



City of Muskegon

Site Plan Review

Information & Checklist

What is a Site Plan?

Most Michigan communities have some form of site plan review. The State of Michigan "City and Village Zoning Act" defines the site plan as "the document and drawings specified in the zoning ordinance necessary to ensure that the proposed land use or activity complies with local ordinance, and state and federal statutes.

What kind of development needs a Site Plan Review?

- All multi-family, commercial, and industrial development needs site plan review and **approval before the land can be cleared and before a building permit can be issued**. Changes to driveways, parking lot configurations, and expansions of parking areas also need site plan review.
- Larger projects (expansions and new development of over 10,000 square feet or two (2) acres in size, and multi-family developments of over eight (8) units) must go before the Planning Commission for review.
- Smaller developments only need staff review. Staff reviews every site plan and will forward comments and recommendations to the Planning Commission as appropriate.

The Site Plan Review Process:

- The process starts in the Planning Department, which will coordinate the site plan review process with other city departments.
- All SPR applications must be filled out completely and the appropriate fee paid, to be accepted.
- Once the application has been distributed to the Engineering, Public Works, Police, and Fire Marshal, they will route comments back to the Planning Department. Target turn-around for staff review is approximately one week. It may be possible to review in less time if all relevant information and details are included and if the proposed development complies with all ordinance requirements.
- Site Plan Review by the Planning Commission will take place at their monthly meeting. Staff will compile all comments about the application into a staff report, which is sent to the Planning Commission members with a proposed recommendation of approval, or approval with conditions. This staff report is also sent to the applicant at that time. If an approval with conditions is recommended, those will be included in the staff report.
- Once the site plan gets final approval, that approval is valid for 12 months from that date.

Pre-Development Meeting:

A pre-development meeting is an optional process for those looking to develop in the City of Muskegon. The pre-development meeting could be a helpful tool for those who are not ready to submit for site plan review or need guidance/clarification about the requirements that apply to your project.

What to Expect

Pre-development meetings will offer a collaborative environment where you can discuss your project with representatives from the Planning, Economic Development, Inspections, Public Works, Fire, and Police departments will provide constructive feedback and outline any additional information or permits that may be required.

How to Schedule a Pre-Development Meeting

To schedule a pre-development meeting, please follow these steps:

1. **Submit a Request:** Complete the Pre-Development Meeting Request Form available on our website, <https://muskegon-mi.gov/city-services/development-services/planning/pre-development-meetings/>. This form can be submitted by e-mail: planning@shorelinecity.com, or by mail:

City of Muskegon
933 Terrace Street
2nd Floor, Rm 202
Muskegon, MI 49440

What should the Site Plan Review Application include?

	Signed application by the property owner (unless the applicant has signed an agreement with the owner permitting them to apply)
	One digital copy of the site plan & one hardcopy site plan
	Landscaping Site Plan
	Minor Site Plan Review Fee (\$200)
	Major Site Plan Review Fee (\$400)
	Planning Commission Review Fee (\$600)

Site Plan Review Checklist

	Preparer name, North arrow, vicinity map, scale, parcel number(s), and address of property.
	Property lines, parcel dimensions, and total site area.
	Location of existing and proposed structures, setbacks, dimensions, and height. (Includes all accessory structures)
	Area reference points for adjacent properties, such as drives and structures within 100 ft.
	Existing land use and zoning classification of abutting properties.
	Topography elevations at five (5) foot contour intervals.
	A grading plan indicating any proposed earth changes and proposed flow of stormwater.
	Soil erosion and sedimentation control measures.
	Natural features, including vegetation.
	Watercourses/bodies and demarcation of the ordinary high-water mark or floodplain.
	Location and size of existing and proposed public utilities and respective easements.
	Easement(s) and existing public streets, in and abutting the site, including pavement width and right-of-way lines.
	Location and dimensions of existing/proposed driveways and parking areas for customers, employees, and commercial vehicles. Site circulation patterns shall also be included.
	Location, and size, of loading and unloading areas.
	Location of snow storage areas or means for disposing of excess snow.
	Location and design of all pedestrian and non-motorized transportation systems and fixtures needed to support them.
	A landscape plan showing required planting and buffering features that comply with City ordinance.
	Location and use of all common open spaces, recreation areas, and facilities (if any) provided by the development for its users, and the method by which they will be maintained.
	Location, type, height, and design of all outdoor lighting to be used on site.
	Location and specification for all solid waste disposal facilities, including recycling facilities (if any).
	Location and design of all signs and advertising features, including a diagram of the height and size of said sign(s).
	Location of fire lanes, fire lock box, hydrants, standpipes, and security lighting.
	Location and specifications for existing or proposed outside, above, or below-ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials, as well as containment structures or clear zones required by government authorities.