

CHAPTER 36 CHECKLISTS

SECTION 36.10 CHECKLIST FOR ZONING PERMIT, VARIANCE, SPECIAL LAND USE PRELIM., OR ACCESSORY BLG. SPECIAL LAND USE REVIEW

TABLE 36.10: CHECKLIST FOR ZONING PERMIT, VARIANCE, SPECIAL LAND USE PRELIM., OR ACCESSORY BLG. SPECIAL LAND USE REVIEW	
General Information	
Name and firm address of the professional individual responsible for preparing site plan and professional seal, if applicable	
Project address and parcel number	
Name and address of the property owner (signature required if owner is not the applicant and applicant is not under contract)	
Name, address, phone number, signature, and email of applicant	
Date of original plan and document revisions	
Scale and north arrow	
Acreage excluding public right-of-way	
Legal property description	
Existing Conditions	
Vicinity map showing overall location	
Lot lines and required setbacks (building envelop)	
Location, width, and purpose of all existing easements	
Site Planning Elements	
Proposed buildings, structures, fences, light poles, driveways, parking lots, landscaped areas, and other proposed physical infrastructure, as applicable	
Lot width, lot coverage, and setbacks noted for all buildings and structures	
Proposed changes to lot lines, if applicable	
Well and septic or connections to existing water and sewer lines, if applicable	
Supplemental Information	
Project description and brief narrative description of the project, including proposed use, existing floor area (square feet), size of proposed expansion (square feet), and any change in the number of parking spaces	
Building details	
Exterior elevations, showing building height and describing building materials	
Any other information required by the Zoning Administrator, Zoning Board of Appeals or Planning Commission to demonstrate compliance with other applicable provisions of this ordinance.	
For special land uses, provide responses to standards of approval	
For variances, provide responses to standards of approval	
For a nonconforming use special exceptions, provide responses to standards of approval	

SECTION 36.20 CHECKLIST FOR ZONING PERMIT- SIGNS

TABLE 36.20: CHECKLIST FOR ZONING PERMIT- SIGNS	
General Information	
Installer name, address, signature	
Project address and parcel number	
Name and address of the property owner (signature required if owner is not the applicant and applicant is not under contract)	
Name, address, phone number, signature, and email of applicant	
The identification of the type of sign and method of illumination, if any	
The name of business or name of premises to which the sign belongs or relates	
Sign Information	
A scaled drawing of the proposed sign showing the dimensions, display area, and location	
For freestanding signs, a site plan drawn to scale, accurately identifying the location of the proposed sign and setbacks from the nearest public or private street right-of-way and property lines	
Details concerning grade changes, if applicable	
For freestanding signs, the height of the sign	
For wall signs, the height and width of the building wall	
Details concerning sign illumination	

SECTION 36.30 CHECKLIST FOR PUD CONCEPT PLAN

TABLE 36.30: CHECKLIST FOR PUD CONCEPT PLAN	
General Information	
Name and firm address of the professional individual responsible for preparing site plan and professional seal	
Project address and parcel number	
Name and address of the property owner (signature required if owner is not the applicant and applicant is not under contract)	
Name, address, phone number, signature, and email of applicant	
Date of original plan and document revisions	
Scale and north arrow	
Acreage excluding public right-of-way	
Zoning of adjacent properties	
Legal property description	
Existing Conditions	
Vicinity map showing overall location	
Lot lines and required setbacks (building envelop)	
Streets, right-of-way, buildings, and properties within 100 feet of the site	
Location, width, and purpose of all existing easements	
Topography with contour intervals of no more than two (2) feet	
Site Planning Elements	
Proposed buildings, structures, fences, light poles, driveways, parking lots, landscaped areas, and other proposed physical infrastructure, as applicable	
Lot width, lot coverage, and setbacks noted for all buildings and structures	
Surface description of all parking lot and driveway surfaces	
Recreation areas, common use areas, dedicated open space, and areas to be conveyed for public use.	
Proposed changes to lot lines, if applicable	
Parking calculation and proposal	
Initial landscaping concepts	
Initial lighting concepts	
Initial stormwater management concepts	
Parallel plan	
Supplemental Information	
Project description and narrative concerning buildings, structures, parking, driveways, open space, and site development	
Responses to standards of approval	
Any other information required by the Zoning Administrator or Planning Commission to demonstrate compliance with other applicable provisions of this ordinance.	

