

SENSITIVE AREAS OVERLAY PERMIT APPLICATION

City of Grand Haven, 11 N. Sixth Street, Grand Haven, MI 49417

Phone: (616) 847-3490 Website: www.grandhaven.org

1. Project Information

Address/location of property: _____
Name of Development: _____ Parcel #: _____
Current Use: _____ Proposed Use: _____
Area in Acres: _____ Zoning District: _____
Zoning of adjacent properties: _____

2. Contractor

Name: _____
Company: _____
Address #: _____

Phone #: _____
Fax #: _____
Email: _____

3. Property Owner

Name: _____
Address: _____

Phone #: _____
Fax #: _____
Email: _____

4. Single-Family Dwelling Projects: Administrative Review

- 2 copies of site plan
- 1 copy of the application (pg. 1 & 2 only)
- 1 copy of narrative (see page 3)
- Building elevations
- Landscape plan
- Existing topographic map
- Proposed topographic map
- Project phasing plan (if applicable)
- Required fee (\$50)

5. All Other Projects: Planning Commission Review *(see additional info on page 4)*

- 12 copies of site plan
- 12 copies of the application
- 12 copies of narrative (see page 3)
- Existing topographic map
- Proposed topographic map
- Building Elevations
- Landscape plan
- Project phasing plan (if applicable)
- Signage plan and details
- Required fee (\$150)

6. Details of the Nature of Work Proposed *(please identify materials and colors to be used)*



By signing below, permission is granted for city staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the City of Grand Haven Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Print Name: _____

Office Use Only

Administrative Review: _____ Planning Commission Review: _____

Permit #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Approved by: _____



SENSITIVE AREAS OVERLAY DISTRICT NARRATIVE

See Section 40-422 of the Zoning Ordinance for a complete set of regulations.

M. The proposed use, expansion or improvement will not unacceptably impact the Sensitive Area or surrounding property or uses. In determining such issues, staff (if subject to staff review) or the Planning Commission (if subject to planning commission review) shall, at a minimum and not by limitation, consider at least the following factors:

1. Traffic generation and traffic flows, including any hazardous conditions:

2. Noise generation:

3. The effects of vehicles and paved driveways on the premises including, without limitation, the effects of exhaust, run-off, snow removal, noise, etc. resulting from the presence and use of vehicles and paved driveways as they relate to the Sensitive Area and the vegetation or animal life thereon:

4. Lot coverage: _____

5. Impacts upon wildlife and native plant species habitat:

6. Landscaping:

7. Compatibility with other uses and zoning in the vicinity:

8. Compatibility with neighboring properties:

9. The use of any herbicides, insecticides, other pesticides or hazardous substances on the site, including, without limitation, the effects of any run-off:

10. Native vegetation removal:

11. Any mitigation of any effects upon the sensitive area:

12. Long-term shoreline erosion estimates:

13. Other factors deemed by the Planning Commission to be important in the protection of the Sensitive Area.



**THIS PAGE IS FOR REFERENCE ONLY
AND SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION**

PLANNING COMMISSION REVIEW PROCESS

See Section 40-422.04 and 40-115 of the Zoning Ordinance for a complete list of regulations.

For all projects other than those related to a single-family dwelling, the project is subject to Planning Commission review. Below is a list of filing deadlines and associated meeting dates. The applicant will be notified of the date, time and place of the meeting on the application not less than three (3) days prior to such date.

Following receipt of a complete application and supporting documentation, the Zoning Administrator and City Plan Review Team (Building Official, Public Works Director, Fire Marshall, and others) will review the plans and provide feedback to the applicant in advance of the Planning Commission meeting. The applicant will have an opportunity to revise their plans in advance of the Planning Commission meeting.

Please note that the Sensitive Areas Overlay Review is in addition to any site plan, special use, or permitting process that may be required to complete your project.

Filing deadline

December 13, 2017
January 17, 2018
February 14, 2018
March 14, 2018
April 18, 2018
May 16, 2018
June 13, 2018
July 18, 2018
August 15, 2018
September 12, 2018
October 17, 2018
November 14, 2018
December 12, 2018

Meeting Date

January 9, 2018
February 13, 2018
March 13, 2018
April 10, 2018
May 15, 2018 (*note special date*)
June 12, 2018
July 10, 2018
August 14, 2018
September 11, 2018
October 9, 2018
November 13, 2018
December 11, 2018
January 8, 2019

