

**HARBOR COMMISSION
PACKET**

PROCEDURE FOR BLACK RIVER SITE PLAN APPROVAL

City of South Haven

The City of South Haven Code of Ordinances and Zoning Ordinance require that "any construction, expansion or alteration of a dock, piling, seawall or other structure on a parcel shall be subject to the review and approval of the Planning Commission." (Sec. 1724.3) In addition, the Harbor Commission must review and make recommendation to the Planning Commission on any such development. (Sec. 38-30.a)

The following is the procedure for all development on waterfront properties on the Black River in the City of South Haven:

1. Complete the following City applications:

Plan Application Cover Sheet
Site Plan Submittal Requirements
Site Plan Review Attachment
Harbor Commission Attachment
(other forms as determined by staff because of zoning district, specific location or other conditions.)

Forms are available at City Hall from the receptionist or the Planning Department. (Please see Article XIV of the Zoning Ordinance, the Site Plan Submittal Requirements form, and the Harbor Commission Attachment for specific site plan requirements.)

2. Submit the completed applications along with all required documentation (such as drawings) to the Planning Department fifteen (15) days prior to the Harbor Commission meeting at which the proposal will be reviewed. The application fee is due at this time. This fee is based on the cost and scope of the project and will be determined at the time of application.
3. When all applications and supporting documentation are complete, the project will be placed on the agenda for the next Harbor Commission meeting. If these items are not complete 15 days before the Harbor Commission meeting, the project will not be placed on the agenda. The Harbor Commission meets the third Tuesday of the month.
4. The Harbor Commission will review the project based on the items on the Harbor Commission Attachment and forward the plans to the Planning Commission with its written findings, comments, and recommendations concerning the plans. (Sec. 38-30.a)
5. After the Harbor Commission makes their recommendation, the project will be placed on the agenda for the next Planning Commission meeting. The Planning Commission meets the first Thursday of the month.
6. The Planning Commission will review the project based on the standards set forth in the City of South Haven Code of Ordinances, and the City of South Haven Zoning Ordinance. The Planning Commission will approve or deny the project based on their review of the materials submitted by the applicant. They may approve the project with conditions or pending other approvals. (In the case of Planned Unit Developments, the Planning Commission makes a recommendation to the City Council. City Council has final approval of PUDs.)

Questions about the application and approval process can be answered by the Planning Department. Please contact Kathy Staton, Development Coordinator, at 637-0760.

PLAN APPLICATION COVER SHEET
CITY OF SOUTH HAVEN
BUILDING DEPARTMENT
539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090
FOR INFORMATION CALL 269-637-0760

Project Address: _____ Tax ID 80-53- _____

Applicant: _____ Property Owner: _____

Appl. Address: _____ Owner Address: _____

Applicant Phone: _____ Owner Phone: _____

Contractor License Number (Building Permit Only): _____

Current Use of Property: _____ Zoning District of Property _____

Project Description: _____

Total Value of Construction (Materials and Labor, Building Permit Only): _____

I hereby authorize the Zoning Administrator, Building Inspector or other authorized representative of the City of South Haven to enter and inspect the above property for the purpose of inspection of the premises.
AFFADAVIT: I certify and affirm that I am the property or building owner or owner's authorized agent and that I agree to conform with all applicable laws of this jurisdiction. I also certify that this application is accurate and complete. Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.

OWNER'S SIGNATURE: _____ DATE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

CITY STAFF USE - REQUIRED PERMITS AND REVIEWS:

- | | |
|--|--|
| <input type="checkbox"/> BUILDING PERMIT | <input type="checkbox"/> ZONING PERMIT |
| <input type="checkbox"/> NEW WATER OR SANITARY SEWER SERVICE | <input type="checkbox"/> FINAL SITE PLAN REVIEW |
| <input type="checkbox"/> NEW ELECTRIC SERVICE | <input type="checkbox"/> PRELIMINARY SITE PLAN REVIEW |
| <input type="checkbox"/> LOT SPLIT | <input type="checkbox"/> VARIANCE REQUEST |
| <input type="checkbox"/> LOT COMBINATION | <input type="checkbox"/> PLANNED UNIT DEVELOPMENT |
| <input type="checkbox"/> CURB CUT/R.O.W. ACCESS | <input type="checkbox"/> CHANGE OF USE |
| <input type="checkbox"/> SPECIAL USE PERMIT | <input type="checkbox"/> HOME OCCUPATION |
| <input type="checkbox"/> DEMOLITION PERMIT | <input type="checkbox"/> AMENDMENT TO THE ZONING ORDINANCE |
| <input type="checkbox"/> OTHER _____ | |

BUILDING CODE: Michigan Bldg. Code 2003 Michigan Residential Code 2003 USE GROUP _____

REFERRALS TO OTHER PERMITTING AGENCIES:

