

# CITY OF NEWAYGO

## Application for Site Plan & Special Land Use Approval

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Fee: \$400.00

**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. Reason requiring special use: \_\_\_\_\_

**12. 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.

**13. Attach site plans, 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 SITE PLAN FOR REVIEW PRIOR TO FORMAL APPLICATION AND TO MEET WITH APPROPRIATE CITY STAFF TO RECEIVE FEEDBACK ON DESIGN.**

**14. 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 Sec. 21.03 of the zoning ordinance and 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 special use and attached site plan are recommended for:

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

( ) Denial Reasons: \_\_\_\_\_

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

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

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

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**CITY COUNCIL ACTION**

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

The special use and attached site plan are hereby:

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

( ) Denied Reasons: \_\_\_\_\_

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

\_\_\_\_\_  
City Clerk, City of Newaygo

\_\_\_\_\_  
Mayor, 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

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