

**VILLAGE OF CLARKSVILLE**  
**162 S. MAIN**  
**P.O. Box 118**  
**CLARKSVILLE, MI 48815**

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**Site Plan Review Application**

This application must be completed in full and approved by the Planning Commission or Village Zoning Administrator as required by Article 8 of the Clarksville Zoning Ordinance.

**Applicant Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Property Owner Information** (if different from applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Contractor Information** (if built by licensed contractor)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

License Number \_\_\_\_\_

**Project Description** (please describe project below)

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**Property Information**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

\_\_\_\_\_

**Zoning District:**  R-1  R-2  A-1  MF  P  TC  BC  DI

**Dimensions:** (length) \_\_\_\_\_ (width) \_\_\_\_\_ (height) \_\_\_\_\_

**Number of floors:** \_\_\_\_\_

**Setback Distances:**

Front (from street right of way or centerline of road) \_\_\_\_\_

Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

**Lot Size:** \_\_\_\_\_ (acres)

**Affidavit**

I certify and affirm that I am the property or building owner or the owner’s authorized agent and that I agree to conform to applicable zoning laws of the Village of Clarksville. I also certify and affirm that this application is accurate and complete to the best of my knowledge. I hereby give permission for Village representatives to visit this location.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Planning Commission/Zoning Administrator Use**

Application Status  Approved  Denied

Reason for Denial \_\_\_\_\_

\_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

Planning Commission Chairperson/Zoning Administrator Signature

\_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Fee _____	Date Received _____	Receipt # _____
Payment Received by _____	Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____		

## **Site Plan Requirements**

The final site plan shall be drawn at a scale of not more than one inch equals 100 feet (1" = 100') and shall contain the following information unless specifically waived by the Planning Commission or Zoning Administrator. The Planning Commission may require written statements relative to the effects on the existing traffic capacity of streets, and the proposed development's impact on public safety, existing utilities, the environment and natural features. In addition, the Commission may request additional studies, graphics or other written materials from the applicant in order to assist in determining the appropriateness of the site plan.

1. The date on which the site plan was prepared.
2. The name, address and professional seal of the architect, landscape architect, engineer or professional surveyor who prepared the plan.
3. A north arrow and legal description based upon the most current survey.
4. Property lines, dimensions, and building setback distances and all structures, lot lines and wetlands within 100 feet of the site.
5. Existing and proposed topographic elevations at a minimum of two feet intervals on the site and to a distance of 50 feet outside the boundary lines of the site.
6. Direction of storm water drainage and how storm water runoff will be handled in accordance with the requirements of the Ionia County Stormwater Management Ordinance.
7. Location of existing and proposed buildings, their intended use, the length, width and height of each building, and the square footage of each building.
8. Location of abutting streets, rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and driveways within 100 feet on either side of the site; and the location and design specifications of the proposed driveway.
9. Location and size of all existing and proposed water and sanitary sewer lines and storm drainage lines as well as fire hydrants and catch basins; location of septic tank and drain fields; and utility easements serving the site.
10. Location and type of all required and proposed sidewalks, bike paths, and other walkways.
11. Location, type and size of any walls, fences or other screening devices.
12. Location of all proposed landscape materials, including size and type of plantings, in accordance with the requirements of Section 5.21 of this ordinance.
13. Location, size and height of all proposed accessory structures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, and methods of screening.
14. Existing and proposed utility poles
15. Proposed signs in compliance with Article 11 of this Ordinance.
16. Proposed parking areas and access drives in accordance with Article 10 of this Ordinance showing the number and size of spaces and aisles, loading areas, handicapped access ramps, and the method of surfacing such areas.
17. Exterior lighting showing areas of illumination and type of fixtures as well as the method of shielding lights from adjacent properties and roadways.
18. Location and type of significant existing vegetation, water courses, and water bodies including county drains and manmade surface drainage ways, floodplains, and wetlands. Vegetation which is to be retained on the site must be illustrated.
19. Location of existing and proposed slopes which are 20 percent or greater.
20. Zoning and land use on adjacent properties.
21. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Ordinance or by state or federal agencies.
22. The Planning Commission may request architectural elevation drawings of a building and cross-section drawings of a site.
23. Small-scale sketch of properties, streets and zoned uses of land within one-quarter mile of the site, sufficient to illustrate the existing character and development in the area of the site.