

City of Harbor Springs

160 Zoll Street * Post Office Box 678
Harbor Springs, Michigan 49740-0678
Phone: (231) 526-2104 Fax: (231) 526-6865
www.cityofharborsprings.com

Planning Commission Application

Fee schedule on attached page

Date Received: _____ **Fee Paid:** _____ **Application #** _____

Site Plan Only

Special Land Use

Other

Per the Harbor Springs City Code, as amended, a Site Plan and other pertinent data are required for review by the City Planning Commission before a zoning permit can be issued. Thirteen (13) copies of this form, together with the same number of site plans, and any other submission, must be filed with the City Manager, together with the appropriate fee, prior to consideration. The Site Plan must satisfy all of the Code requirements. See Section 50.2000 of the Code for the Site Plan submission requirements and Section 50.2100 for additional Special Land Use requirements. Supplemental verbal statements, amended or corrected copies, or other additional information may or may not be accepted at the discretion of the Commission. A substantial change from an original submission will require the applicant to re-apply with the required documents and fees.

Applicant's name _____ Contact name (if different) _____

Contact address _____

Contact phone _____ FAX _____ E-mail _____

Name of proposed development _____

Proposed use of property _____

Common description and address of subject property _____

A complete legal description of the subject property must be attached or made part of the Site Plan.

Property size:

Width _____ Length _____ Size in SF _____ in Acres _____

Existing zoning district _____ Zoning of adjacent property _____

If the applicant is not the legal owner of the property, please describe in the space below the basis for submittal (e.g. Attorney for the Applicant, Site Planner, Architect, Option Purchaser, ect.)

Note: This application will be submitted to the Planning Commission for consideration at one of its regular meetings. (See the annual meeting schedule.) All site plans must be submitted prior to the published deadlines on file at City Hall. The applicant or a representative must attend that meeting. Approval of an application by the Planning Commission will satisfy the requirements of the City Code for issuance of a zoning permit (assuming all conditions are met), but shall not exempt an applicant from compliance with all other City Code requirements.

Signature of applicant or authorized representative

Signature of owner (if other than applicant)

Planning Commission Fee Schedule

Site Plan Review	
Commercial, Institutional or Multi-family	\$450.00
Condominium or Plat	\$1,200.00
Building Plan Change Request (non-residential)	\$250.00
Special Land Use Permit	\$750.00
Special Land Use Permit (Cluster)	\$1,200.00
Overlay District Permit	\$2,500.00
Planned Unit Development (PUD)	\$1,200.00

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PLANNING COMMISSION Site Plan and Special Land Use Application Procedures

1. Submit thirteen (13) copies of the application and site plan (folded, not in rolls) to the City Manager's office at City Hall along with the corresponding fee. Whenever possible, an electronic copy of the site plan (in PDF format) is to be provided by e-mail to the City Manager at: citymanager@cityofharborsprings.com.
2. You will be notified when to appear before the Planning Commission, which will normally be the next regularly scheduled meeting. (Planning Commission generally meets the third Thursday of each month.)

The Planning Commission will review the application and site plan and may approve, approve with conditions or changes, reject, or table the application.

- Upon determination by the Planning Commission that the application and site plan are in compliance with the City Code, as amended, other appropriate regulation, it will be so indicated on the site plan and one copy will be retained by the City and one will be sent to the Emmet County Building Department. The applicant must follow the approved plan.
 - Upon determination by the Planning Commission that the application and site plan are approved with conditions, the City Manager will so indicate on the plan UPON COMPLETION OF THE CONDITIONS.
 - Upon determination by the Planning Commission that the application and site plan are rejected, the applicant may re-apply by submitting a new application and site plan. The original plan shall be indicated as "REJECTED".
3. The City of Harbor Springs reserves the right to request additional or revised copies of the site plan.
 4. For Special Land Use applications, the Commission will review the Code standards and act on said standards simultaneously with the Site Plan review. See Section 50.2100 of the City Code for said standards.
 5. For Special Land Use application, the applicant must submit a written response addressing the (7) standards as found in Section 50.2100 of the Code, and in the case of a Special Land Use Cluster Zoning application, the applicant must additionally submit a written response to the five (5) standards addressed in Section 50.2101.

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PLANNING COMMISSION APPLICATION CHECKLIST

Plans and Drawings

- Adequate copies (including electronic copy in PDF format where possible)
- Prints sealed by a registered architect or engineer
- Complete legal description
- Site zoning and adjacent zoning on plans and application
- Proposed address
- Date, scale and northpoint
- Topography shown
- General location map
- Trees and shrubs existing and proposed
- Trees to be removed
- Density calculations (where applicable)
- Gross and net acreage (where applicable)
- Existing buildings and improvements within 100' (IDENTIFY BUILDINGS)
- Units by type of buildings (where applicable)
- Sidewalks and interior walks
- Complete floor plans
- Building elevations (ALL SIDES, and indicate building height)
- Type and design of exterior surface materials
- Fire hydrant locations (where applicable)
- Exterior lighting locations and types
- Carport and garage locations (where applicable)
- Trash container locations and screening methods proposed
- Transformer pad location(s)
- All yard dimensions and setbacks
- All building dimensions
- Parking space and driveway location (and dimensions) and calculations
- Indicate type of hard surface proposed
- Landscape and screening plans (where applicable)
- Community building details (where applicable)
- Swimming pool fencing (where applicable)
- Utility plans
- Storm water and surface drainage plans
- Loading zones (where applicable)
- Total floor area
- Lot coverage calculation
- Fire lanes (where applicable)
- Large equipment data

Written Submissions

- Application form
- Special land use response (where applicable)
- Cluster zoning response (where applicable)

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Planning Commission Applicants' Communication with Planning Commission Members

All persons or authorized representatives with pending applications before the Planning Commission are advised that individual contact with members of the Planning Commission is strongly discouraged and may be viewed as undesirable by the Commission members.

This type of "ex parte" contact with a Commission member on a pending matter could also be viewed as exerting undue influence.

While Commission members may have questions about the pending application, those questions should be asked and answered at the public meeting in front of ALL of the Commission members. It is important that the application, along with any drawings or other submittals, be completed as required, and be clear and concise, so that Commission members can adequately review the application prior to the meeting.

An applicant is welcome to send written correspondence to members of the Commission and the City Manager, explaining the application and submittals. Such correspondence, along with the presentation at the public meeting, is the proper method of communication.

Please remember that the Planning Commission members are unpaid volunteers. The personal time commitment they make is already substantial, and it is not fair to the Commission members to be approached at home or work on an individual basis.