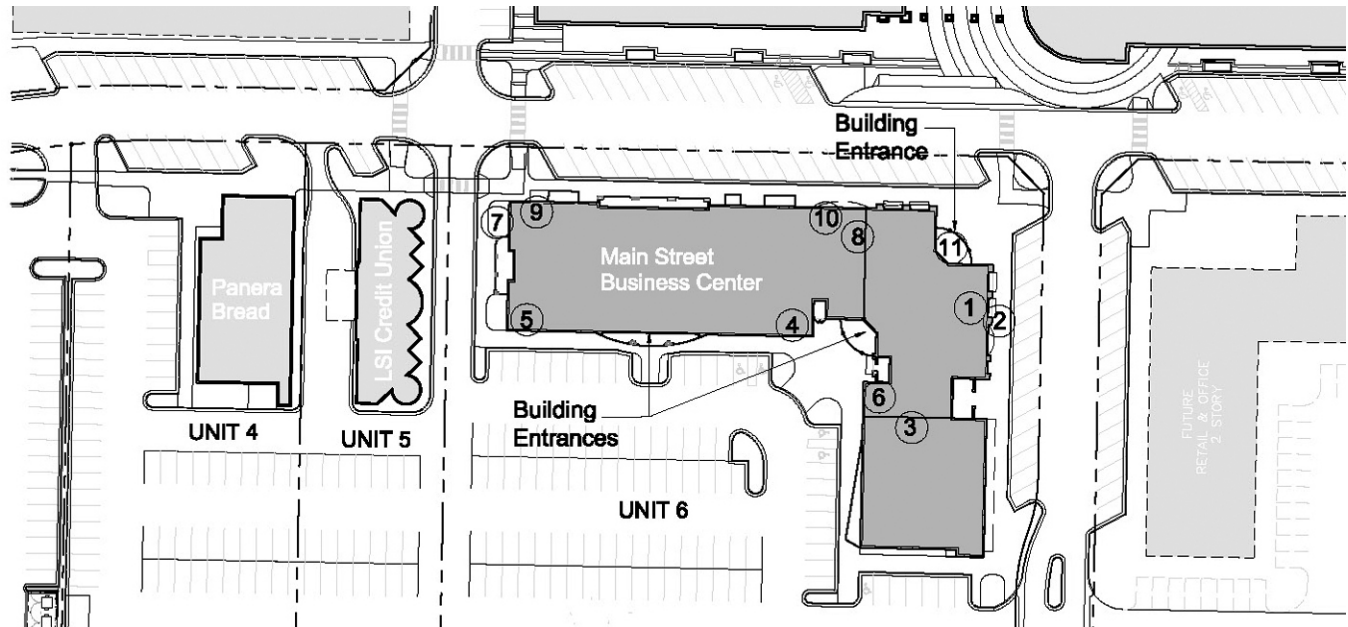


# Site Plan Review



Site Plan Review (SPR) applications are needed for certain types of projects or as a component of other Planning Commission reviews. (Where SPR is required as part of another review, the requirements of the SPR are incorporated within that application.) SPRs are reviewed by the Planning Commission, but usually do not involve a public hearing.

The SPR process evaluates proposed projects for their site design, effect on the environment, vehicular and pedestrian circulation, and demand for public services to ensure compliance with the Zoning Ordinance and the Master Plan.

Note that a SPR may be required for any development on one (1) acre or more in certain Zone Districts\* if the Planning Director determines that the proposed site alterations would:

- Substantially change the way the site functions or operates,
- Have potentially adverse affects on adjacent properties,
- Decrease the site's compatibility with the neighborhood, or
- Substantially alter the character of the neighborhood.

\* TBA – Traditional Business Area, TOD – Transit-Oriented Development, and C – Commercial.



