



City of Big Rapids  
Community Development Department  
Phone: (231) 592-4036  
Website: [www.cityofbr.org](http://www.cityofbr.org)

Application to Planning Commission  
Site Plan Review Application

The City of Big Rapids Planning Commission meets in a regular session on the third Wednesday of each month at 6:30 p.m. at City Hall, 226 N. Michigan Avenue, Big Rapids MI.

**Materials related to requests for Commission action, including any required fees, must be filed with the Community Development Department.**

Filing requests which are not complete, or which are not filed by the meeting deadline, as determined by the Community Development Department, will not be placed on the agenda of the respective Commission meeting, nor will they be considered at the respective Commission meeting.

Applicant attendance is not required at the public hearing, but it is highly recommended. Please be prepared to speak on your behalf. Please note: The Planning Commission makes a decision based on your application and information you have supplied based on criteria in the Big Rapids Zoning Ordinance and City Master Plan.

Filing Deadlines are established at **21 calendar days** prior to the Commission meetings:

Please include the following with completed application form:

1. Legal description of the property
2. \$225.00 Application Fee
3. Proposed use of property
4. A site map
5. Engineered drawings of site (check with Staff if questions)

Process:

A site plan review is for the review of large site developments. Typically, these projects are for commercial development, although they could be multi-family projects, housing developments or mixed-use projects. The Planning Commission will hold a public hearing, discuss the request, and ensure it satisfies the requirements of the ordinance. The Planning Commission may table the request to collect additional information or consider other options. The Planning Commission may recommend approval, denial, or approval.



Application to Planning Commission  
Special Land Use Application

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

*Applicant Information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

*Property Information:*

Property Address: \_\_\_\_\_

Explanation of Request:

*Criteria for Review:*

Below is information the Planning Commission and City Commission use to determine if the request is consistent with various City documents. Please answer the questions to provide the board more insight on the request.

(1) That there is a proper relationship between the existing streets and highways within the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways and parking areas to insure the safety and convenience of pedestrian and vehicular movement.



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(2) All elements of the site plan shall be harmoniously and efficiently organized in relations to the topography, the size and type of the lot, the character of adjoining property, and the type and size of buildings.

(3) That as many natural features of the landscape shall be retained as possible where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which will result in maximum harmony with adjacent areas.

(4) That any adverse effects of the proposed development and activities emanating there from which affect adjoining residents or owners shall be minimized by appropriate screening, fencing, landscaping, setback and location of buildings, structures and entryways.

(5) That the layout of buildings and improvements will minimize any harmful or adverse effect which the development might otherwise have upon the surrounding neighborhood.

(6) That all provisions of all local ordinances, including the City Zoning Ordinance, are complied with unless an appropriate variance therefrom has been granted by the Zoning Board of Appeals.



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(7) Any other information you feel is necessary for the Board to decide on the request. Please attach additional documents if needed.

\_\_\_\_\_  
Signature of applicant or property owner

\_\_\_\_\_  
(Date)

**BY APPLYING YOU GIVE CONSENT TO CITY STAFF PHOTOGRAPHING OR ACCESSING THE SITE/PROJECT IN QUESTION.**