- | | |
|--|--|
| <input type="checkbox"/> MICHIGAN DEPARTMENT OF TRANSPORTATION | <input type="checkbox"/> DEPT. OF ENVIRONMENTAL QUALITY |
| <input type="checkbox"/> VAN BUREN COUNTY HEALTH DEPT. | <input type="checkbox"/> V.B. COUNTY SEDIMENTATION CONTROL |
| <input type="checkbox"/> FLOOD PLAIN MANAGEMENT (DEQ) | <input type="checkbox"/> HIGH RISK EROSION AGENCY (DEQ) |
| <input type="checkbox"/> ARMY CORPS OF ENGINEERS | <input type="checkbox"/> OTHER: _____ |

DATE SUBMITTED: _____ DATE ACCEPTED: _____ BY: _____

FEE: _____ DATE OF PAYMENT: _____

SITE PLAN SUBMITTAL REQUIREMENTS
CITY OF SOUTH HAVEN
BUILDING DEPARTMENT
539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090
FOR INFORMATION CALL (616)-637-0760

PROJECT ADDRESS: _____ TAX ID: 80-53- _____

DATE APPLICATION RECEIVED: _____ APPLICANT: _____

PROJECT DESCRIPTION: _____

REQUIRED DOCUMENTS:

- 1. SURVEY AND LEGAL DESCRIPTION OF PROPERTY**
 - INCLUDE ANY DEED RESTRICTIONS AND EASEMENTS
 - TAX ID NUMBER

- 2. LOCATION MAP**
 - SMALL SCALE SKETCH OF PROPERTIES, STREETS AND USE OF LAND WITHIN 1/2 MILE
 - INCLUDE DRIVEWAY LOCATIONS ACROSS THE STREET

- 3. SITE PLAN INCLUDING:**
 - SCALE OF LESS THAN 1:200
 - FOURTEEN (14) COPIES, TWO (2) SEALED
 - DATE OF DRAWING, NAME, ADDRESS, AND SEAL OF PREPARER
 - DIMENSIONS OF LOTS, PROPERTY LINES
 - EXISTING STRUCTURES (LABEL EXISTING)
 - PROPOSED STRUCTURES AND ADDITIONS (LABEL PROPOSED)
 - BUILDING SETBACKS, FRONT, REAR, BOTH SIDES
 - AREA COVERED BY STRUCTURES (IN SQUARE FEET)
 - DIMENSIONS, LOCATION AND PAVING MATERIAL OF DRIVES, PARKING AREAS, SIDEWALKS AND CURBING
 - PARKING SPACE STRIPING, NUMBER OF PARKING SPACES REQUIRED, NUMBER PROVIDED
 - FIRELANE LOCATION, RADII AND DIMENSIONS
 - STORM DRAINAGE SYSTEM AND STRUCTURES, DIRECTION OF FLOW
 - RETENTION BASIN AND CALCULATIONS
 - LOCATION AND SIZE OF WATER, SEWER, ELECTRIC, GAS AND OTHER UTILITIES
 - LANDSCAPING DETAILS
 - SIGNS AND ON-SITE LIGHTING, LOCATION AND DETAILS
 - EASEMENTS
 - EXISTING MAN-MADE FEATURES
 - EXISTING NATURAL FEATURES
 - TOPOGRAPHY AT 2 FOOT INTERVALS
 - WETLANDS, HIGH RISK EROSION AREAS OR FLOODPLAIN AREAS
 - DIMENSIONS AND LOCATION OF ANY REQUIRED OPEN SPACE
 - ZONING DISTRICT(S)
 - VARIANCES TO BE REQUESTED, IF ANY

- 4. BUILDING ELEVATIONS (SKETCH)**
 - SHOW HEIGHT OF BUILDING
 - SHOW NUMBER OF STORIES

- 5. LETTER OR MEMO EXPLAINING:**
 - OBJECTIVES OF THE PROPOSAL
 - COMPLETION SCHEDULE OF PROJECT PHASES

DATE ACCEPTED: _____ BY: _____

Note: These are a summary of the requirements for new and major construction projects. Smaller projects are required to include details related to the changes being made, and applicants may not be required to include all of the items listed here.

In any case, items 1 through 5 shall be included in the application.

For complete details see the South Haven Zoning Ordinance Section 1405, Final Site Plan Submittal Requirements.

**SITE PLAN REVIEW ATTACHMENT
CITY OF SOUTH HAVEN
BUILDING DEPARTMENT
539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090
FOR INFORMATION CALL (616)-637-0760**

PROJECT ADDRESS: _____ APPLICANT: _____

PROJECT DESCRIPTION: _____

ZONING DISTRICT: _____

PROPOSED USE: _____

SECTION NUMBER WHICH PERMITS THIS USE: _____

COMMENTS:

SETBACKS (IN FEET):

