



VILLAGE OF ELLSWORTH

6520 Center St., P.O. Box 265, Ellsworth, MI 49729
(231) 588-7411 | <https://villageofellsworthmi.com> | Email: office@villageofellsworth.com

Application for Site Plan Review

1. Applicant & Owner Information

Applicant/Authorized Agent's Name: _____

Is the applicant the owner of the property? Yes No

Applicant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail Address: _____

Property Owner's Name (if different from the applicant): _____

Property Owner's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail Address: _____

2. Existing Property Information

Parcel Number: _____

Address: _____ Zip Code: _____

Existing Use(s): _____

Current Zoning District(s): _____

3. Site Plan Information Required

Please attach a copy of the proposed site plan, which shall include and illustrate at a minimum the following information, unless waived as inapplicable to the site under consideration.

<i>Check to indicate item is provided on site plan</i>	<i>Site Plan Information Required</i>
	A scale drawing of the site and proposed development thereon, including the date, name and address of the preparer, north arrow, and scale (scale shall be at least one (1) inch = fifty (5) feet for parcels less than three (3) acres, and not less than one (1) inch = one hundred (100) feet or parcels three (3) acres or more.
	The boundaries of the property, to include all dimensions and legal description.
	The location and width of all abutting right-of-ways.

<i>Check to indicate item is provided on site plan</i>	<i>Site Plan Information Required (Continued)</i>
	The location and width of all abutting right-of-ways.
	The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.
	The location of all existing and proposed structures and uses on the site, including proposed drives, walkways, signs, exterior lighting, parking (showing the dimensions of a typical parking area) loading and unloading areas, common use areas and recreational areas and facilities.
	The location and identification of all existing structures within a two hundred (200) foot radius of the site.
	The location and description of the environmental characteristics of the site prior to development such a topography, soils, vegetative cover, mature specimen trees, drainage, streams, wetlands, shorelands or any other unusual environmental features.
	Natural features that will be retained, removed, and/or modified including vegetation, hillsides, drainage, streams, wetlands, shorelands, and wildlife habitat.
	A landscaping plan with all the existing and proposed landscaping, walls and/or fences.
	A grading plan showing the topography of the existing and finished site shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.
	A stormwater management plan showing all existing above and below grade drainage facilities, and proposed plans incorporating low impact development water quality technologies and other best management practices.
	Location, type and size of all above and below grade utilities.
	Type, direction, and intensity of outside lighting shown on a photometric plan in compliance with exterior lighting standards.
	Location of any cross access management easements, if required.
	Location of pedestrian and non-motorized facilities, if required.
	Plans to control soil erosion and sedimentation, including during construction.
	The number of units proposed, by type, including a typical floor plan for each unit, dimensions, and area in square feet.
	Elevations for all building facades.
	Phasing of the project, including ultimate development proposals.
	The name and address of the property owner.
	Name(s) and address(es) or person(s) responsible for preparation of site plan drawings and supporting documentation.
	Sealed/stamped drawings from a licensed architect, engineer, or landscaped architect.

All site plan drawings shall be submitted on sheet twenty-four (24) inches by thirty six (36) inches and in digital PDF format.

All required materials shall be presented to the Zoning Administrator's office by the petitioner or property owner or their designed agent at least ten (10) days prior to the Planning Commission meeting were the site plan will be considered. The Zoning Administrator shall cause the submitted application to be placed on the agenda of the next regular Planning Commission meeting.

4. Written Narrative/Submissions

In addition to the site plan, the applicant shall attach written narratives along with the application, unless waived as inapplicable to the site under consideration.

<i>Check to indicate item is provided on site plan</i>	<i>Written Narrative/Submissions Requirements</i>
	Description of the uses and other human-made facilities.
	The location and description of the environmental characteristics of the site prior to development such a topography, soils, vegetative cover, mature specimen trees, drainage, streams, wetlands, shorelands, or any other unusual environmental features.
	The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate areas of change.
	A stormwater management plan showing all existing above and below grade drainage facilities, and proposed plans incorporating low impact development water quality technologies and other best management practices.
	An indication of how the proposed use conforms to existing and potential development patterns and any adverse effects.
	The method to be used to control any increase in effluent discharge to the air or any increase in noise, level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.
	Plans to control soil erosion and sedimentation, including during construction.
	Permit or approval from the Department of Public Works indicating the method to be used to serve the development with municipal water.
	The number of people to be housed, employed, visitors or patrons, anticipated vehicular and pedestrian traffic counts, and hours of operation.
	General description of deed restrictions and/or cross access management easements, if any or required.

5. Affidavit

The undersigned affirms that he/she is the _____ involved in this petition and that the foregoing answers, statements and information are in all respects true and, to the best of his/her knowledge, correct. By making this application, the undersigned grants all officials, staff and consultants of East Bay Township access to the subject property as required and appropriate to assess site conditions in support of a determination as to the suitability of the proposed project and/or current or future Sign Permit and Zoning Ordinance compliance.

Signature

Date