



CITY OF EAST GRAND RAPIDS
 750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

Zoning Review Application

Project Name _____
 Property Address _____
 Permanent Parcel No. _____
 Zoning District _____
 Current Property Use _____

Type of Request (Check)	Fee
<input type="checkbox"/> Site Plan Review (Sketch Plan)	\$200
<input type="checkbox"/> Site Plan Review (Complete)	\$500
<input type="checkbox"/> Amendment or Rezoning Application	\$800
<input type="checkbox"/> Special Use Permit	\$500
<input type="checkbox"/> Planned Unit Development	\$1,000

Escrow fees are also required.
 (\$1,000 initial deposit.)

Project Description _____

(Attach separate sheet if necessary.)

Contact Information (Please provide email addresses.)

	Company	Address	Contact Person	Daytime Phone
Applicant				
Owner				
Developer				
Designer				

See the back of this form for items that must be attached to this application at the time of submission.

 Property Owner Signature

 Applicant Signature (if different)

 Date

 Date

Submittal Requirements for Site Plan Review (Article 10)

Each sketch plan or site plan shall contain the following information, as applicable, unless waived by the Director of Public Works as unnecessary or not applicable to the proposed project. Incomplete plans will be returned to the applicant without further processing:

Required Information	Sketch Plan	Site Plan
General Information		
Date, north arrow, and scale	X	X
Name and firm address of the professional individual responsible for preparing site plan	X	X
Name and address of the property owner or petitioner	X	X
Location sketch showing site, adjacent streets and properties within 500 feet	X	X
Legal description of the subject property		X
Size of subject property in acres (square feet, if less than one acre)	X	X
Boundary survey		X
Preparer's professional seal		X
Existing Conditions		
Existing zoning classification of subject property	X	X
Property lines and required setbacks (dimensioned)	X	X
Location, width and purpose of all existing easements	X	X
Location and dimension of all existing structures on the subject property	X	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X	X
Abutting street right-of-way width		X
Location of all existing structures, driveways, and parking areas within 300 feet of the subject property's boundary		X
Existing water bodies (lakes, rivers, creeks, wetlands, etc.)	X	X
Existing landscaping and vegetation on the subject property	X	X
Size and location of existing utilities		X
Location of all existing surface water drainage facilities		X
Proposed Development		
Location and dimensions of all proposed buildings	X	X
Driveways, interior streets and parking areas (including number of parking spaces required and proposed)	X	
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs (location, number and size), exterior lighting (location and type of fixture), curbing, parking areas (including dimensions of a typical parking space and the total number of spaces required and to be provided), and unloading areas		X
Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use		X
Flood plain areas and basement and finished floor elevations of all Buildings		X
Landscape plan (showing location of proposed materials, size and type)		X
Layout and typical dimensions of proposed parcels and lots		X
Number of proposed dwelling units (by type), including typical floor plans for each type of unit		X
Number and location (by code, if necessary) of efficiency and one or more bedroom units		X
All deed restrictions or covenants		X
Brief narrative description of the project including proposed use, existing floor area (square feet), size of proposed expansion (square feet), and any change in the number of parking spaces	X	X
Engineering		
Proposed method of handling sanitary sewage and providing potable water	X	
Location and size of proposed utilities, including connections to public sewer and water supply systems		X
Location and spacing of fire hydrants		X
Location and type of all proposed surface water drainage facilities		X
Grading plan at no more than five foot contour intervals		X
Proposed streets (including pavement width, materials, and easement or right-of-way dimensions)		X
Building Details		
Description of building materials	X	X
Typical elevation views of all sides of each building type		X
Gross and net floor area		X
Elevation views of building additions	X	X
Building height	X	X
Additional Information		
Any other information required by the Director of Public Works, Planning Commission or City Commission to demonstrate compliance with other applicable provisions of this ordinance	X	X

This list is provided as a summary of ordinance requirements, and additional information may be required in some cases. Please see the appropriate section of the City's zoning ordinance for complete details of all the above.

Other Submittal Requirements:

- Amendments or Rezoning – Article 13
- Special Use Permit – Article 11
- Planned Unit Development – Article 6