# Site Plan Review

## A. PROPERTY AND PROJECT INFORMATION

Property Address \_\_\_\_\_

Parcel Number \_\_\_\_\_ Zone District \_\_\_\_\_

Lot Size Frontage: \_\_\_\_\_ ft Depth: \_\_\_\_\_ ft Area: \_\_\_\_\_ Acres/Sq Ft  Rectangle  Irregular

Current use of property \_\_\_\_\_

Proposed use of property \_\_\_\_\_

Number of parking spaces on site \_\_\_\_\_

**Will the proposed use include any of the following activities?** (Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Construction of a new building           | <input type="checkbox"/> Increase in residential density       |
| <input type="checkbox"/> Expansion of an existing building        | <input type="checkbox"/> Construction of a new parking area    |
| <input type="checkbox"/> New/Expanded use of an existing building | <input type="checkbox"/> Expansion of an existing parking area |
| <input type="checkbox"/> Demolition of an existing building       | <input type="checkbox"/> Other _____                           |

## B. APPLICANT INFORMATION

### 1. Applicant

Identify the person or organization requesting the Special Land Use:

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Business Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

### 2. Applicant Interest

The applicant must have a legal interest in the subject property:

- |   |  |
|---|--|
| <input type="checkbox"/> Property Owner             | <input type="checkbox"/> Purchaser by Option or Purchase Agreement |
| <input type="checkbox"/> Purchaser by Land Contract | <input type="checkbox"/> Lessee/Tenant                             |

### 3. Property Owner Check here if Applicant is also Property Owner

Identify the person or organization that owns the subject property:

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Business Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

### 4. Representative

Identify any person representing the property owner or applicant in this matter:

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Business Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_



# Site Plan Review

## C. REQUIRED APPLICATION ATTACHMENTS

- 1. Description of Project** (Use letterhead if possible.)  
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.
- 2. Site Plans, Building Elevations and Floor Plans**  
Enclose site plans, building elevations and floor plans required on the Site Plan Review Checklist.

## D. REQUEST AND AFFIDAVIT

**The applicant must read the following statement carefully and sign below:**

The undersigned requests that the City of Grand Rapids review this application and related required documents and site plans as provided in Article 12 of the Grand Rapids Zoning Ordinance. The applicant further affirms and acknowledges the following:

- That the applicant has a legal interest in the property described in this application.
- That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her or their knowledge.
- That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.
- That the applicant will comply with any and all conditions imposed in granting an approval of this application.
- If also the owner, the applicant grants the City of Grand Rapids staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

\_\_\_\_\_  
Applicant Name (printed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**If the applicant is not the property owner, the property owner must read and sign below:**

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and:

- Is/are aware of the contents of this application and related enclosures.
- Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the City of Grand Rapids.
- Grants the City of Grand Rapids staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

\_\_\_\_\_  
Property Owner Name (printed)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date



## Review Standards

# Site Plan Review

The Planning Commission shall use all of the applicable requirements of the Zoning Ordinance and the following standards.

**Standard #1. Master Plan/Zoning Ordinance.** The proposed development will meet the purpose and intent of the *Master Plan* and Zoning Ordinance, including the Zone District.

**Standard #2. Site Design.**

- a. The site will be designed to comply with all provisions of the Zoning Ordinance.
- b. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by the Zoning Ordinance.
- c. Redevelopment of existing sites will be brought into conformance with all site improvement provisions of the Zoning Ordinance relative to and proportionate to the extent of redevelopment, as determined by the Planning Commission, as appropriate.
- d. Every building, structure or dwelling unit will be provided with adequate means of ingress and egress via public streets and walkways.
- e. All elements of the site design will be harmoniously and efficiently organized in relation to the topography, the size and type of lot, neighborhood character and that of adjoining property, and the type and size of buildings.
- f. All buildings or groups of buildings will be arranged so as to permit emergency access by some practicable means.
- g. Exterior lighting will be designed so that it is deflected away from adjacent properties and so that it does not impede the vision of drivers on public streets, adversely impact abutting properties or adversely impact the natural evening sky.

**Standard #2. Environment.**

- a. Site landscape features, such as notable vegetation and steep slopes, will be preserved in their natural state insofar as practicable by minimizing tree and soil removal, alteration to the natural drainage courses, and the amount of cutting, filling and grading.
- b. Natural features and the site topography will be incorporated into the proposed site design to the maximum extent practicable.
- c. Buildings and structures will be placed in a manner that preserves environmentally sensitive areas.
- d. Landscape buffers or greenbelts may be required to ensure that proposed uses are adequately buffered from one another and from surrounding public and private property.
- e. Stormwater management measures will be employed to satisfy Chapter 32 and other City ordinances related to water quality.

