

VILLAGE OF HOLLY

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HOLLY PLANNING COMMISSION

SITE PLAN REVIEW APPLICATION

The mission of the Holly Village Government is to enhance our community's quality of life. Our organization strives for quality services, responsive action to citizen requests, and a cost-effective government. We promote citizen participation, proactive decision making, and environmental quality. Most importantly, we shall always serve the citizens of Holly.

The Village of Holly will be a prestigious, historical village that is a green residential oasis from the City, and the center of commerce and activity for the region.

General Notes

- The Holly Planning Commission meets on the fourth Wednesday of each month at 7:00 p.m. in the Village Council Chambers, 315 S. Broad Street.
- Site plan applications must be received twenty (20) days prior to the day of the meeting.
- It is strongly recommended that a "pre-application conference" be scheduled with the Community Development Director prior to formal submission of plans. ½ of the filing fee is required for this meeting (the balance to be paid when the formal application is submitted).

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- Twenty copies of all documents must be submitted for review. They are distributed as follows: 9 to commissioners; 1 to Fire Department; 1 to Police Department; 1 to Village Manager; 2 to Planner; 2 to the Road Commission; 1 to the Drain Commission and 1 to Village engineer.
- Every Site Plan Application submitted for Planning Commission action shall meet all the requirements of the Holly Master Plan, Holly Code of Ordinances, and the Holly Zoning Ordinance. Copies of the ordinances are available from the Village Clerk (Master Plan - \$20.00; Code of Ordinances - \$100.00; Zoning Ordinance - \$25.00;).
- The fee for the review shall be submitted with the application. The fee schedule is as follows:

Item	Fee
Site Plan Review (project under \$1 million).....	\$ 775.00
Site Plan Review (project \$1 million - \$3 million).....	\$1400.00
Site Plan Review (project over \$3 million).....	\$2150.00
Extension/Revision of site plan.....	\$ 175.00
Planned Unit Development (conceptual).....	\$1650.00
Planned Unit Development – Final:	
Project under \$1 million.....	\$1025.00
Project \$1 million - \$3 million.....	\$1625.00
Project over \$3 million.....	\$2400.00
Subdivision Preliminary Review.....	\$1525.00
Subdivision Final Review.....	\$1525.00
Special Use Permit.....	\$ 325.00
Rezoning.....	\$ 525.00
Street/Alley Vacation.....	\$ 450.00
Lot Split.....	\$ 175.00

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SITE PLAN REVIEW APPLICATION

Date: _____

Type of Request: _____ Fee Paid: _____
(from previous page)

Address of Property: _____

Applicants Name: _____

Address: _____

City/State: _____ Telephone: _____

Property Owner's Name: _____

Address: _____

City/State: _____ Telephone: _____

Setbacks of Proposed Buildings:

Front: _____

Sides: _____

Rear: _____

Parking Requirements:

Square footage of buildings (existing and proposed): _____

Number of Employees (on largest shift): _____

Number of Barrier-Free parking Spaces: _____

Total Number of Parking Spaces: _____

Type of Storm Drainage: _____

Type of Walls or Fences (when required): _____

Total Cubic Yards of soil to be moved, removed, relocated, excavated or added:

Means of Soil Stabilization (where required): _____

Each submittal for site plan review shall be accompanied by a detailed site plan which shall consist of an accurate drawing, showing the entire site and all land within 100 feet of the site. The scale of the site plan shall be not less than 1 inch = 50 feet if the subject property is less than 3 acres, and 1 inch = 100 feet if three acres or more. If multiple sheets are used, each shall be labeled and the preparer identified. If there is an accurate site plan for the lot filed with the Village within the previous 180 days, the Zoning Official may waive the requirement for a site plan. The following information shall be shown on the detailed site plan (check off each box when complete):

- Name of development and general location sketch.
- Name, address and phone number of owner(s), developer, and designer.
- North arrow, scale, and date of original drawing and each revision.
- The seal on one of the following professionals registered in the State of Michigan: Registered Architect, Registered Civil Engineer, Registered Landscape Architect, Registered land Surveyor or Registered Professional Community Planner on the site plan.
- A legal description and address of the property in question.
- The area of the site in square feet and acres excluding all existing and proposed public rights-of-way.
- The dimensions of all lots and subject properties, showing the relationship of the subject property to abutting properties, including lots across rights-of-way and easements. The boundaries of the subject property shall be clearly indicated on the site plan, differentiated from other contiguous property. If the parcel is a part of a larger parcel, boundaries of total land holding shall be indicated.

