



**CITY OF BIG RAPIDS  
SITE PLAN REVIEW APPLICATION**

**APPLICANT NAME:** \_\_\_\_\_

**APPLICANT ADDRESS:** \_\_\_\_\_

**APPLICANT PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**PROJECT ADDRESS/LOCATION:** \_\_\_\_\_

**SUBJECT PROPERTY OWNER:** \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY** (attach separate sheet)

**SUBJECT PROPERTY ZONING:** \_\_\_\_\_ **SITE SIZE (ACRES):** \_\_\_\_\_

**LIST ALL REQUIRED STATE AND FEDERAL PERMITS ON SEPARATE SHEET**

In compliance with Section 9.4 of the City of Big Rapids Zoning Ordinance, twelve copies of a complete proposed site plan must be submitted to the Department of Neighborhood Services, a minimum of twenty days prior to the Plan Board hearing date. Failure to submit complete plans, a completed application form and filing fee may result in the site plan review hearing being delayed.

**SITE PLAN INFORMATION REQUIREMENTS**

**TWELVE COPIES** (12) of the proposed site plan, drawn on 24" x 36" paper

**SCALE OF 1" = 20'** for sites up to three acres and **1" = 100'** for sites over three acres

**LEGEND** including north arrow, scale, date of preparation and name, address and telephone number of individual or firm preparing the plan

**SEAL** of professional architect, engineer or surveyor preparing the plan

**LOCATION MAP** indicating relationship of the site to surrounding land use

**LOT LINES** together with dimensions, angles and size correlated with the legal description, which is tied to existing monumentation

**TOPOGRAPHY** of the site in two foot contour intervals

**NATURAL FEATURES** such as wood lots, streams, rivers, lakes, wetlands, unstable soils and similar items

**MAN MADE FEATURES** within 100 feet of the site

**BUILDING SIZE**, height, finish floor and grade line elevations, yard setbacks and square footage. Front, side and rear elevations drawings of proposed structures.

**FLOOR PLAN** of structures showing existing and proposed uses (used to verify gross vs. usable floor areas and principal vs. accessory uses).

**STREETS**, driveways, sidewalks and other vehicle or pedestrian circulation features upon and adjacent to the site shall be shown

**PARKING SPACES**, location, size and number, service lanes, delivery and loading areas

**CROSS SECTIONS** illustrating construction of drives and parking areas

**LANDSCAPING**, together with open spaces, screening, fences, walls and proposed alterations of topography or other natural features.

**SERVICE DEMANDS** from the community to support proposed operations on the site

**EARTH CHANGE** plans required by State law

**SITE LIGHTING** including location, intensity and orientation

**SURFACE WATER DRAINAGE**

**UTILITY LOCATION** and size for sanitary sewer, water, storm sewer, natural gas, electricity, telephone, coaxial cable, fiber optic, etc.

**FIRE LANES**

**OUTDOOR STORAGE**

**TRASH RECEPTACLES**

**HAZARDOUS MATERIAL** storage facilities, including type, quantity, location and secondary containment provisions

**OTHER INFORMATION** as required by the Plan Board

**DIGITAL COPY** submitted in an AutoCAD compatible format

**SITE PLAN REVIEW FEE**

I have read the requirements of submittal and review of a site plan by the City of Big Rapids Plan Board and attest that the provided site plan is complete:

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Applicant Signature

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Date