

City of Sturgis Site Plan Pre-Application Questionnaire

130 N. Nottawa Street, Sturgis, MI 49091
Telephone: 269-659-7230 Fax: 269-659-7295



The Pre-Application Meeting is the first step in Site Plan Review. Please complete the following questionnaire about your project to be scheduled for a Pre-Application Meeting. We want to get you in a meeting as soon as we can, so to help us, please ensure that your questionnaire is answered completely, and submit any additional documents that may be useful to your site plan review.

If you have any questions, please call 269-659-7230 or email us at comdev@sturgismi.gov.

DOCUMENTS TO INCLUDE WITH THIS APPLICATION

- Concept Site Plan drawn to scale of site and any existing and proposed improvements.
- Use of property, building information, outside changes, surrounding land uses.
- Location of right of way, easements and utility locations, existing and proposed.
- Property owner contact information (If applicant is not the owner of property).
- Environmental reports associated with the project.
- Storm Water management plan if increasing impervious coverage on site.

DEPOSIT AND FEES

The pre-site plan application has no fee associated with it, the final site plan after this initial phase has a fee and can be found on the current City of Sturgis Fee Schedule. We want your project to be successful and up to code standards, and the Pre-Application Meeting allows you to meet and collaborate with the City staff members representing planning, zoning, water, water resources, sanitary, building inspection and the Fire Marshal.

COMPLETED APPLICATIONS

Once completed, please submit this application and all supplemental documentation to the Community Development Department at comdev@sturgismi.gov. If you have any questions, please call 269-659-7230. Only completed applications with a scaled site plan will be scheduled.

TYPICAL SITE PLAN PROCESS

Pre-Application Meeting (Optional) → Pre-Site Plan Review Meeting → (Zoning Board of Appeals Approval, if required) → Staff Site Plan Review Meeting → Submit Revisions for Staff Approval (If required) → Site Plan Approval

After a Pre-Application Meeting, a site plan meeting will be scheduled in 3 to 4 weeks after a completed site plan review (separate application from this one) and site plan is accepted. A final site plan will not be scheduled if outside board (Zoning Board of Appeals, Planning Commission, etc.) are required for the proposed development. No Permits will be issued associated with the project until site plan approval is issued.

Site Plan Pre-Application Questionnaire

Applicant Information

Applicant Name:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

Email Address:

Preferred Contact: ☐ Email ☐ Phone

Site Information

Address:

Status of Property: ☐ Owner ☐ Lessee ☐ Option or Purchase Agreement ☐ Other _____

Current Zoning: _____

If you do not know, please use our City of Sturgis GIS Tool to search for your property. It is available at our website, www.sturgismi.gov or go directly to the map at <https://bit.ly/2xe9aUn>

Does the site reside in a district and/or special designation?

☐ Brownfield Eligible ☐ Tax Capture or Deferment Area? (Such as CIA, TIF, NEZ) ☐ Wellhead Protection Area

Do you have environmental reports? ☐ Yes ☐ No

How many fire hydrants are on site or within 300 feet?

Will the building be sprinkled: ☐ Yes ☐ No

Impervious (Water Retention): Are you increasing the impervious area to the site? ☐ Yes ☐ No

Project Details

Project Type: ☐ Residential ☐ Commercial ☐ Retail ☐ Manufacturing ☐ Mixed-Use

Please describe your project in a way to someone who knows nothing about your plan:

What physical site improvements are within your project plan (i.e. buildings, lights, paving, site clearing, landscaping, etc...)

What utilities are on site? Will any new utilities be added? If so, could you please describe:

Complete in full, incomplete applications will not be accepted.