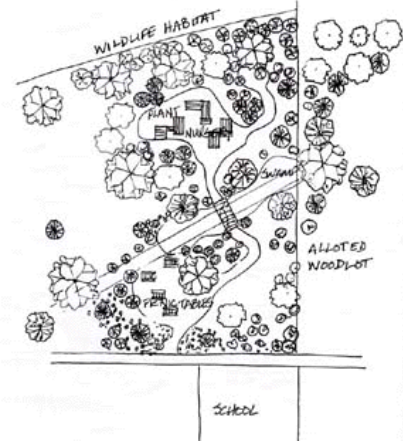


City of Hillsdale  
Planning Commission  
Site Plan Review Petition Form



Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

If applicant is not the property owner, what is the applicant's interest in the property?

(Permission must be gained by the property owner).

Property address, if different than above:

Purpose of the request, be specific:

Zoning \_\_\_\_\_ Project Cost \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_ Meeting Date \_\_\_\_\_

**All Site Plan materials must be completed & submitted along with this form to:**

**Attention: Assessors Office**

**97 N. Broad St.**

**Hillsdale, MI 49242**

**(517) 437-6455 or Fax (517) 437-6479**

# City of Hillsdale Site Plan & Review Commercial Projects



The Site Plan & Review process for the City of Hillsdale is required for all new commercial projects. Petitions are filed through the Assessing/Planning office.

Planning Commission meetings are held on the fourth Tuesday of each month at 5:30 P.M. Drawings must be submitted two (2) weeks before the meeting for staff review. Outside of the petition form three things are required for your review.

## 1. A drawing that should include the following:

- ✓Existing & proposed streets, names & the address of the site.
  - ✓Lot lines & their dimensions.
- ✓Parking lots with drives, traffic flow the number of spaces, size of spaces, handicapped space requirements & green space area (1 tree & 50 sq. ft./10 spaces).
  - ✓Any landscaped areas, including material type & location of plantings.
- ✓Natural features such as streams, ponds, wetlands, flood plains, open spaces & stands of trees.
  - ✓Proposed land contours.
  - ✓Location of light & utility poles.
  - ✓Location of dumpster must be enclosed.
- ✓Existing & proposed buildings along with dimensions, height & distance from the property lines & other buildings.
- ✓Utility requirements...size of water & sewer service needed, storm water run-off plan, size & location of electrical transformers & poles.
- ✓General information, north arrow, name & address of designer, scale, date, and any revision date.
- ✓10 copies are necessary, if submitted in original print size. 2 hard copies are necessary if submitted in digital (preferred) format.
- ✓In cases where a service drive is necessary, Planning Commission may require monies be placed in escrow for installation.

## 2. A front and one side view of the finished exterior of the building, which indicates the siding material.

## 3. A narrative including:

- ✓The proposed use & number of acres designated for each use.
  - ✓Proposed method of water & sewer service.
- ✓Statement of safety for auto & people traffic on site & at entrances/exits.
- ✓Statement as to the project site & its' neighboring land uses.

I have read and understood all the requirements for applying to the Planning Commission. I understand that failure to provide the necessary items may postpone my application.

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