

**CITY OF COOPERSVILLE**  
**289 DANFORTH STREET**  
**COOPERSVILLE, MI 49404**  
**616-997-9731 PHONE ♦ 616-997-6679 FAX**

**APPLICATION FOR**  
**SITE PLAN & LANDSCAPING PLAN REVIEW**

REFERENCE: SECTIONS 1284.05, 1284.07 AND 1284.10 FROM THE CITY OF COOPERSVILLE CODIFIED ORDINANCES

New - \$350.00\*    Addition/Renovation - \$150.00\*    PUD - \$400.00\*    \*Plus professional costs

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Property address: \_\_\_\_\_

Permanent parcel number: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed use: \_\_\_\_\_

All plans presented to the Planning Commission require fourteen (14) copies of a complete site plan containing all of the information required by Section 1284.05 of the City of Coopersville Zoning Ordinance along with this application form and site plan review fee. The material must be submitted to the Planning Director no less than thirty (30) days prior to the date that the Planning Commission reviews the Site Plan (the third Monday of each month).

The applicant should retain the attached instructions. It is the applicant's responsibility to meet the requirements of the City of Coopersville Zoning Ordinance in all respects. Copies of the Ordinance may be obtained from Coopersville City Hall or [www.cityofcoopersville.com](http://www.cityofcoopersville.com).

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date application was filed: \_\_\_\_\_ Fee amount\*: \_\_\_\_\_ Date paid: \_\_\_\_\_

\_\_\_\_ \$350.00 new\*    \_\_\_\_ \$150.00 addition/renovation\*  
\_\_\_\_ \$400.00 PUD    \_\_\_\_ \*plus any professional fees applicable \$ \_\_\_\_\_

Date of the Planning Commission Meeting: \_\_\_\_\_ Date of Public Hearing: \_\_\_\_\_

Advertised: \_\_\_\_\_ Property Notices Sent: \_\_\_\_\_

Approved \_\_\_\_ Denied \_\_\_\_ To City Council: \_\_\_\_\_

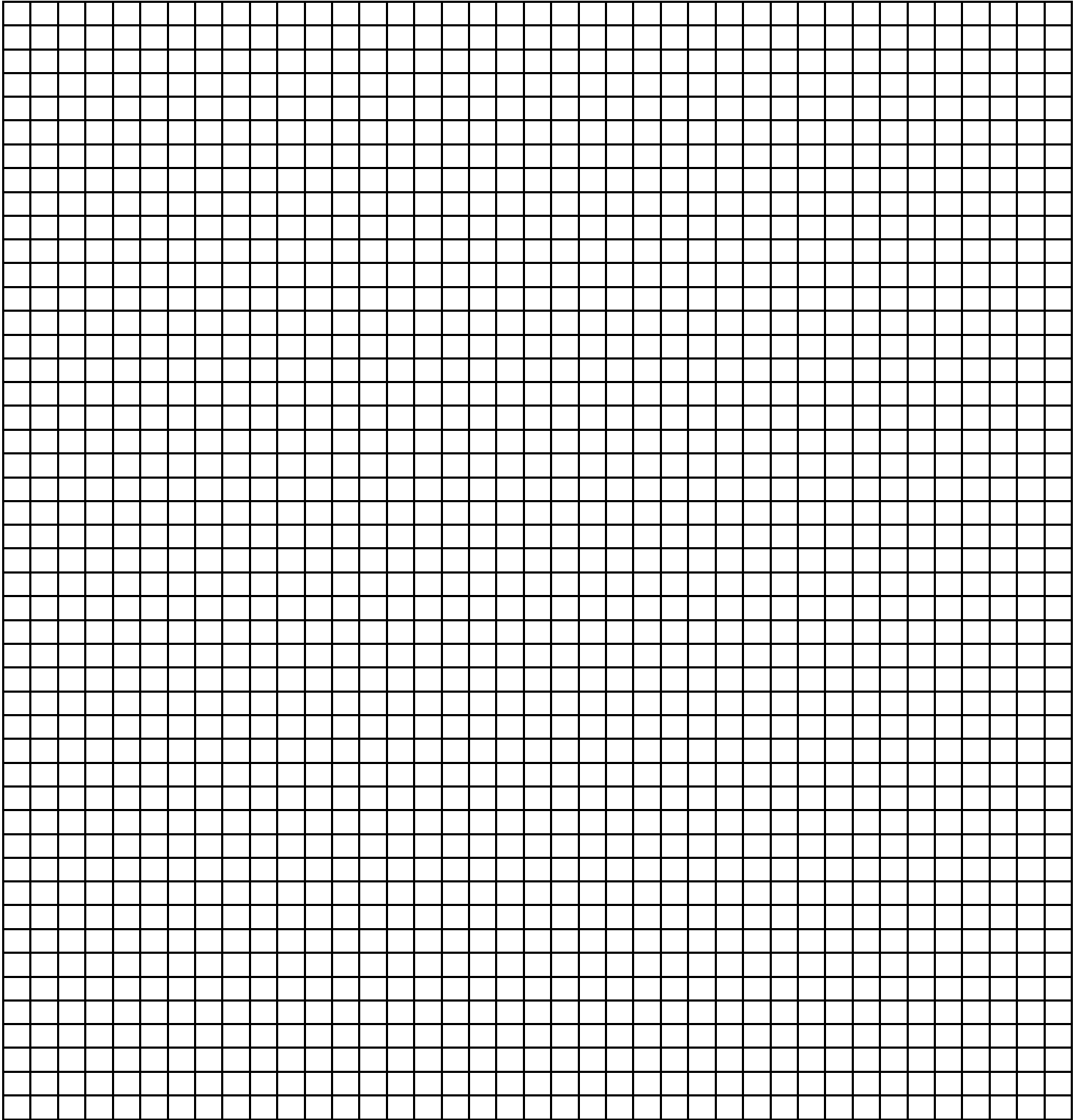
Conditions of approval (if any): \_\_\_\_\_

