

CITY OF MARSHALL



EXISTING SITE REVIEW APPLICATION

New businesses filling existing sites within the City, making no substantial changes in use or structure, may apply for an Existing Site Review rather than a full Site Plan Review. The Existing Site Review Application is submitted and given to the Planning Commission for approval and waiver of formal Site Plan Review requirements. City staff is then responsible for verifying zoning conformance and a lack of substantial exterior change to the property.

City Departments

Web site- www.cityofmarshall.com

Director of Community Services
Planning and Zoning Department
Natalie Huestis

269-789-4604 Ext 106
nhuestis@cityofmarshall.com

Economic Development - LDFA
Michael Hindenach

269-781-5183
mhindenach@cityofmarshall.com

Fire Department

269-781-9748

City Manager
Tom Tarkiewicz

269-781-5183
Ttarkiewicz@cityofmarshall.com

Director of Public Utilities
City Engineer
Carl Fedders

269-781-3985 Ext 101
cfedders@cityofmarshall.com

Water/Waste Water/Environmental Coordinator
Cheryl Vosburg

269-781-3289
cvosburg@cityofmarshall.com

DPW Superintendent
Mike Hackworth

269.781.3985
MHackworth@cityofmarshall.com

Building Official
Glenn Lindsey, Cornerstone Inspection

269-729-9244
Gkgglindsey1@cornerstonemi.net

Electric Utility - Service
Dennis Dixon – Electric Superintendent

269-781-3985 Ext 112

County Department

www.calhouncountymi.gov

Health Department – Food Services- Battle Creek
Drain Commission – Soil and Erosion Permits - Marshall
Road Commission

269-969-6373
269-781-0790
269-781-9841

Michigan Department of Transportation
www.michigan.gov

269-789-0560 or toll free 1-877-324-6368

CITY OF MARSHALL



Attn: Director of Community Services
323 W Michigan Ave.
Marshall, Michigan 49068

Official Use:

Date Received: _____ Received by: _____ Approved _____

The following application is made to the City of Marshall Planning Commission in accordance with the provisions of the Planning and Zoning Department.

1. Applicant Information

Address of Property being developed:

Owner of Property:

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Telephone: () - Cell: () -

2. Owner's Agent if working for property owner.

Title: _____ Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Telephone: () - Cell: () -

3. Brief description of proposed project

4. Property Information

Zoning District: _____ Are there wetlands present? Yes ___ or No ___

Is the property located in a floodplain? Yes ___ or No ___

Land Area in square feet: _____ Building Area in square feet:

Number of Square feet of paved areas: _____

Is there a lake or stream within 500 feet of the subject property: Yes ___ or No ___

Number of parking spaces: Existing _____ or Proposed _____

Has any other agency been contacted for approvals? Yes ___ or No _____. If yes, please list those agencies and the date:

Agency	Contact	Date
_____	_____	_____
_____	_____	_____

6. Authorization (Must be signed by the owner of the property)

I am the owner of record for this property for which this application is being filed and as such, I am familiar with the development being proposed to be carried out on my property.

I hereby, give permission for this application to be filed with the full understanding that certain restriction may be placed on the property relative to the approval of the proposed work.

I further certify that under penalties of perjury, I am to sign this application.

Name (Please Print) _____

Title: _____ Date: _____

Signature: _____

Note: If there are multiple owners of the property or you are representing a group, corporation, or other organization attach a copy of a certified letter authorizing you to sign this application for the proposed development.

CITY STAFF PORTION OF REVIEW
***To be completed by staff only**

Date: _____

Zoning District _____

Proposed Use: _____

Past Use: _____

Intended Present Use: _____

Is this a Permitted Use? Yes No

If yes list section number: _____

Property Address: _____

Ordinance Review:

- (A) – Any use or development stipulated else where in the Zoning Ordinance.
- (B) – All uses subject to land approval.
- (C) – Any areas for which off-street parking is required except for single and two family dwellings on a single lot.
- (D) – All permitted use, new construction, or any change of use lying contiguous to or across the street from a residential district.
- (E) – All residentially related uses permitted in a one-family district such as, but not limited to, institutional uses, churches, or public facilities.
- (F) – Any new use, addition or accessory structure that requires additional off-street parking to that already provided.
- (G) – Site plans for subdivisions and site condominium developments.
- (H) – All uses not otherwise included within a specific use district.
- (I) – Any use for which the zoning administrator determines that PC review is necessary to determine compliance with the zoning ordinance.
- (J) – Amendments to approved site plans, except that the City Manager may approve minor modifications.

Site Review:

- The location of all existing and proposed drives, walks and parking areas are appropriate and remain unchanged.
- The location and size of all existing and proposed sanitary sewer lines, water lines, and storm drainage facilities are appropriate and remain unchanged.
- No additions or accessory structures are planned for the property at this time.
- The location, height area of illumination and fixture details of all existing and proposed lighting remains unchanged. All lighting shall be located and oriented to have a minimal impact on adjacent properties.
- The size, height, location and illumination of all existing and proposed signs has been provided to insure ordinance compliance.

OTHER CONSIDERATIONS

Adequacy of information. The existing site information is complete, accurate, and in an understandable form that accurately depicts the site as presently conforming to the City Ordinances and there is documentation of the intended, conforming use.

Site appearance and preservation. The site layout promotes the normal and orderly development of surrounding lots, and the development layout preserves, to the extent feasible, the site's natural, cultural, and historical features, such as but not limited to significant buildings, wetlands, topography, and woodlands.

Pedestrian access. Existing and proposed sidewalks or pedestrian pathways connect to existing and planned public sidewalks and pathways in the area, and comply with applicable barrier-free access standards.

Vehicular circulation. Drives, streets, parking, site access and other vehicle-related elements are designed to minimize traffic conflicts on adjacent streets, and to promote safe and efficient traffic circulation.

Parking and loading. Off-street parking lots and loading areas are arranged and located to accommodate the intensity of proposed uses, minimize conflicts with adjacent uses, and promote shared-use of common facilities where feasible.

Building composition. Building design and architecture are harmonious with the surrounding neighborhood with regard to scale, mass, proportion, and materials.

Screening. Adequate screening elements exist or will be added to buffer or separate unlike or conflicting land uses, and to screen off-street parking, mechanical appurtenances, loading and unloading areas and storage areas from abutting residential districts and street rights-of-way.

Exterior lighting. All exterior lighting fixtures are designed and arranged to minimize glare and light trespass, prevent vision impairments, and maximize security.

Impact upon public services. The impact upon public services (including utilities, streets, police and fire protection, emergency access, and public sidewalks and pathways) will not exceed the existing or planned capacity of such services.

Staff Signature Page

Site Reviewed by: _____ Date: _____

Staff giving final approval: _____

Date: _____