**Standard #3. Vehicular and Pedestrian Circulation.**

- a. Driveways will be located to minimize conflict with traffic operations on the abutting street. The number of driveways will be the minimum needed to provide reasonable access to the site.
- b. The widths of streets and driveways will be appropriate for the existing and anticipated volume of traffic.
- c. The arrangement of public or common ways for vehicular and pedestrian circulation will respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area.
- d. Off-street parking and loading areas will be provided where required with particular attention to the effects of noise, glare, and odor on adjacent properties in the proposed development.
- e. Safe, convenient and well-defined vehicular and pedestrian circulation within and to and from the site will be provided. Driveways, streets and other elements will be designed to promote safe and efficient movement within the site and at its access points.
- f. Pedestrian pathways will connect to transit stops or stations where practicable.

**Standard #4. Public Facilities.** The scale and design of the proposed development will not place an excessive burden on services currently furnished by or that may be required of the City or other public agency including, but not limited to, fire and police protection, water supply, stormwater management, sanitary sewage removal and treatment, traffic control, and administrative services.



# Site Plan Review

### 1. General Information

The Site Plan Review procedure is intended to ensure compliance with the Zoning Ordinance. Site Plan Reviews evaluate the site design, affect on the environment, vehicular and pedestrian circulation, and demand for public services. These reviews are also used to ensure that the purpose and intent of the *Master Plan* and Zoning Ordinance are maintained.

### 2. Pre-Application Consultation

In some cases, a pre-application meeting with Planning staff is recommended prior to the submission of the application.

### 3. Applicability

A Site Plan Review application is required for certain types of projects or as a component of other Planning Commission reviews. Where SPR is required as part of another review, the requirements of the SPR are incorporated within that application.

Required SPR Projects:

- Deviation from an approved Planned Sign Program.
- Development in the East Beltline Overlay District (unless in a Planned Redevelopment District).
- Payment in Lieu of Parking (TN-CC).
- Any project eligible for Director Review, but deemed appropriate for SPR by the Planning Director.
- Any project not eligible for Director Review.

Also, any development on one (1) acre or more in certain Zone Districts\* where the Planning Director determines that the site alterations would:

- Substantially change the way the site functions or operates,
- Have potentially adverse affects on adjacent properties,
- Decrease the site's compatibility with the neighborhood, or
- Substantially alter the character of the neighborhood.

\* TBA – Traditional Business Area  
TOD – Transit-Oriented Development  
C - Commercial

### 4. Neighborhood Meeting

In some cases, a neighborhood meeting may be appropriate for a Site Plan Review application. An applicant should discuss this with Planning staff. The purpose of a neighborhood meeting is to inform nearby stakeholders of the proposed project, receive comments and address concerns about the proposal, and whenever possible resolve conflicts in

advance of Planning Commission review. Recommended procedures are found in Section 5.12.04. of the Zoning Ordinance.

### 5. Application

An application packet for a Site Plan Review is available from the Grand Rapids Planning Department, located on the second floor of 1120 Monroe Avenue NW or at the Planning Department's website [www.grcity.us/planning](http://www.grcity.us/planning) under Forms and Applications. You may also call 616-456-4100.

A complete application must be received at least one (1) month prior to the Planning Commission meeting. A written description of the proposed project is a very important component of a complete application. See [www.grcity.us/planning](http://www.grcity.us/planning) for the schedule of Planning Commission meetings and application deadlines.

### 6. Staff Review

The application will be reviewed by Planning staff prior to submission to the Planning Commission. A Planner may contact the applicant with questions or a request for additional information, or may advise the applicant on changes or revisions to the application and submittals. Also, the Planning Director or Planning Commission may elect to have a public hearing on a Site Plan Review.

### 7. Planning Commission Meeting

Following the staff review, the Site Plan Review request is forwarded to the Planning Commission. The Planning staff introduces and explains the request to the Planning Commission. The applicant is then asked to present his or her proposal. The Planning Commission may ask questions of the staff and/or applicant. The Planning Commission deliberates on the request in open session. The Planning Commission may approve, approve with conditions, deny, or table the SPR application. An approval is effective immediately.

### 8. Written Notice

The applicant will be provided with a letter and resolution that documents the decision of the Planning Commission, including any conditions of approval.

