

SITE PLAN SUBMITTAL REQUIREMENTS
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- _____

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
 - FIFTEEN (15) 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.