FRONT YARD: _____ SIDE YARD: _____

REAR YARD: _____ SIDE YARD: _____

LOT AREA (IN SQUARE FEET) _____

LOT WIDTH (AT FRONT SETBACK) _____

AREA COVERAGE (BY ALL STRUCTURES) _____

HEIGHT (AVERAGE OF PEAK AND EAVE) _____

OFF-STREET PARKING, SECTION 1800

PARKING USE GROUP: _____

SECTION NUMBER: 1800.12. _____

PARKING REQUIREMENT: _____

PARKING REQUIREMENT
CALCULATION:

REQUIRED PARKING SPACES _____ PROVIDED SPACES _____

DIMENSION OF INDIVIDUAL PARKING SPACES _____

COMMENTS:

APPLICANT SIGNATURE: _____ DATE: _____

**HARBOR COMMISSION ATTACHMENT
CITY OF SOUTH HAVEN
SITE PLAN REVIEW**

The Harbor Commission meets the third Tuesday of each month.
Application deadline is 15 days prior to the meeting.

Project Address _____
 Project Name (if any) _____
 Brief Description of Project _____

 Number of Existing Docks _____ Number of Docks Proposed _____
 Amount of Increase _____ Amount of Decrease _____

Will there be any change in the length, width, and/or location of existing docks, slips or other structures? YES ____ NO ____

Will any portion of the project extend past the City Project Lines? YES ____ NO ____

	Application Made Y/N	Permit Received Y/N	Copy Attached Y/N
1. Army Corps of Engineers	_____	_____	_____
2. DEQ	_____	_____	_____
3. Flood Plain Management Agency	_____	_____	_____
4. Soil and Erosion Permit	_____	_____	_____

Submittal Requirements

In addition to the requirements for site plan approval as shown on the Plan Application Cover Sheet, Site Plan Submittal Requirements, Site Plan Review Attachment, and any other forms required for the project, the following information must be submitted for any proposed development along the Black River. The drawings must be prepared by or under the supervision of a professional engineer, architect, land surveyor, or landscape architect licensed in Michigan and be signed and sealed by that professional. (Sec. 1402.4)

1. A scaled drawing of the Black River showing the river where the proposed development will be constructed and depicting the following:
 - A. The width of the river.
 - B. A cross section of the river bottom.
 - C. The location of the U.S. Harbor Line and the City of South Haven Project Line (as set forth in City Ordinance #740)
 - D. Project property lines.
 - E. Length, width, location and type of construction of existing docks, piers, slips and seawalls.
 - F. Length, width, location, and type of construction of the proposed development.
 - G. The current development of the site on the opposing sides of the Black River.

2. When any type of dredging is needed to complete the proposed project, the area downstream of the project site for five hundred (500) linear feet and one hundred (100) linear feet upstream from the project must be sounded both before the project is started and at the time of completion, prior to issuance of the Certificate of Occupancy of the project. These soundings must be reported in written form to the City of South Haven for its review. Once the project is completed, the developer will be liable for any debris or spoils that have been found due to the development of the project. If the proposed project includes dredging provide the following:
 - A. Pre-construction soundings report.
 - B. Proposed disposition of dredging spoils.

Applicant's Signature _____ Date _____

(To be completed by the Harbor Commission)
HARBOR COMMISSION REVIEW FORM
SITE PLAN REVIEW

SUBMITTAL REQUIREMENTS:	Provided	Not Provided
1.A. Width of the river.	_____	_____
1.B. A cross section of the river bottom.	_____	_____
1.C. The location of the U.S. Harbor Line and the City of South Haven Project Line.	_____	_____
1.D. Project property lines.	_____	_____
1.E. Length, width, location and type of construction of existing docks, piers, slips and seawalls.	_____	_____
1.F. Length, width, location, and type of construction of the proposed development.	_____	_____
1.G. The current development of the site on the opposing sides of the Black River.	_____	_____
2.A. Pre-construction soundings report.	_____	_____
2.B. Proposed disposition of dredging spoils.	_____	_____
3. Signed and sealed drawings.	_____	_____

Plans have been reviewed by the Harbor Commission and found to be:

Complete _____ Incomplete _____ If incomplete, explain: _____

FINDINGS- All questions must be answered "no" for approval to be recommended:

1. Does any portion of the proposed project extend beyond the City Project Lines? YES ___ NO ___
 IF YES: Is the length, width and location of the proposed structure different from the existing structure? YES ___ NO ___
2. Will any portion of the proposed project impede safe navigation? YES ___ NO ___
3. Will any portion of the proposed project have an adverse effect on the adjacent property owner's access to their property? YES ___ NO ___
4. Will any portion of the proposed project have an adverse effect on the adjacent property owner's ability to develop their property? YES ___ NO ___

COMMENTS:

RECOMMENDATION:

Signed _____ Date _____
 (Presiding Chairman, Harbor Commission)

Note: Any approval given by the Harbor Commission under which work is not started within 12 months or, when such use or work has been abandoned for a period of six months, shall lapse and cease to be in effect. (Sec. 38-36 a)

Date of Submittal _____ Date of Harbor Commission Review _____
 Date of Planning Commission Review _____ Date of City Council Review _____