



City of Port Huron
Planning Department
100 McMorrان Blvd.
Port Huron, Michigan 48060
Phone: (810) 984-9735

SITE PLAN REVIEW APPLICATION

Multi-Family/Commercial; less than two acres (\$200.00)
Multi-Family/Commercial; more than two acres (\$300.00)
Recheck for corrections / revisions (\$100.00)

PROPERTY ADDRESS: _____ PARCEL: 74-06- _____ ZONING: _____

LEGAL DESCRIPTION: _____

LOT SIZE: FRONTAGE: _____ ft. DEPTH: _____ ft. AREA: _____ sq. ft. or acres

Applicant Information (Must have a legal interest in the property):

Property Owner Purchaser - Option or Purchase Agreement Purchaser - Land Contract
Tenant/Lessee Developer/Contractor Engineer/Architect

APPLICANT NAME: _____ COMPANY/ ORGANIZATION: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____ FAX: _____

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY:

OWNER NAME: _____ COMPANY/ ORGANIZATION: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____ FAX: _____

ARCHITECT/ ENGINEER/ SURVEYOR:

PROFESSIONAL NAME: _____ COMPANY/ORGANIZATION _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____ FAX: _____



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EXISTING USE: _____

DESCRIPTION OF ALL PROPOSED USE(S): _____

DESCRIPTION OF BUILDING CONSTRUCTION OR ADDITIONS: _____

SQ. FOOTAGE OF: NEW BUILDING: _____ NEW ADDITIONS: _____

NUMBER OF EXISTING BUILDINGS: _____

DESCRIPTION OF WHAT (if any) STRUCTURES WILL BE DEMOLISHED: _____

PARKING SPACES PROVIDED: _____ PARKING LOT PAVED: YES NO

PROPERTY OR BUILDINGS VACANT: YES NO If yes, how long: _____

I hereby attest that all information on this application, is, to the best of my knowledge, true and accurate:

Signature of Applicant: _____ Date: _____

The undersigned hereby affirms and acknowledges that he/she/they are the owner(s) of the property described in this application, are aware of the contents of the application, and hereby authorize the applicant to submit the application and represent the undersigned in the matter being reviewed by the City of Port Huron. Further, the undersigned hereby grants permission for members of the City of Port Huron Planning Commission/Zoning Board of Appeals/Staff to enter the property described in this application for the purpose of gathering information related to this application.

Signature of Owner:

Date:

OFFICE USE ONLY

Date Stamp Received:

Received by (initials): _____

Receipt #: _____

Meeting Date (if applicable): _____



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SITE PLAN REVIEW CHECKLIST

The requirements for the site plan drawing are located in Section 52-697 of the City of Port Huron Zoning Ordinance.

Please attach two (2) site plan drawings with your application. One shall be on an 11"x17" sheet for Planning Commission and the other 24"x36" sheet for internal review. A pdf format shall also be submitted via USB drive or email. All drawings shall be drawn to scale by a licensed surveyor, engineer, or architect.

The drawings shall include the following:

1. Dimensions, square footage, and title of every structure on the lot.
2. A floor plan showing the building size with the square feet of usable and storage space.
3. A parking lot schedule indicating the calculations used to determine the number of required parking spaces. The number of parking spaces required & provided shall be indicated. Indicate parking space sizes and maneuvering lanes, driveways, and loading areas.
4. Property line locations and dimensions.
5. Building setback dimensions from the property lines
6. Footprint of adjacent buildings shall be shown with the setbacks in relationship to the property line
7. Dumpster sizes and locations with screening fence and gate.
8. Screening walls or fences shall be shown.
9. Building elevations
10. Easements & alleys
11. Parking lot lighting plan*
12. Landscaping plan (Please refer to Zoning Ordinance Section 52-700 for Landscape Standards)*
13. Locations and width of sidewalks*
14. Utilities plan of all proposed & existing water and sewer lines and connections to the public utilities*
15. A grading and paving plan shall include the parking lot drainage plan in order to obtain a storm water permit*

*Not required for 11"x17" drawing

I have provided the required information above, and lack thereof may result in application being postponed to a later Planning Commission date:

Applicant Signature: _____

Date: _____