

# CITY OF OTSEGO

117 EAST ORLEANS STREET, • OTSEGO, MI 49078  
PHONE (269) 694-6146 • FAX (269) 692-2643

## APPLICATION FOR SITE PLAN REVIEW

### 1. Name Of Applicant:

Address: \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: (hm.) \_\_\_\_\_ (off) \_\_\_\_\_  
Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 2. Property Owner or authorized agent (if other than the applicant):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*NOTES: The above signature certifies a formal request and an authorization by an individual having a legal interest in the subject property and the authorization of review activities by the City of Otsego. It further authorizes public notification of the request and authorizes City officials and its designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of approval of the application and, during and upon completion of any construction or other activity governed by the City and pertaining to this application.*

*I understand that I am required to create an escrow account with the City of Otsego in the amount of \$1000.00, and I will adhere to the escrow requirements as stated in the City of Otsego's Resolution 2004-01 (attached). The escrow amount may be reduced by the City Manager for minor reviews.*

For Official Use Only

Rec'd. by Zoning Administrator: \_\_\_\_\_

Escrow Amount Paid: \_\_\_\_\_

Applicable Section of Zoning Ordinance under which the requested use is classified.  
\_\_\_\_\_

Variations needed? \_\_\_\_\_

### PLANNING COMMISSION RECOMMENDATION

Approval/Denial Date \_\_\_\_\_

Conditions of approval or reasons for denial:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CITY COMMISSION ACTION

Approval/Denied Date \_\_\_\_\_

Conditions of approval or reasons for denial:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Street address (approximate if an official address has not been assigned) of property and permanent parcel number(s) (This twelve digit number is on the property tax bill or may be obtained from the assessor):  
\_\_\_\_\_

4. Current Zoning of the property: \_\_\_\_\_

5. Describe the proposed use and its associated activities:  
\_\_\_\_\_  
\_\_\_\_\_

6. Legal description and (Attach a separate page if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

7. Attach a site plan (scaled drawing or drawings, see reverse side) (Ref. Sec. 4.6): Unless specifically exempted by the Zoning administrator the application will not be accepted unless the site plan contains all information referenced in the attached list.

City of Otsego

Site Plan Content Checklist

**(Ref. Sec. 4.6 of Otsego Zoning Ordinance)**

<b>Accompanying information</b> The following information must be attached to or incorporated on all plans submitted for review:	
<input type="checkbox"/>	A legal description of the property under consideration
<input type="checkbox"/>	A map indicating the gross land area of the development.
<input type="checkbox"/>	The present zoning classification
<input type="checkbox"/>	The zoning classification and land use of the surrounding properties.
<input type="checkbox"/>	The names and addresses of the architect, planner, designer, or engineer responsible for the preparation of the site plan.
<input type="checkbox"/>	Elevations of proposed buildings, drawings or exterior sketches.
<b>Information to be on plan.</b> The following information must be included on the site plan:	
<input type="checkbox"/>	A scale of not less than 1" = 20', if the property is less than three (3) acres, 1" = 100', if it is three (3) acres or more.
<input type="checkbox"/>	Date, north point and scale.
<input type="checkbox"/>	The dimensions of all lot and property lines.
<input type="checkbox"/>	Existing structures and driveway openings on properties within 100 feet (including opposing drives).
<input type="checkbox"/>	The location of each proposed structure.
<input type="checkbox"/>	Proposed building height and the number of stories. Building areas and square footage.
<input type="checkbox"/>	Proposed Signage.
<input type="checkbox"/>	Setback distances between structures and lot lines.
<input type="checkbox"/>	Location and dimensions of vehicular entrances and loading points.
<input type="checkbox"/>	Current and proposed drives and parking areas, the number of parking and loading spaces.
<input type="checkbox"/>	All pedestrian walks, malls and open areas.
<input type="checkbox"/>	Location and height of all walls, fences.
<input type="checkbox"/>	Grading plan.
<input type="checkbox"/>	The location and right-of-way widths of all abutting streets.
<input type="checkbox"/>	Types of surfacing, such as paving, turf or gravel.
<input type="checkbox"/>	Landscaping plan
<input type="checkbox"/>	A storm drainage plan.
<input type="checkbox"/>	Size and location of proposed sewer and water lines and connections.
<input type="checkbox"/>	The number of proposed units (for multiple-family developments).
<input type="checkbox"/>	Wetlands, shorelines, streams, wood lots, existing trees and vegetation.
<input type="checkbox"/>	Site lighting including the location, height and orientation of light fixtures.