



CITY OF HARTFORD

APPLICATION FOR SITE PLAN REVIEW

Name of Applicant: _____ Phone: _____ Cell: _____

Applicant's Address: _____ Email Address: _____

Address of Property to be Developed/Occupied: _____

Name of Proposed Development: _____

Name and address of every other person, firm or corporation having legal equitable interest in the property: (Attach additional sheets if necessary).

Name: _____ Address: _____

Name: _____ Address: _____

Legal Description : _____

Zoning Classification: _____ Parcel(s)# _____

Parcel Size: (Road Frontage) _____ (Lot Depth) _____ (Acreage) _____

Proposed Use of Property: _____

Proposed or Type of Construction: _____

Total Cost of Development: _____ Construction Time: _____

I(we), the undersigned, do hereby respectfully make an application and petition for site plan review under the provisions of the ordinances of the City of Hartford and in support of the application the information as required by Section 151-250 of the Zoning Ordinance has been provided.

Signature _____ Date: _____

Signature _____ Date: _____

For Office Use: Fee: _____ Paid: _____ Hearing Date: _____

Planning & Zoning Meeting Date: _____ Approved _____ Denied _____

City Commission Meeting Date: _____ Approved _____ Denied _____



INSTRUCTION FOR SITE PLAN REVIEW AND CONDITIONAL PERMIT

NOTICE TO APPLICANT: Regular meetings of the City of Hartford Planning Commission are held on the second Monday of each month at 6:00p.m., at City Hall in the Council chambers. In order to prevent any unnecessary delays in the processing of your application, the petitioner/developer shall submit a complete site plan to the City Manager's office or his/her designee so that the site plans can be reviewed interdepartmentally and any revisions, corrections or information that may be necessary can be corrected and /or made available to the applicant. This does not necessarily mean that upon review by the Planning Commission or any other City Official or Department may further pertinent information will not be requested.

INSTRUCTIONS:

- A. Applicant shall submit (2) two copies of the application and (6) six copies of the site plan to the City Manager's office or his/her designee, so that the application and the site plan can be reviewed interdepartmentally.
- B. Applicant shall submit all appropriate application fees to the City Treasurer, including a \$1,500.00 escrow deposit for the engineering and planning review.
- C. Applicants will be notified of any corrections and/or modifications necessary within (15) days.
- D. All modified site plans shall be submitted to the Building Official or his/her designee.
- E. After interdepartmental compliance, the applicant shall submit (10) ten copies of the site plan to the City Clerk or his/her designee (15) fifteen days prior to the Planning Commission's next regular meeting.
- F. Plans shall be prepared by a licensed professional architect, engineer, land surveyor or community planner. The plans shall have the signature and seal of the licensed professional affixed thereon. The requirements may be waived at the discretion of the City Manager and his/her designee only after it is determined that the scope of the project does not warrant such services.
- G. Drawing shall be to the scale of not less than (1") one inch equals (50') if the subject property is less than (3) three acres, and (1") equal to (100') if subject property is 3 acres or more. Must show Date prepared, scale, compass point showing north, and name, address of individual or firm preparing the plan.
- H. All plans submitted for review must provide the information per the attached and must comply with the procedures set forth in the City ordinances and /or any other State laws or Statutes.

INFORMATION REQUIRED FOR ALL SITE PLAN REVIEWS AND CONDITIONAL USE PERMITS

General Information:

1. Statistical data, including the number of dwelling units, if any and total gross acreage involved.
2. Title and date of plan, including the date and nature of all subsequent revisions.
3. North arrow and scale (3 acres or less 1" = 50ft., 3 acres or more 1" = 100ft.)
4. Location map showing the site in relation existing roads and development within the City.
5. The dimensions of all lot and property lines, showing the relations of the subject property to abutting properties.
6. Boundary of track shown by heavy line, a legal description of the parcel and its acreage.
7. Zoning classification of the petitioner's parcel(s) and abutting parcels.
8. The location and height of all existing and proposed structures on within (100') one hundred feet of the subject property.
9. The location and pavement and the right-of-way width of all abutting roads and streets, and driveway locations on abutting public streets. The location of all recorded easements and proposed easements.
10. The name, address and telephone number of the property owner or petitioner.
11. The name, firm address, telephone number and professional seal of the person responsible for preparation of the site plan.
12. Notation of City, County or State license /permit required and secured.
13. Method of waste collection, including screening type for any waste containers.
14. A statement on intended phases of the project with boundaries of other phases shown with phantom lines.
15. All setbacks for front, side and rear yards as required by each zoning district.

