VILLAGE OF
SHEPHERD

Site Plan Application

Approved Permit #

Applicant Information:			
Applicant:			
Mailing Address:	**City:**	**State:**	**Zip:**
Interest in Property (owner, tenant, option…):			
Contact Person & Title:			
Phone Number:	**Email:**		

Property Information:			
Property Address:			**Zoning District:**
Parcel Number (Please also attach the Legal Description)**:**		**Parcel Size:**	
Legal Description:			
Owner Name (If different than Applicant):			
Owner Mailing Address:	**City:**	**State:**	**Zip:**

Architect, Surveyor, or Engineer Responsible for Site Plan Preparation (if applicable):			
Name:		**Firm:**	
Mailing Address:	**City:**	**State:**	**Zip:**
Phone Number:	**Email:**		

Applicant Certification:

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the undersigned represents that he/she is authorized and does hereby grant a right to entry to officials from the Village of Shepherd for the purpose of gathering information related to this application and verify compliance with the terms and conditions which may be imposed if approved.

Signature: _____ Date: _____

Owner Authorization:

If the Applicant is anyone other than the property owner, the owner does hereby grant permission for the Applicant to act on his/her behalf. (This may also be submitted by a separate signed letter)

Signature: _____ Date: _____

Project Description:

Please use this section, or attach additional pages, to describe the use or uses being proposed.

Existing Off-street Parking:

Existing Hard Surfaced Parking Spaces: _____

Proposed Off-street Parking:

Final Hard Surfaced Parking Spaces: _____

Nonresidential Uses (Commercial, Office, Industrial):

Proposed Hours of Operation: _____

Total Number of Employees: _____

Number of Employees in Peak Shift: _____

Peak Number of Semi-Trucks Entering/Exiting the Site Daily: _____

List Any Accessory Structure and/or Uses: _____

Residential Uses:

Maximum Number of Occupants per Dwelling Unit:

One Bedroom Units: _____ Two Bedroom Units: _____ Three Bedroom Units: _____

Number of Proposed Dwelling Units (Existing + New):

One Bedroom Units: _____ Two Bedroom Units: _____ Three Bedroom Units: _____

Floor Area per Proposed Unit:

One Bedroom Units: Smallest: _____ Largest: _____ Average: _____

Two Bedroom Units: Smallest: _____ Largest: _____ Average: _____

Three Bedroom Units: Smallest: _____ Largest: _____ Average: _____

Please include drawings showing the dimensions and total floor area of all interior rooms in each unit, and indicate any rooms which are proposed to be a double bedroom.

Site Plan Illustration Requirements:

An overhead view of all different floor levels, showing the dimensions of interior rooms and spaces.
Exterior elevations of proposed structures showing materials, doors and windows, height and finishes, and exterior lighting on all sides.
The name and address of the individual or firm responsible for the preparation of the illustration.
The date, north arrow, and scale.
All lot and/or property lines are to be shown and dimensioned, including required setback lines.
The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas (show dimensions of a typical parking space), unloading areas, recreation areas, common use areas, and areas to be conveyed for public use and purpose.
The location, height and types of fences, walls and landscaping.
Trash receptacle location and screening.
A full-color illustration of all proposed signs, including the size of the proposed sign, height of proposed signs, and location of signs on the site or structure(s).
Distances as measured at the closest point between structures.
Existing and proposed drainage structures and features used to manage and direct stormwater and runoff on site.

Application Materials:

- Completed Application Form
- Copies of Any Required Permits (CMDHD, State of Michigan…)
- Application Fee
- Drawings & Illustrations (as applicable):
  - Existing Conditions Entire Site
  - Floor Plan
  - Structure Elevations
  - Sign Illustration

Review & Approval

Zoning Administrator Approval: _____ Date_____

Department of Public Works Approval: _____ Date_____

Planning Commission Approval: _____ Date_____
(Attached any Conditions Required by the Planning Commission.)

Village Clerk: _____ Date_____

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