



# Open Space Neighborhood Application

Submit Applications to City Hall

Street Address: 114 North Kidd Street Ionia, MI 48846

Mailing Address: P.O. Box 496 Ionia, MI 48846

Ph: (616) 527-4170 Website: [www.ci.ionia.mi.us](http://www.ci.ionia.mi.us)

Date of Application: \_\_\_\_\_

Permit Fee: \$1,250\*

This application will require action by the Planning Commission and City Council consisting of a project site plan review and two Public Hearings. Applications must be submitted at least four weeks before the intended Planning Commission meeting.

## Applicant Information

Applicant's Name: \_\_\_\_\_ Interest in Property: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Name (If different from above): \_\_\_\_\_

## Project Information

1. Request (check all that apply):

Site Condominium       Special Land Use       Plat       PUD

Site Plan Review       Rezoning      Other: \_\_\_\_\_

2. Address of Property: \_\_\_\_\_

3. Parcel Number(s): \_\_\_\_\_

4. Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Project Description: \_\_\_\_\_

\_\_\_\_\_

6. Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

7. Size of Parcel: \_\_\_\_\_

(\*Fee includes \$750 for Open Space Neighborhood Application and \$500 for Site Plan Review.)

**Signatures**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Application #:** \_\_\_\_\_

\_\_\_ Fees Paid: \_\_\_\_\_

Date(s) Advertised: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ (PC) \_\_\_\_\_ (Council)

Action Taken: \_\_\_\_\_ (PC) \_\_\_\_\_ (Council)

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Preliminary OSN Application and Review Procedures

The following information shall be submitted for tentative approval of the preliminary OSN.

1. The name or title of the proposed OSN.
2. Legal description of the proposed OSN.
3. The name, address, and telephone number of the proprietor, developer, record owner, and subdivider.

## Open Space Neighborhood Checklist

A site plan submitted for review by the City of Ionia Planning Commission must contain the following items unless the Commission determines such items are not needed on the plan. This list is taken from Section 1270.05 of the City of Ionia Zoning Ordinance.

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- |  |   |
|--|---|
| <input type="checkbox"/> Scale (not more than 1" – 100 ft.).                                     | <input type="checkbox"/> Location of all proposed accessory structures.   |
| <input type="checkbox"/> A vicinity map.   | <input type="checkbox"/> Location of all light poles or fixtures including type.  |
| <input type="checkbox"/> Date site plan was prepared.  | <input type="checkbox"/> Location of all flagpoles.   |
| <input type="checkbox"/> Name, address & seal of preparer.                                       | <input type="checkbox"/> Existing & proposed topographic elevations at two-foot intervals on the site & to a distance of 50 ft. outside the boundaries. |
| <input type="checkbox"/> North arrow.  | <input type="checkbox"/> Identify all slopes 20% or more.   |
| <input type="checkbox"/> Legal description.  | <input type="checkbox"/> Direction of storm water drainage & how storm water runoff will be handled.  |
| <input type="checkbox"/> Property lines and dimensions.  | <input type="checkbox"/> Location of existing buildings.  |
| <input type="checkbox"/> Building setback distances.   | <input type="checkbox"/> Location of proposed buildings.  |
| <input type="checkbox"/> All structures, lot lines & wetlands within 100 feet of the site.       | <input type="checkbox"/> Intended use of proposed buildings.  |
| <input type="checkbox"/> Location of septic tanks and drain fields.                              | <input type="checkbox"/> Length & width of proposed buildings.  |
| <input type="checkbox"/> Location of utility easements.  | <input type="checkbox"/> Height of proposed buildings.  |
| <input type="checkbox"/> Location of all sidewalks.  | <input type="checkbox"/> Square footage of proposed buildings.  |
| <input type="checkbox"/> Location of all bike paths or walkways.                                 |   |
| <input type="checkbox"/> Location and size of any walls, fences or other screening provisions.   |   |
| <input type="checkbox"/> Location of all proposed landscape including size and type of planting. |   |

- \_\_\_ First floor elevation of each building.
- \_\_\_ Location of abutting streets.
- \_\_\_ Location of rights-of-way.
- \_\_\_ Location of service drives. Location of curb cuts.
- \_\_\_ Location of access easements serving the site.
- \_\_\_ Location of driveways opposite the site.
- \_\_\_ Location of driveways within 100 feet on either side of the site.
- \_\_\_ Driveway width, curb radii and deceleration lane.
- \_\_\_ Location and size of all water lines.
- \_\_\_ Location and size of sanitary sewer lines.
- \_\_\_ Location of all storage sheds.
- \_\_\_ Location of all transformers.
- \_\_\_ Location of all dumpsters or trash removal areas or devices. Dumpsters must be screened.
- \_\_\_ Location of all signs.
- \_\_\_ Location of all existing and proposed utility poles.
- \_\_\_ Location of proposed parking areas & access drives.
- \_\_\_ Number of parking spaces & aisles.
- \_\_\_ Dimensions of spaces & aisles.
- \_\_\_ Location of parking blocks, landscape, timbers, etc.
- \_\_\_ Location of loading areas.
- \_\_\_ Location of parking islands.
- \_\_\_ Location of handicapped spaces & access ramps.
- \_\_\_ Type of parking lot surface.
- \_\_\_ Location of curbs.
- \_\_\_ Location & type of significant existing vegetation.
- \_\_\_ Location & type of significant existing water courses.
- \_\_\_ Location & type of significant existing water bodies.
- \_\_\_ Location & type of significant existing county or city drains & manmade surface drainage ways.
- \_\_\_ Location of 100-year floodplains.
- \_\_\_ Location of existing wetlands.
- \_\_\_ Location and size of storm drainage lines.
- \_\_\_ Location of fire hydrants.
- \_\_\_ Location of catch basins.
- \_\_\_ Vegetation which is to be retained on the site must be illustrated.
- \_\_\_ Zoning on adjacent properties.
- \_\_\_ Location & specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials.