

**NEW BUFFALO TOWNSHIP**

17425 Red Arrow Hwy  
New Buffalo, Michigan 49117  
(269) 469-1011 Fax (269) 469-6711

For Office Use Only

Fee \_\_\_\_\_

Receipt No. \_\_\_\_\_

Date Rec. \_\_\_\_\_

Hearing Date \_\_\_\_\_

Township Board Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Tax Code: \_\_\_\_\_

**APPLICATION FOR SITE PLAN REVIEW**

**APPLICANT INFORMATION**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**PROPERTY INFORMATION**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Parcel Number \_\_\_\_\_ Zoning District \_\_\_\_\_

**INFORMATION**

Proposed Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this request submitted in conjunction with any other request? If yes, what? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and understand the Site Plan Requirements and Review Standards as outlined by the New

Buffalo Township Zoning Ordinance Section 14.1 (see attached excerpt). Ten (10) Copies of a complete site plan must accompany this application form, along with a fee, as established by the Township Board.

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

\_\_\_\_\_  
Date

**SITE PLAN REQUIREMENTS**

- Site Plans shall be professionally prepared by a registered engineer, surveyor, architect, landscape architect, or community planner to a scale of not more than one inch equals one hundred feet (1" = 100') showing the existing and proposed arrangement of the site and shall include the following:

- a. Small scale sketch of properties, streets and use of land within one quarter mile of the subject property.
- b. Existing adjacent streets and proposed streets and existing curb cuts within 100 feet of the property.
- c. All lot lines with dimensions.
- d. Parking lots and access points.
- a. The size and location of all existing and proposed public and private utilities, easements and required landscaping.
- b. Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, flood plains, hills, and similar natural assets.
- c. Location of any signs not attached to the building.
- d. Existing and proposed buildings, including existing buildings or structures within 100 feet of the boundaries of the property.
- e. General topographical features including existing contours at intervals no greater than two feet.
- f. Number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
- g. Dwelling unit densities by type, if applicable.
- h. Proposed method of providing sewer and water service, as well as other public and private utilities.
- i. Proposed method of providing storm drainage and/or impoundment.
- j. Written description of the computation for required parking.
- k. Name, address, and phone number of applicant.
- l. Name, address, phone number, and professional seal of the individual responsible for preparing the plan.

**SITE PLAN REVIEW STANDARDS**

- 1. All site plans shall be approved, approved with conditions, or denied based on the purposes, objectives and requirements of the New Buffalo Township Zoning Ordinance, and specifically, the following considerations when applicable:
  - a. The relationship of uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall be planned to take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
  - b. Safe, convenient, un-congested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points.
  - c. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic within New Buffalo Township.
  - d. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably

necessary to develop the site in accordance with the landscaping, buffers, and /or greenbelts be preserved and/or provided to ensure that purposed uses will be adequately buffered from one another and from surrounding public and private property.

- e. Satisfactory assurances shall be provided, and incorporated into the approval document, that the requirements of all other applicable Ordinances, codes, and requirements of New Buffalo Township will be met.
- f. The general purpose and spirit of this Ordinance and the Master Plan of New Buffalo Township shall be maintained.
- g. Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drain system. All storm water drainage system must conform to the requirements of the Berrien County Drain Commission.