

PROCEDURES FOR ZBA 009 – SITE PLAN REVIEW

This form is required by the zoning ordinance for: Private streets in PUD developments/New construction on empty lot/Razing of old building and replacing it with new structure/Change of use of current building in business district – i.e. residential to business use

All site plans must follow the current Zoning Ordinance

A. Submit a site plan review request to the Village Clerk – include the following:

- Required fee
- Location of property involved in request
- Name and address of applicant
- Present zoning of property
- Statement of request

Attach the following items to the request form:

- Legal description of property
- Current survey of property
- Black line or Blue Print drawing to scale as prescribed in the current Zoning Ordinance. The scale drawing must include - property lines; all existing and new buildings/fixtures; exact distances between all of the following: existing buildings/fixtures, new buildings/fixtures, property lines, any of the previously stated buildings/fixtures, and any other named items in article 22.02c

B. The request will be given to the Zoning Administrator and the Planning Commission

C. At the next scheduled meeting, the Planning Commission will:

- 1) PUD applications only - set a public hearing
Usually scheduled for the next month's Planning meeting – this allows for the notifications sent to the neighboring residents and a notice to be published in the paper
- 2) Non PUD Applications - review at the next Planning Commission meeting: a) approve plans as presented, b) approve plans with conditions, or c) deny application and send back to property owner for changes and resubmission.
(Planning meets once a month on the first Tuesday of the month)

D. Property owner submitting request should attend the Planning Commission meeting and/or public hearing to answer any questions asked.

E. Approved request (with or without stipulations)

- Take approved request to Barry County for required building permits
- PCI (Professional Code Inspections of MI)
- 109 S Church St
- Hastings, MI
- 269-948-4088

F. Denied request

1. drop request
2. reapply to Zoning Administrator (with any revisions needed)

ZBA009

VILLAGE OF NASHVILLE

SITE PLAN REVIEW

Requires Public Hearing by the Planning Commission

(Required for: Private streets in PUD developments/New construction on empty lot/Razing of old building and replacing it with new structure/Change of use of current building in business district – ie residential to business use)

Cost of permit - \$200 (PUD applications - paid____ Date _____

\$30 (Non-PUD applications – paid _____

I. Location of property: _____

Name of applicant: _____ Telephone # _____

Address of applicant: _____

Present zoning classification: AG___ RA___ RB___ RC___ RD___ CBD___ GB___ I___ PUD___

II. Applicant’s request: _____

III. Please attach a copy of the following:

Legal description of property

Current survey of property

Black line or Blue Print drawing to scale as prescribed in the current Zoning Ordinance

Article 22.03a - Every application for a Site Plan Review shall be accompanied by 10 copies of the plans, drawn to scale in black line or blueprint, and shall include all information required in Article 23.02c. One copy of such plans shall be returned to the owner when such plans shall have been approved by the Zoning Administrator and the Planning Commission together with the Zoning Permit as needed.

All site plans must follow the current Zoning Ordinance

Applicant must complete parts I, II and III.

Public Hearing requirements as follows (for PUD Applications Only) Public Hearing Date _____

Notice in paper placed on _____ Letter sent to residents within 300’ on _____

IV. Action by Planning Commission: Approved _____ Denied _____

Denial based on the following provisions of Zoning Ordinance: _____

Approval stipulation (Zoning Administrator should indicate any requirements stipulated by the Planning Commission for approval of this site plan)

Signature of Zoning Administrator _____

Date _____

NOTE – filling this application implies that the property owner is giving permission for the Planning Commission members to visit, walk on or around the property either individually or as a group, to investigate the application request when/if needed.

Office use only - attach the following to the completed filing of this form: Minutes of Planning Commission – setting the Public Hearing / Holding the Public Hearing / final approval or denial; Copies of Ad placed in the paper / Letter sent to residents within 300’ of site plan and list of those residents receiving letters

The Village of Nashville is an equal opportunity provider.