### 9. No Appeal

If the Planning Commission denies an application for a Site Plan Review, the applicant may not appeal the decision.



# Site Plan Review Checklist

## Site Plan Review

### General Plan Requirements

- Project Info: Project address and name, scale, north arrow, location map, date(s) of submission/revisions, sheet number, name, address, phone number, and email of the designer(s) who prepared each plan
- Scale:
  - For less than 3 acres, 1" = 50'
  - For more than 3 acres, 1" = 100'
- Site Plans, Elevations, etc:
  - (1) Full size (24" x 36") set of plans
  - (2) Copies of plans on 11" by 17" paper
  - (1) Digital copy of plans on a CD/DVD, with an individual PDF file of each drawing, plan or other document.

### Site Data

- Existing zoning of property and all abutting properties
- Property dimensions and gross acreage or square footage (including width, length, and frontage)
- Net acreage or square footage, minus rights-of-way and submerged land
- Existing and proposed topography of the property and within 100' of the property at 2-ft intervals
- Existing lot lines, lot dimensions, building lines, structures, parking areas, and other improvements on the property and within 100' of the property
- Proposed lot lines, lot dimensions, building lines, structures, parking areas, and other improvements on the property and within 100' of the property
- Existing and proposed easements, including type

### Access, Circulation and Parking Plans

- Dimensions, curve radii and centerlines of existing and proposed access points, streets, rights-of-way, or access easements
- Existing driveways and street intersections within 250 feet of the property
- Dimensions of acceleration, deceleration and passing lanes
- Cross section details of proposed streets, driveways, parking lots, sidewalks and non-motorized paths, with materials and thickness
- Traffic regulatory signs and pavement markings
- Designation of fire lanes
- Existing and proposed parking and loading areas, including location and size
- Calculations for the required number of parking and loading spaces
- Dimensions of parking spaces, landscape islands, circulation aisles, and loading zones
- Existing and proposed sidewalks or pathways within the site and in the right-of-way

### Landscape and Screening Plans

- Locations, sizes, and types of existing trees 6 inches in diameter, measured at 3½ ft off the ground, including what is to be removed and what is to be preserved

### Landscape and Screening Plans (cont.)

- General location of all other existing plant materials, identification of the plant material, including what is to be removed and what is to be preserved
- Existing and proposed lawns and landscaped areas
- Location and type of all proposed shrubs, trees, and other live plant material
- Planting list for proposed landscape materials with caliper size or height of material, quantity, botanical and common names, and method of installation
- Details on screening
- Location, size, height, and construction materials for all fences, walls and berms

### Building and Structure Plans

- Location, height, and exterior dimensions of all proposed structures on the property
- Building floor plans and total floor area, including number and height of stories
- Building elevations for all sides, at an appropriate scale
- Description of all exterior building materials and colors (samples may be requested)
- Calculations of transparency requirements

### Drainage and Utility Plans

- Location of existing drainage courses, floodplains, streams, wetlands, and other water bodies
- Existing and proposed water mains, water service, storm water loads and fire hydrants
- Stormwater retention/detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls, and calculations
- Site grading, drainage patterns, and other stormwater management measures
- Underground storm sewers and drains, including location and size
- Existing and proposed, above and below ground gas, electric, and telephone lines
- Transformers and utility boxes, including locations and dimensions

### Other Site Features

- Location, height, and dimensions of storage facilities
- Waste receptacles and transformer pads and enclosures/screening
- Extent of any outdoor sales or display area
- Existing and proposed building and site lighting
- Photometric plan with: 1) foot candle readings at 10' intervals or less, 2) table showing minimum and maximum lighting levels, and maximum to minimum illumination ratios, and 3) location and mounting heights of fixtures [If the project is located in the East Beltline Overlay District, see Section 5.8.04.F.]
- Size, height, and method of shielding for all lighting on the building and the site
- Location, size, height, and lighting of all proposed signs on the building and the site



## 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 (FY2027)** (make check payable to the City of Grand Rapids)

Planning Commission Site Plan Review: \$2,170

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**  
One (1) digital copy submitted in PDF format (CD, flash drive, cloud storage, or email to [planning@grcity.us](mailto:planning@grcity.us))

### **Additional Information**

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