















## Application Checklist

# Site Plan Review

The following items are required for a complete Site Plan Review (SPR) application. Incomplete applications will be returned.

- Signed Application Form**  
Complete pages 2 - 3 of the SPR application form. The application must be signed by the applicant and the property owner (if different).
- Description of Project**  
Written description of the proposed site and/or building layout, building and structure design information, floor plans, parking calculations, current environmental conditions, and other pertinent information. (Use letterhead if possible.)
- Site Plans, Building Elevations and Floor Plans**  
Enclose site plans, building elevations and floor plans required on the Site Plan Review Checklist.
- Neighborhood Meeting Sign-In Sheet**  
Enclose the sign-in sheet from the neighborhood meeting, where applicable. Include the date, time and location of the meeting. Failure to hold this meeting may result in tabling of the application.
- Fee (FY2022)** (make check payable to the City of Grand Rapids)  
Planning Commission Site Plan Review \$1,732  
  
Payment options:
  - Check (payable to City of Grand Rapids)
  - Credit card in person at Development Center
  - Credit card by phone by calling (616) 456-4100
- Plan Submittal**
  - Two (2) 11" x 17" copies
  - One (1) digital copy submitted in PDF format (one file for each drawing, plan, or document)

### Additional Information

In the course of reviewing the application, the Planning Department staff may request additional information from the applicant.