to the standards established in the Ordinance for the land use or activity under consideration; and will be in compliance with these standards.
8. In addition to all applicable standards, the Special Land Use shall comply with General Provisions, Building Type and Facade standards, Street Space standards, Parking, and Signs.

## 8.12 STANDARDS FOR SPECIFIC SPECIAL LAND USES

- A. Sexually-Oriented Business Facilities. Sexually-Oriented Business businesses, meeting the definition of Sexually-Oriented Business business as set forth in Article XI or those similar in character, shall be subject to the following special provisions:
  1. All business shall be the principal use of a building located in the TI - Transitional Industrial District.
  2. No business shall be located within 1,000 feet, measured from the perimeter of the building to the lot line of zoning lot containing a residential, commercial or public building.
  3. All business shall be conducted in an enclosed building having an occupancy of less than 50 persons, as determined by the Fire Chief or Building Inspector based on nationally recognized occupancy standards established by the National Fire Insurance Board or City Building

Code or fire protection standard organization.

4. Any building used may have not more than forty (40) per cent of the floor area devoted to storage purposes incidental to such primary use.

- B. Automobile Sales and Storage. The use of any building, land area, or other premise for the display and sale of new or pre-owned automobiles, RVs, trucks, or similar motorized vehicle, including any vehicle preparation or repair work conducted as an accessory use, shall adhere to the following specific standards:

1. Dismantled, wrecked or inoperable vehicles or any vehicle parts or scrap of any kind shall not be kept outdoors where they are visible from any adjoining property or right-of-way. The Planning Commission may require an opaque fence up to eight (8) feet in height and/or an evergreen landscape buffer not less than eight (8) feet in height at time of planting to buffer any vehicles from neighboring uses or passers-by.
2. Any loading or unloading of vehicles shall be on site. The Planning Commission may establish hours for load or unloading of vehicles.
3. All equipment including hydraulic hoists, pits, lubrication and repair facilities shall be entirely enclosed within a building.
4. All repair and maintenance activities shall be performed entirely within an enclosed building.
5. A permanent 15' greenbelt shall be established in any required yard, and shall be landscaped in accordance with Article 6. The required greenbelt shall be in addition to any required transition strip, unless waived by the Planning Commission due to existing site conditions which may provide buffering to adjacent uses.
6. Adequate internal access routes shall be provided for ease of loading and unloading of vehicles.
7. Automobiles shall not be parked in any required greenbelt or transition strip area.
8. The Planning Commission may establish hours of operation for such uses consistent with the character of the land uses in the vicinity.
9. Noise generated on site from any source shall not exceed 60 decibels measured at any property line.

- C. Bed and Breakfast Facilities. Because many older, single-family homes are larger and represent sizeable maintenance and energy costs for a single family, it is feared that restriction to only single-family use may foster inadequate maintenance or even abandonment in certain zoning districts. The possible consequences may be a general appearance of blight,

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