Planning Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL SITE PLAN REQUIREMENTS  
SECTION 1284.05 CITY OF COOPERSVILLE CODIFIED ORDINANCES**

Each final site plan submitted shall contain the following information, unless specifically waived by the Planning Commission, in whole or in part:

- (a)  The date, north arrow and scale; the scale shall be not more than one inch to 100 feet, although supplementary site plans at a one inch to fifty feet or larger scale are encouraged. (Ord. 195. Passed 4-9-90.)
  - (b)  The name and address of the professional individual responsible for the preparation of the site plan as follows:
    - 1) Site plans for construction of new buildings shall always contain the imprinted seal of the professional individual preparing the plan.
    - 2) Site plans for the construction of additions of 5,000 square feet or more onto existing buildings shall always contain the imprinted seal of the professional individual preparing the plan.
  - (c)  The name and address of the property owner or petitioner, and proof of ownership or option to purchase;
  - (d)  A location sketch drawn to scale; **with elevation drawings of building;**
  - (e)  A legal and common or popular description of the subject property;
  - (f)  The size in acres and square feet of the subject property;
  - (g)  All lot and property lines shown with bearings and dimensions, including building setback lines on corner lots;
  - (h)  The location of all existing structures within 100 feet of the subject property's boundary;
  - (i)  The location and dimensions of all existing and proposed structures on the subject property;
  - (j)  The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, parking areas including total number of parking spaces (show dimensions of a typical parking space), unloading areas, recreation areas, common use areas and areas to be conveyed for public use and purpose;
  - (k)  The location, pavement width and right-of-way width of all abutting roads, streets, alleys or easements; land shall be reserved and shown on the site plan for any major streets proposed on the City of Coopersville Major Thoroughfare Plan that would go through any part of the site.
  - (l)  The existing zoning of all properties abutting the subject property;
  - (m)  The location of all existing and proposed landscaping and vegetation and the locations, height and type of existing and proposed fences and walls;
  - (n)  Size and location of existing and proposed hydrants and utilities, including proposed connections to public sewer or water supply systems;
  - (o)  The location and size of all subsurface and surface water drainage facilities (existing and proposed) and any established flood plain areas, bodies of water or other non-buildable areas if present on the site;
  - (p)  Contour intervals to be shown at five-foot intervals; and
  - (q)  Summary schedules and views, affixed as applicable in residential developments, which give the following data:
    - 1) The net residential site expressed in acres and in square feet, including a breakdown of both measured for any sub-areas or staging areas;
    - 2) The number and type of dwelling units proposed, including typical floor plans for each type of dwelling unit;
    - 3) Typical elevation views of the front and side and rear of each type of building; and
    - 4) Proposed density of the net residential site.
- (Ord. 195. Passed 4-9-90.)



### **SECTION 1284.07 PLAT REQUIREMENTS**

In those instances in which the Subdivision Control Act of 1967, being Act No. 288 of the Public Acts of 1967, as amended, is involved, the owner shall, after site plan approval, submit the preliminary and final plats to the proper officer in conformance with such Act and in accordance with all other applicable codes, acts and ordinances. Such plats shall remain in conformance with the approved site plan.

### **SECTION 1284.10 REVIEW STANDARDS**

The standards set forth in this section shall be utilized by the Planning Commission to review all site plans. These standards are intended to provide a frame of reference for the applicant in the preparation of the site plans, as well as for the reviewing authority in making a judgment concerning them. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention or innovation.

- (a) Landscape Preservation. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.
- (b) Relation of Buildings to Environment. Proposed structures shall be related harmoniously to the terrain and to the existing buildings in the vicinity that have a visual relationship to the proposed buildings. The achievement of such relationship may include the enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenue of approach, terrain features or other buildings and structures and the neighboring properties.
- (c) Drives, Parking and Circulation. With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement of parking areas that are safe, convenient and, insofar as practical, do not detract from the design of the proposed buildings and structures and the neighboring properties. Sidewalks shall be constructed according to City specifications unless waived by the Planning Commission.
- (d) Surface Water Drainage. Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. If practical, storm water shall be removed from all roofs, canopies and paved areas and carried away in an underground drainage system. Temporary on-site storage to reduce rapid run-off from the site is encouraged. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create puddles in the paved areas.
- (e) Utility Service. Electric and telephone distribution lines shall be underground. Any utility installations remaining above ground shall be located so as to have a harmonious relationship to neighboring properties and the site.
- (f) Advertising Features. The size, location and lighting of all permanent signs and outdoor advertising structures or features shall be consistent with the requirements of Chapter 1282.
- (g) Special Features. Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.