



Pre-Construction Meetings

Prior to beginning any development process in the City of Ionia, applicants are encouraged to meet on an informal basis with the City Manager to discuss the proposed project and review the site plan submittal requirements. This meeting can help facilitate the approval process once a formal application is submitted. In order to request a conceptual review meeting, please contact the City Manager by phone at (616) 527-5776 or by email at pgarland@ci.ionia.mi.us

In order to make the best use of time, the following should be known / available:

- Location of site
- Existing land use
- Intended development (residential, office, retail, manufacturing, etc.)
- Preliminary sketches (hand drawn are sufficient)
- Surrounding land uses
- Any other additional information such as flood zone status, expected parking, etc. are helpful but not required.

At the meeting, staff will cover the following:

- Review the proposed use for general conformance with existing zoning
- Provide initial feedback on design (if applicable)
- Identify the correct process (site plan review, special land use, variance, etc.) and walk the applicant through what to expect, identify timelines
- Identify other possible agencies to engage such as MDOT, Ionia County, etc.
- Answer any additional questions you may have pertaining to development in the City.



City of Ionia Site Plan Review Process

I. Site Plan Required

A site plan shall be submitted for review and approval prior to the issuance of a building permit as follows:

- (a) Planning Commission Level. The Planning Commission shall review the following site plans:
 - (i) Any new principal commercial, office, industrial, business or institutional use or a residential use having more than two dwellings.
 - (ii) Special land uses and planned unit developments.
 - (iii) Existing commercial, industrial, business or institutional uses and buildings or residential uses having more than two dwellings proposed to be increased in size fifty percent or more of the existing building or use. The existing size shall be determined by the gross square footage of an existing building, or if the principal use is primarily out of doors, then the land area occupied by the use shall be used to determine the existing size.
 - (iv) Accessory buildings that are more than 50% of the size of the largest principal building on site.
- (b) Staff Level. The Zoning Administrator shall review the following site plans or may refer such plans to the Planning Commission.
 - (i) Expansion of an existing use or building which comprises less than 50% of a building or less than 50% of the land area occupied by a use which is principally outdoors.
 - (ii) A building which is accessory to the principal building if such accessory building is no more than one half of the size of the largest principal building on site.
 - (iii) A change in the use of a property which results in the need for more parking spaces.

II.

Items to be Submitted

The following materials must be submitted to the City of Ionia Zoning Administrator in applying for review of a site plan by the Planning Commission.

_____ 4 physical copies of the site plan

_____ 1 electronic copy of site plan

_____ Application

_____ Fee

The site plan must contain the information required by Section 1276.05 of the City Zoning Ordinance. A site plan checklist is attached which notes the information required.

III.

Meeting Dates

The City Planning Commission meets on the second Wednesday of every month at 4:30 PM, in the City Council Chambers located at City Hall, 114 N. Kidd Street.

IV.

Processing Period

An application for site plan review to the Planning Commission usually takes about 30-45 days to process.

Applications must be submitted at least four weeks before a Planning Commission meeting in order to be placed on the agenda.

A site plan reviewed only by the Zoning Administrator can be processed in a week.

V.

Application Procedures

Whenever an application is filed for a site plan review, the following steps are taken:

Step 1

An application for a site plan is submitted to the Zoning Administrator along with the required fee.

Step 2

The Zoning Administrator in conjunction with the chair of the Planning Commission, sets a public hearing date.

Step 3

The Zoning Administrator mails notices of the hearing to all land owners within 300 feet of the site.

Step 4

The notices are mailed at least 15 days before the hearing.

Step 5

The Zoning Administrator forwards copies of the application and site plan to the Planning Commission, Fire Chief, and Department of Public Works.

Step 6

Reports from the Fire Chief, and Department of Public Works are prepared and sent to the Planning Commission.

Step 7

The Planning Commission at the public hearing reviews the site plan and staff reports. The Commission reviews the plan in accordance with the standards contained in Section 1276.05 of the Zoning Ordinance. The Commission may approve, modify or deny the site plan or approve it subject to revisions being made.

Step 8

The Commission may require the revised plan to be brought back to the Commission for final approval or allow the Zoning Administrator to review and approve the revised plan according to the changes required by the Commission.

Step 9

Once final approval is given and the site plan contains all required corrections, the Zoning Administrator signs two copies of the plan, one for City records and one for the applicant. **Following this step, the applicant may apply for a building permit with Ionia County.**

Step 10

An approved site plan must be under construction within one year of the date of final site plan approval or the site plan becomes invalid. A one-year extension may be granted by the Planning Commission provided the applicant presents reasonable evidence that the development has had unforeseen difficulties but is now ready to proceed.

A Site Plan Review Checklist may be helpful for applicants to ensure that all requirements of the Site Plan have been included. The Site Plan Checklist is attached to this procedural document and the application.

Review Standards

All site plans reviewed by the Planning Commission shall be approved, approved with conditions, or denied based on the purposes, objectives, and requirements of this ordinance, and specifically, the following considerations when applicable. Please review the following standards to ensure that the proposed site plan will satisfy these requirements. Additional comments and information are encouraged.

Relationship of Request to Surrounding Area

- The relationship of uses proposed will not adversely affect the public health, safety or welfare.
- Proposed uses and structures take into account topography, size of property, the uses adjoining property and relationship and size of buildings to the site.
- The site is developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in the ordinance.

Drives, Parking, and Circulation

- Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation is provided for ingress / egress points within the site.
- Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress / egress points.
- The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the City of Ionia.

Natural Features

- Removal or alteration of significant natural features is restricted to those areas that are reasonably necessary to develop the site in accordance with the requirements of this ordinance.
- Landscaping, buffers, and / or greenbelts are preserved and / or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

General

- Satisfactory assurance is provided that the requirements of all other applicable ordinances, codes and requirements of the City of Ionia will be met.
- The general purposes and spirit of this ordinance and the City of Ionia Master Plan are maintained.