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- Existing topographic elevations at two-foot intervals, including ground elevations of all existing buildings, drives and/or parking lots, and any adjacent unusual surface conditions. Indicate direction of drainage flow.
- The location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains, and wetlands.
- Location and type of significant existing vegetation, including location of all existing trees over eight (8) inches in diameter, stands rather than individual trees may be indicated.
- Any significant site amenities and unique features.
- Existing land uses and zoning classification of the subject parcels and adjacent parcels.
- All required minimum setbacks from the existing or proposed right-of-way and from adjacent lots.
- The location and dimensions (length, width, height) of all existing and proposed structures on the subject property and all existing structures within 100 feet of the subject property.
- The location and width of all existing public roads, rights-of-way or private easements of record, abutting streets, alleys, and driveway locations to abutting streets.
- With residential proposals, a site summary indicating the number and location of one bedroom units, two bedroom units, etc., typical floor plans with the square feet on floor areas; density computation, recreation facilities, open spaces, street names, and lot coverage.
- With non-residential proposals, the number of offices, number of employees, the number of floors and typical floor plans and cross sections.
- Proposed parking lots including layout and typical dimensions of parking spaces, number of spaces provided (including how computed per ordinance requirements) and type of surfacing (Chapter 18, Holly Zoning Ordinance).
- Location of and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration and passing lanes (if any) serving the development.

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- Proposed traffic and pedestrian circulation patterns, both within the site and on public streets adjacent to the site and the proposed location and dimensions of any required pedestrian sidewalks. Designate loading and unloading areas, barrier free access, and fire lanes, and carports.
- All proposed screening and free standing architectural walls, including typical cross-sections and the height above ground on both sides.
- The dimensions and location of all signs, both wall signs and free-standing signs and of lighting structures and shielding.
- Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities, if required by the standards of the Zoning Ordinance.
- Location and specifications for any existing or proposed outdoor or below ground storage facilities as well as any screening or containment structures or clear zones required by government authorities.
- Notation of any variances which have been or must be secured.
- Notation of performance guarantees to be provided including amounts, types, and terms.
- Statement that applicant will comply with State, Local and Federal Laws, as applicable to the site or intended use.
- Information and special data which may be critical to the adequate review of the proposed use and its impacts on the site or Village. Such data requirements may include traffic studies, market analysis, environmental assessments (including inventory and impact data on flora, fauna, natural resources, hazardous materials, erosion control and pollution), demands on public facilities and services, impact on historical or cultural resources, displacement of people or other uses as a result of the proposed development, alterations of the character of the surrounding area, effect on the Village's tax base and adjacent property values.
- Other data which the Village may reasonably deem necessary for adequate review.

- The site plan shall indicate size, location and description of any proposed interior or exterior areas or structures for storing, using, loading or unloading of hazardous substances. A listing of types and quantities of hazardous substances which will be used or stored on-site in quantities greater than 100 kilograms or 25 gallons per month.
- Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of the cleanup.
- For developments that are of a scale to warrant phased development, the phasing of construction shall be indicated.
- Proposed finish grade of buildings, driveways, walkways, and parking lots.
- Proposed type of building materials, roof design, projections, canopies and overhangs, roof-located mechanical equipment, such as: air conditioning, heating units and transformers that will be visible from the exterior. The architectural plans of the buildings shall be prepared by and bear the seal of a Registered Architect. A site plan for an alteration or addition to existing structures may be prepared by licensed builder or contractor (Section 2108, Holly Zoning Ordinance).
- Proposed water service including any proposed tap-ins, main extensions or extensions for adequate fire hydrant spacing, and/or considerations for extensions to loop other public water mains.
- Proposed sanitary sewer facilities and location of all existing utilities, easements, vacations and the general placement of lines, manholes, tap-ins, pump stations, and lift stations.
- Proposed storm water management plan including design of sewers, outlets (enclosed or open ditches), and retention or detention ponds. Sufficient data regarding site run-off estimates and off-site drainage patterns shall be provided to permit review of feasibility and permanency of drainage detention and/or retention as well as the impact on local surface and groundwater. The plan shall indicate location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes should be specified on the site plan.
- Locations of existing and proposed fire hydrants with reasonable access thereto for fire fighting, police and other emergency equipment.
- Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, and telephone.

- Soil erosion and sedimentation control measures.
- Detailed landscaping plan, indicating location, quantity, types and sizes of material. A landscaping maintenance plan and schedule for pruning, mowing, watering, fertilizing, irrigation and replacement of dead and diseased materials shall be provided. Also, cross sections of any berms shall be provided.
- Easements for proposed public rights-of-way, utilities, access, shared access, and drainage.
- Show details of all site lighting, including the location and height of lighting fixtures. No lighting may extend beyond the property line of the subject property. A photometric plan may be required by the Zoning Official (Section 320, Holly Zoning Ordinance).

Certification:

I certify that the above required information is shown on the application and site plan submitted for consideration by the Holly Planning Commission. I hereby authorize the members of the Planning Commission to enter the subject property to review the site in preparation of the action on this application.

Name of Property Owner (signed & printed)

Date

