

**CITY OF NEWAYGO**  
**Application for Site Plan Approval**

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Fee: \$200.00

1. **Applicant Information:** (if not individual, list business) **Owner Information:** (if different from applicant)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

2. Address of Property Involved: \_\_\_\_\_

3. Property Tax Id Number: \_\_\_\_\_ 4. Zoning District: \_\_\_\_\_

5. Lot width: \_\_\_\_\_ 6. Lot Area: \_\_\_\_\_

7. Current property use: \_\_\_\_\_

8. Current building size: \_\_\_\_\_

9. Proposed use: \_\_\_\_\_

10. Proposed building size: \_\_\_\_\_

11. Zoning district setback(s): (Complete "Actual" lines)

One side yard from property line	Min. Required _____ ft.	Actual _____ ft.
Second side yard from property line	Min. Required _____ ft.	Actual _____ ft.
Front yard from road right-of-way	Min. Required _____ ft.	Actual _____ ft.
Rear yard from property line	Min. Required _____ ft.	Actual _____ ft.

**12. Attach site plan, floor plan and business narrative.** If new construction, also attach building elevations, storm water drainage plan, utilities plan, and other items as required in chapter 22 of City's zoning ordinance. Other items such as pictures, brochures, etc. may be helpful. **IT IS HIGHLY RECOMMENDED THAT THE APPLICANT SUBMIT A CONCEPTUAL/DRAFT SITEPLAN FOR REVIEW PRIOR TO FORMAL APPLICATION AND TO MEET WITH APPROPRIATE CITY STAFF TO RECEIVE FEEDBACK ON DESIGN.**

13. I/we do hereby swear that the above information is true and correct to the best of my/our knowledge and agree to comply with all ordinances and regulations of the City of Newaygo, Newaygo County, MI and of any other agencies or governmental units which may be involved.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Applicant Date

**PLANNING COMMISSION REVIEW**

A. Compliance with site plan requirements (Zoning Ordinance, Section 22.04) \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, list the areas, by reference number, that do not comply: \_\_\_\_\_

B. Compliance with review standards:

Landscape Preservation	_____ Yes	_____ No	Utility service	_____ Yes	_____ No
Relation of buildings to environment	_____ Yes	_____ No	Advertising features	_____ Yes	_____ No
Drives, parking & circulation	_____ Yes	_____ No	Special features	_____ Yes	_____ No
Surface water drainage	_____ Yes	_____ No			

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**PLANNING COMMISSION ACTION**

Date of Meeting: \_\_\_\_\_

The attached site plan is hereby:

( ) Approved      Reasons/Conditions: \_\_\_\_\_

( ) Denied      Reasons: \_\_\_\_\_

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

\_\_\_\_\_  
Planning Commission Secretary, City of Newaygo

\_\_\_\_\_  
Zoning Administrator, City of Newaygo

Note: This form is for zoning approval only. Construction permits (i.e. permits for building, electrical, plumbing, mechanical, etc.) must be applied for separately. To apply or ask questions on construction permits call North Country Inspection Services at 231-224-3960 or email to ncis\_LLC@live.com

Copy Distribution:      Original – Property File      Copy – Applicant, City Assessor, Electronic File