



9091 First St. / P.O. Box 54 / Baroda, MI 49101 / Tel: 269•422•1779 / Fax: 269•422•2990

SITE PLAN APPLICATION

Project Address: _____ Tax ID # _____

Applicant: _____ Property Owner: _____

Appl. Address: _____ Owner Address: _____

Applicant Phone: _____ Owner Phone: _____

Applicant Email: _____ Owner Email: _____

Current Use of Property: _____ Zoning District of Property _____

Project Description: _____

Proposed Use: _____

Section Number Which Permits This Use: _____

Comments:

Owner's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Date Submitted: _____ Date Accepted: _____ By: _____

Fee: _____ Date of Payment: _____

Project Address: _____ Tax ID: _____

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 1/4 mile
- Include driveway locations across the street

3. SITE PLAN INCLUDING:

- Scale of less than 1:100
- Eight (8) copies, (two (2) sealed for final approval)
- 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 & curbing
- Parking space striping, number of parking spaces required, number provided
- Fire lane location, cul-de-sac (if required) 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 (new construction or additions)
- Wetlands, high risk erosion areas or floodplain areas
- Dimensions and location of any required open space

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
- Variances to be requested, if any

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 Village of Baroda Zoning Ordinance, Article XIII Section 13.01 – 13.07, Site Plan Submittal Requirements.

NOTE: THIS PAGE FOR OFFICE USE ONLY

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): _____

Parking, Article VI

Sec. 34-33L through 34-335: _____

Parking Use Group: Commercial/Industrial/Residential (Circle One)

Required Parking Spaces: _____ Provided Spaces: _____

Dimension of Individual Parking Spaces: _____

Michigan Barrier Free Parking: Required _____ Provided _____

Proposed Landscaping and Location:

Proposed Signage, Article V

Section Number 34-302 through 34-307: _____

Comments: