

P.C. Case Number \_\_\_\_\_

Fee: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

## EVELINE TOWNSHIP PLANNING COMMISSION APPLICATION SITE PLAN REVIEW

*ALL APPLICATION FEES ARE NON-REFUNDABLE  
MAKE CHECKS PAYABLE TO EVELINE TOWNSHIP*

**PROPERTY TAX ID NO:** \_\_\_\_\_ **ZONED DISTRICT** \_\_\_\_\_

**PROJECT ADDRESS / LOCATION:** \_\_\_\_\_  
**THIS APPLICATION SHALL INCLUDE ALL OF THE INFORMATION SPECIFIED ON THE FOLLOWING PAGES**

**Property Owner's Mailing Address:**

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City-State-Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Alt Phone \_\_\_\_\_

**Authorized Agent Mailing Address:**  
(Written authorization required)

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City-State-Zip \_\_\_\_\_  
Phones \_\_\_\_\_  
License No \_\_\_\_\_

**AFFIDAVIT:**

*I hereby acknowledge and agree that the statements made above are true, and if found not to be true, I understand that this application and any zoning approvals granted and/or permit issued will be void. Further, I agree to comply with all conditions and regulations imposed with any zoning approvals granted and/or permits issued in connection with this application.*

*I hereby give permission for Eveline Township officials to enter the property related to this zoning application for the purposes of inspecting the property related to this zoning application, to ensure compliance with the Township Zoning Ordinance, and/or any conditions and regulations imposed in connection with any approvals granted and/or permits issued as a result of this application.*

*I hereby agree to comply with the provisions of the Zoning Ordinance of the Township of Eveline in the installation, construction, alteration, addition, or demolition herein, and if not the applicant, I hereby certify that the proposed work is authorized by the property owner, and that I have been empowered by the owner to complete and submit this application as his/her selected agent.*

**Owner or Authorized Agent Signature**

**Date**

**FOR OFFICE USE ONLY**

**Planning Commission Motion:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Planning Commission Chair:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Township Board Approval:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

## EVELINE TOWNSHIP

### Information to be included with an application for site plan review

The Applicant shall submit seven (7) copies of the following site plan drawings and data to the Zoning Administrator.

- I. A site plan drawing and other data meeting the following requirements:
  - A. All site plans shall be drawn at a scale depicting no more than one hundred (100) feet per inch and shall include plan preparation and revision dates, a graphical scale, north arrow, and a location map. The location map shall depict the proposed development site, section lines and numbers, and major roadways within two thousand (2,000) feet of the site.
  - B. A survey of the property showing property line dimensions and bearings, and easements of record, required setbacks, and a written legal description.
  - C. Present zoning of the subject property and adjacent property.
  - D. All existing or proposed public and private right-of-way and easement lines located on and adjacent to the subject property.
  - E. Location and total number of curb cuts, driveways, off-street parking, and loading spaces.
  - F. Proposed exterior building dimensions (horizontal and vertical), gross floor area, number of floors, and proposed uses.
  - G. Location and dimensions of all existing and proposed structures, walks, open areas, walls, fences, screen plantings and/or other landscaping.
  - H. Existing and proposed sewer, water, and other utility lines, plus location and type of sewage treatment facility and water sources.
  - I. Area of subject property to be covered by buildings.
  - J. Location, size, height and orientation of all signs, trash receptacles, light fixtures, and any other accessory structures and uses.
  - K. Location and dimension of exterior drains, dry wells, catch basins, retention and/or detention areas, sumps, and other facilities designed to
  - L. collect, store or transport stormwater or wastewater as well as point of discharge.
  - M. Site plans for residential projects, (single-family dwellings, multiple-family developments, mobile home parks, motels, hotels, Bed & Breakfast etc.) shall include the following additional information:
    1. Minimum floor area of dwelling
    2. Total number of units proposed
    3. Number of bedrooms per unit
    4. Areas to be used for open spaces and recreation

- N. General locations of natural features such as woodlots, water bodies, wetlands, high-risk erosion areas, slopes fifteen (15%) percent and over, beach, sand dunes, drainage, and similar features. Where necessary to determine compliance with the Steep Slope Protection Overlay Standards of Section 4.26, more detailed topographic elevations shown at 5-foot intervals.
- O. Such other information regarding the development area that may be required to determine conformance with this Ordinance.

II. Answers to the following questions. (NOTE: You must provide specific reasons to support your answers. Please attach additional sheets, if necessary, to provide detailed answers.)

- A. Please describe how the proposed development depicted on the site plan conforms to the applicable provisions of the zoning ordinance (including all use and dimensional standards, parking requirements, setbacks, etc.).  
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- B. Please describe how the buildings, parking areas, signs, walls, fences, and the like depicted on the site plan are designed to minimize adverse effects on adjacent properties and future users.  
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- C. Please describe how the proposed development depicted on the site plan is designed to retain as many natural features on the site as possible, particularly where such features provide a buffer between adjoining properties or assist in preserving the general appearance of the neighborhood or help control soil erosion or stormwater runoff.  
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- D. Please describe how the proposed development depicted on the site plan conforms to the driveway and traffic standards of the Michigan Department of Transportation and/or the Charlevoix County Road Commission. In addition, please describe how the proposed development depicted on the site plan is designed to protect the safety and convenience of pedestrian and vehicular traffic.  
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- E. Please describe how the proposed development depicted on the site plan conforms to any applicable fire safety and emergency vehicle access requirements.  
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- F. Please describe how the proposed development depicted on the site plan conforms to the Charlevoix County Drain Commission standards.  
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- G. Please describe how the proposed development depicted on the site plan conforms to the standards of the Charlevoix County Soil Erosion and Sedimentation Control Ordinance.

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- H. Please describe the reasonable precautions that will be taken to prevent hazardous materials used in connection with the proposed development depicted on the site plan from entering the environment.

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  - I. Please describe how the proposed development depicted on the site plan conforms to the requirements of the Michigan Department of Public Health and the Northwest Michigan Community Health Agency. In addition, please describe how the proposed development depicted on the site plan is designed to protect current or future township residents from obnoxious, objectionable, a nuisance or dangerous off-site impacts including, but not limited to, heat, glare, fumes, dust, noise, vibration, and odors.

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  - J. Please describe how the proposed development depicted on the site plan conforms to all applicable state and federal statutes.

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  - K. Please describe how the proposed development depicted on the site plan conforms to the land use policies, goals and objectives of the township master plan.