Natural Features:

16. Existing and proposed topography with contours at (2') two feet intervals, extending a minimum of (200') feet beyond site boundaries. Also a grading plan showing finished contours at a maximum interval of (2') two feet, correlated with existing contours so as to indicate required cutting, filling and grading.
17. Description of soil erosion and sedimentation control measures.
18. Location of clusters of trees on site and all existing trees over (24") twenty-four inches in diameter.
19. Location of existing wetlands, floodplains drainage courses, lakes, ponds, drains, rivers and streams including their water surface elevation, floodplain elevation and normal high water elevation.
20. Soil characteristics of the parcel utilizing information provided by U.S Soil and conservation services Soil Survey of Van Buren County.

Physical Features:

21. A schedule of parking needs and drawings showing dimensions for individual parking spaces for regular and handicapped spaces and type of lot surfacing. A note specifying maintenance of paved surfaces and other improvements. Maintenance Agreement could read "Paved surfaces, walkways, signs, lighting and other structures and surfaces shall be maintained in a safe, attractive condition as originally designed and constructed. Parking lot stripping and markings shall be maintained in a clearly visible condition.

22. The location of all trash receptacles and the location height, and type of fences and walls to screen receptacles.
23. Location of all existing and proposed fire hydrants, water mains, pump houses ,standing pipes and building services and sizes including proposed connections to public sewer or water supply systems and/ or considerations for extensions to loop other public mains in adjacent public rights-of-way.
24. Locations and dimensions of required easements for public rights-of-ways, utilities, access and shared access.
25. The proposed grade of buildings, driveways, walkways, parking lots and lawned areas.
26. Proposed sanitary sewer facilities and location of all existing utilities, easements, vacations and the general placement of lines, tie-ins to the buildings, pump stations and lift stations.
27. Description of a feasible storm drainage system and proposed storm sewer facilities including catch basins, outlets, enclosed or open ditches and proposed swales for the retention of off-site drainage. Must include storm water calculations to permit review of any proposed retention of drainage.
*****Drainage calculations are REQUIRED***.**
28. Front, rear and side elevations of proposed buildings and proposed type of building materials roof design, projections, canopies and overhang, screen walls and any other outdoor mechanical equipment.
29. Traffic and pedestrian circulation patterns, both within the site and on the public streets adjacent to the site and the proposed location and dimensions of any pedestrian sidewalk, malls and open areas for parks and recreations either required or otherwise deemed necessary by the Planning Commission. This should include entrance details including directional sign locations and size any and designation of fire lanes.
30. Detailed landscaping plans and specifications in conformance with the requirements of Ord.134, Am.Ord.194,and1804. A note specifying annual landscaping maintenance is required. Landscaping Maintenance Agreement could read as follows: “Owner agrees to a seasonal maintenance program and will replace all diseased, dead or damaged plants, replenish mulch, control weeds, fertilize and prune beginning upon completion of construction of landscaping.”
31. Location and type of outdoor lighting, proposed illuminations, patterns and method of screening to prevent glare onto adjacent streets and properties.
32. The location, height and area of all signs.
33. The location of any outdoor storage of material(s) and the manner in which it shall be screened or covered. This would include information and plans for the storage, loading, disposal and transfer of any hazardous/toxic waste. All underground tanks used, the location, size and construction shall be specified on the site plan.

Additional Requirements:

34. Information and special data which may be critical to the adequate review of the proposed use and its impact on the site or City may be required. Such data requirements may include traffic studies, site investigation reports, environmental reviews, recreation and open space studies for residential development and demands on public facilities and studies.

If you have any questions or need additional information, please feel free to contact City Hall at 269-621-2477 or citymanager@cityofhartfordmi.org.