



Village of Bellaire
202 N. Bridge St., P.O. Box 557
Bellaire, MI 49615

Phone: (231) 533-8213 www.bellairemichigan.com

Fax: (231) 533-4183

Site Plan Review Application and Checklist

Also Required for all Special Approvals and Planned Unit Development

Property Address: _____ Zoning District: _____
 _____ Applicant: _____
 Property Number: _____ Applicant Address: _____
 Property Owner: _____
 Property Owner Address: _____ Phone: _____
 _____ Email: _____

Fee Paid: \$ _____ Date Rec'd: _____ Rec'd by: _____
 Case # _____ Inspection Date: _____
 Approved: _____ Denied: _____ Permit #: _____ Date issued: _____

Proposal Type / District: (circle all that apply)

- | | |
|-------------------------------------------------------|-------------------------------------|
| A. Multi-family Residential (one structure) | F. Manufacturing Structure / Use |
| B. Multi-family Residential (more than one structure) | G. Planned Unit Development |
| C. Mobile Home Park | H. Uses Subject to Special Approval |
| D. Non-residential Use in any Residential District | I. Change of Use |
| E. Commercial Structure / Use | J. Other: _____ |

Permitted or Special Approval Use

Is this use allowed as a permitted use in the zoning district where proposed?	Yes	No
Is this use allowed as a use subject to special approval in the zoning district where proposed?	Yes	No

List adjacent parcels under same Ownership: _____

Note: Three (3) copies of site plan showing required data, a completed checklist and associated documentation must be submitted for preliminary review for completeness; and ultimately with up to 12 complete copies may be required (per Section 6.04).

NOTE: Property lines & locations of proposed uses must be marked on the ground before a permit will be issued. Applicant must notify the Zoning Administrator when the property is marked and ready for inspection.

Site Plan - Required Data Checklist (Check if provided; or NA if not applicable and why)

Required Data Description	Applicant	Office Use	Notes
Contact Information for Applicant and Owner (if different)			
General Information Vicinity sketch showing site relationship to surrounding streets and land uses within 300'			
PROJECT DESCRIPTION			<i>Basic project description can NOT be waived</i>
Description of proposed uses of structures and land			
Number of dwelling units, sleeping rooms, occupants, employees (by shift), other users			
Number of square feet, total usable floor area			
Location, quantity and type of recreation and open space			
Outdoor gatherings – description and anticipated participant levels			
Property Information			
Location, shape, area, dimensions			Readable scale drawing
Property survey (including dimensions) and legal description, prepared and sealed by a professional surveyor			<i>Only the survey can be waived or modified</i>
Yard, open space, parking lot and space dimensions, number of parking spaces, and loading areas			
STREETS, DRIVEWAYS AND EASEMENTS			
Driveways, parking and vehicle stacking areas when required			
Drainage – county drains and site drainage			
Easements and deed restrictions for existing public or private rights-of-way			<i>Can NOT be waived</i>
Proposed streets and alleys			
Proposed traffic control measures			
UTILITIES			
Location of all utilities			
Location of any well, septic system, drain field, and/or temporary sanitary facilities			
Storm drainage and storm water management plan, including drains, dry wells, catch basins, retention/detention areas, point of discharge for drain			
Lighting – location, area of illumination, fixture type and shielding			
NATURAL RESOURCES AND FEATURES			
Natural features – such as: woodlands, floodplains, lakes, streams, steep slopes (18 percent), sensitive areas, wetlands			
Creeks, streams, lakes, ponds and wetland areas within 1,500 feet of property			

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Required Data Description <i>(cont'd)</i>	Applicant	Office Use	Notes
MISCELLANEOUS			
Landscaping plan – location of plants to be preserved, proposed plantings, screening, fences and lighting			
Storage location, specifications and containment systems for chemicals, salts, or flammable materials, or hazardous materials			
Structure Information <i>(existing and proposed)</i>			
Location, dimensions, height, bulk			
Proposed structure use			
Location and size of any waterfront structures and docks			
Existing man-made features – indicate which are to be retained, removed or altered.			
Accessory structures including fences and sheds— size, location and use			
Trash receptacles – size, location and screening			
Signs – type, size and location			
ADDITIONAL INFORMATION			
Fire and safety preplan coordinated with Fire Chief			<i>Can NOT be waived</i>
List of all other federal, state, and local permits and current status of required approvals			<i>Can NOT be waived</i>
Expected project completion schedule			<i>Can NOT be waived</i>
Other information deemed necessary by PC to determine compliance with this Ordinance			<i>Can NOT be waived</i>

AFFIDAVIT:

I agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Village of Bellaire Zoning Ordinance will be complied with. Further, I agree to notify the Zoning Administrator of the Village of Bellaire for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of the Village of Bellaire, Antrim County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Further, I hereby certify that the property owner authorizes the proposed work, and that I have been empowered by the owner to make this application as his/her selected agent. Finally, I understand this is a zoning permit application (not a permit) and that a land use permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Signed: _____ Date: _____

When completed, send to:
 Zoning Administrator
 Village of Bellaire
 PO Box 557
 Bellaire, MI 49615