Site Plan Review 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 1276.05 (c)-(e) of the City of Ionia Zoning Ordinance.

- | | |
|--|---|
| <input type="checkbox"/> Scale (not more than 1" – 100 ft.). | <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"/> A vicinity map. | <input type="checkbox"/> Identify all slopes 20% or more. |
| <input type="checkbox"/> Date site plan was prepared. | <input type="checkbox"/> Direction of storm water drainage & how storm water runoff will be handled. |
| <input type="checkbox"/> Name, address & seal of preparer. | <input type="checkbox"/> Location of existing buildings. |
| <input type="checkbox"/> North arrow. | <input type="checkbox"/> Location of proposed buildings. |
| <input type="checkbox"/> Legal description. | <input type="checkbox"/> Intended use of proposed buildings. |
| <input type="checkbox"/> Property lines and dimensions. | <input type="checkbox"/> Length & width of proposed buildings. |
| <input type="checkbox"/> Building setback distances. | <input type="checkbox"/> Height of proposed buildings. |
| <input type="checkbox"/> All structures, lot lines & wetlands within 100 feet of the site. | <input type="checkbox"/> Square footage of proposed buildings. |
| <input type="checkbox"/> Location of septic tanks and drain fields. | <input type="checkbox"/> First floor elevation of each building. |
| <input type="checkbox"/> Location of utility easements. | <input type="checkbox"/> Location of abutting streets. |
| <input type="checkbox"/> Location of all sidewalks. | <input type="checkbox"/> Location of rights-of -way. |
| <input type="checkbox"/> Location of all bike paths or walkways. | <input type="checkbox"/> Location of service drives. Location of curb cuts. |
| <input type="checkbox"/> Location and size of any walls, fences or other screening provisions. | <input type="checkbox"/> Location of access easements serving the site. |
| <input type="checkbox"/> Location of all proposed landscape including size and type of planting. | <input type="checkbox"/> Location of driveways opposite the site. |
| <input type="checkbox"/> Location of all proposed accessory structures. | <input type="checkbox"/> Location of driveways within 100 feet on either side of the site. |
| <input type="checkbox"/> Location of all light poles or fixtures including type. | |
| <input type="checkbox"/> Location of all flagpoles. | |

- ___ 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.

Date: _____

Zoning Permit or Site Plan Review Survey



In an effort to improve our procedures and processes, we are requesting feedback from those who have experienced the Site Plan Review process. This survey will assist City personnel in approving the efficiency and effectiveness of the existing Site Plan Review process and update as needed. Thank you for your participation.

Please indicate the category to which you belong:

Resident Contractor Commercial property owner
 Business owner Other: _____

Did you find the Site Plan Review process to be well organized and easy to navigate?

Yes No, please explain: _____

How did you find the pace of the Site Plan Review process?

Too fast; difficult to keep up Quick and efficient
 Medium Slower than most communities
 No action. Requiring my constant intervention to move the process along.

Do you feel the Planning Commission was thorough understanding your concerns and addressing all of the important and relevant items?

Yes No, please explain: _____

How did you find the pace of the Permit and Inspection Review process?

Too fast; difficult to keep up Quick and efficient
 Medium Slower than most communities
 No action. Requiring my constant intervention to move the process along.

How did you find the permitting and inspection process?

Easy to follow Required assistance from City

If additional assistance was necessary, how can we improve the process? _____

Do you feel the Planning Commission was thorough understanding your concerns and addressing all of the important and relevant items?

Yes No, please explain: _____

Were the City staff and / or the Planning Commission responsive to your questions, comments, and concerns?

Yes

They tried but lacked sufficient knowledge or skills to address my issue.

No

Do you feel that the final decision was consistent with the governing guidelines of the Site Plan Review process?

Yes No, please explain: _____

Please return this survey to:

City of Ionia
P.O. Box 496
Ionia, MI 48846

Description or Explanation of Fee/Charge/Rate	Fee Determination	Planning-Zoning	Adopted
Accessory Structure Permit	\$25.00	Sec 214.06 of City Code	6-7-2022
Fence Permit	\$25.00	Sec 214.06 of City Code	6-7-2022
Home Construction/ Home Addition Permit	\$25.00	Sec 214.06 of City Code	6-7-2022
Land Division	$\begin{array}{r} \text{Split } \$75.00 + \\ \text{\$15.00/new lot} \\ \hline \text{Lot Combination} \\ \text{\$75.00} \\ \hline \text{Lot Line Relocation} \\ \text{\$75.00} \end{array}$	Sec 214.06 of City Code	3-6-2001
Marihuana Facility Operators	\$5,000.00	Sec 214.06 of City Code	6-7-2022
Open Space Neighborhood	\$750.00	Sec 214.06 of City Code	6-7-2022
Planned Unit Development	\$750.00	Sec 214.06 of City Code	6-7-2022
Rezoning	\$750.00	Sec 214.06 of City Code	6-7-2022
Signs - Temporary/Portable - Permanent	\$25.00 \$50.00	Sec 214.06 of City Code	6-7-2022
Site Condominium	\$750.00	Sec 214.06 of City Code	6-7-2022
Site Plan Review - Staff Review - PC Review	\$100.00 \$500.00	Sec 214.06 of City Code	6-7-2022
Special Land Use	\$500.00	Sec 214.06 Of City Code	6-7-2022
Street Vacating	\$750.00	Sec 214.06 Of City Code	6-7-2022
Subdivision Plat	\$750.00	Sec 214.06 of City Code	6-7-2022
Zoning Variance	\$500.00	Sec 214.06 of City Code	6-7-2022