SECTION 36.40 CHECKLIST FOR PRELIMINARY CONDOMINIUM PLAN

TABLE 36.40: CHECKLIST FOR PRELIMINARY CONDOMINIUM PLAN	
General Information	
Name and firm address of the professional individual responsible for preparing site plan and professional seal	
Project address and parcel number	
Name and address of the property owner (signature required if owner is not the applicant and applicant is not under contract)	
Name, address, phone number, signature, and email of applicant	
Date of original plan and document revisions	
Scale and north arrow	
Acreage excluding public right-of-way	
Zoning of adjacent properties	
Legal property description	
Existing Conditions	
Vicinity map showing overall location	
Lot lines and required setbacks (building envelop)	
Streets, right-of-way, buildings, and properties within 100 feet of the site	
Location, width, and purpose of all existing easements	
Site Planning Elements	
A cover sheet that lists all documents included in the condominium plan	
A survey plan signed and sealed by the licensed professional surveyor preparing the boundary survey for the condominium project	
A floodplain plan, if the condominium lies within or abuts a floodplain area	
A site plan	
Utility plan	
Floor plans	
The size, location, area, and horizontal boundaries of each condominium unit	
A number assigned to each condominium unit	
The vertical boundaries for each unit comprised of enclosed air space	
Building sections showing the existing and proposed structures and improvements including their location on the land. Any proposed structure and improvement shown shall be labeled either "must be built" or "need not be built". To the extent that a developer is contractually obligated to deliver utility conduits, buildings, sidewalks, driveways, landscaping, or an access road, these items shall be shown and designated as "must be built", but the obligation to deliver these items exists whether or not they are so shown and designated.	
The nature, location, and approximate size of the common elements	

SECTION 36.50 CHECKLIST FOR SITE PLAN, FINAL PUD SITE PLAN, AND PRIVATE STREET

TABLE 36.50: CHECKLIST FOR SITE PLAN, FINAL PUD SITE PLAN, AND PRIVATE STREET	
General Information	
Name and firm address of the professional engineer responsible for preparing site plan and professional seal. In certain circumstances, the Planning Commission may waive the requirement for a professional engineer to prepare the plans.	
Project address and parcel number	
Name and address of the property owner (signature required if owner is not the applicant and applicant is not under contract)	
Name, address, phone number, signature, and email of applicant	
Date of original plan and document revisions	
Scale and north arrow	
Acreage excluding public right-of-way	
Zoning of adjacent properties	
Legal property description	
Existing Conditions	
Vicinity map showing overall location	
Lot lines and required setbacks (building envelop)	
Streets, right-of-way, buildings, and properties within 100 feet of the site	
Location, width, and purpose of all existing easements	
Topography with contour intervals of no more than two (2) feet	
Site Planning Elements	
Proposed buildings, structures, fences, light poles, driveways, parking lots, landscaped areas, and other proposed physical infrastructure, as applicable	
Cross section of all parking lot and driveway surfaces	
Recreation areas, common use areas, dedicated open space, and areas to be conveyed for public use.	
Proposed changes to lot lines, if applicable	
Parking calculation and proposal	
Photometric plan and light fixture specifications	
Landscape plan including landscape materials, location, size, type, and calculations	
Well and septic or connections to existing water and sewer lines, if applicable	
Location, connections, and spacing of fire hydrants, if applicable	
Location and type of all proposed surface water drainage and stormwater facilities	
Proposed grading at no more than two (2) foot contour intervals.	

Supplemental Information	
Project description and brief narrative description of the project, including proposed use, existing floor area (square feet), size of proposed expansion (square feet), and any change in the number of parking spaces.	
Building details	
Exterior elevations, showing building height and describing building materials.	
Any other information required by the Zoning Administrator or Planning Commission to demonstrate compliance with other applicable provisions of this ordinance.	
Outside agency permits, or proof of application or initial contact, including but not limited to: Kent County Health Department; Kent County Drain Commission; Kent County Road Commission; Michigan Department of Transportation; Michigan Department of Energy, Great Lakes, and Environment.	
For special land uses, provide responses to standards of approval if special land use not already approved through concept plan review process	
Private Streets, If Applicable	
Street cross section, crown height	
Street layout, easement width, drainage, longitudinal grade	
Street name	
Street signs and traffic control signs	
Recordable legal instrument(s) describing and granting private street easement(s)	
Private street maintenance agreement	

SECTION 36.60 CHECKLIST FOR REZONING

TABLE 36.60: CHECKLIST FOR REZONING	
General Information	
Project address and parcel number	
Name and address of the property owner (signature required if owner is not the applicant and applicant is not under contract)	
Name, address, phone number, signature, and email of applicant	
Survey of property or map	
Legal property description	
Supplemental Information	
Project description and brief narrative description of proposal	
Provide responses to rezoning standards	
Conditional rezoning offer, if applicable	

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