



Site Plan Review Application

New Construction - \$1,000 Fee & \$2,000 Escrow

Expansions exceeding 15% of the existing floor area - \$500 fee & \$1000 Escrow

Expansions NOT exceeding 15% of the existing floor area - \$300 fee & \$1,000 Escrow

The Village of Friendliness—Since 1870

Applicant Information

Company Name: Daniel Boggs Architect Applicant Name: Daniel Boggs

Phone Number: 248-882-3642 Email Address: dboggs@danielboggsarchitect.com

Mailing Address / PO Box 26143 East River Road City: Grosse Ile State: MI Zip: 48138

Property Information

Owner/Agent Name: AMK Properties

Phone Number: 734-627-7099 Email Address: jack@amkproperties.com

Address: 6971 N Maple Road City: Saline State: MI Zip: 48176

Parcel Number: 59-150-001-00 Property Size: 99'x132' Zoning District: C-1

Proposed Use: Commercial and residential

Project Description: New mixed use building with commercial on the first floor and residential on the second floor.

Review Application Requirements: (for Site Plan requirements please see Article 24, City of Douglas Zoning Ordinance)

Y N N/A

☒ ☐ ☐ Completed Site Plan Review Application

☒ ☐ ☐ Project Description/Narrative

☒ ☐ ☐ Application Fee

☒ ☐ ☐ Provide one (1) digital copy Emailed and fourteen (14) folded copies of the site plan

☒ Yes, I have read the City of Douglas Zoning Ordinance Article 24 Site Plan Review Checklist below.

Signature of Applicant

10/6/2025

Date

FOR INTERNAL USE ONLY

CITY OF DOUGLAS ZONING REVIEW

Approved ☐ Conditional Approval ☐ Denied ☐ Permit Number _____

Rationale _____ Fee Paid ☐ Application Complete ☐

Plans reviewed by Planning Commission on: _____ Approved on: _____ (Attach Minutes)

Signature of Planning & Zoning Administrator

Date



City of the Village of Douglas – Site Plan Review Checklist

1. Applicability (per Section 24.01)

- Project involves a use requiring a Special Land Use permit
- Principal use in the C-1, C-2, L-1, or R-5 zoning district
- Development of a mobile home park in R-6
- Construction of any platted subdivision or site condominium
- Change or expansion of a nonconforming use
- Development requiring more than five (5) parking spaces
- Any development within wetlands, critical dunes, or 100-year floodplain areas

2. Submission Requirements (Section 24.02)

- Completed site plan review application form
- Project description
- Required application fee
- Fifteen (15) site plan copies (one digital PDF and fourteen (14) folded paper copies)
- Site plan drawn to an acceptable engineering scale (minimum 1" = 20')
- Plans based on an accurate land survey
- Applicant's name, address, phone number and email
- Proof of ownership, including legal description and existing liens or options

3. Required Site Plan Content (Section 24.02)

- North arrow, date of preparation and revisions, graphic and written scale
- Property boundaries, size in acres and square feet, and lot dimensions
- Location and dimensions of all existing and proposed buildings and structures
- Building setbacks and finished floor elevations
- Elevation drawings of all building sides showing materials and dimensions
- Refuse/recycling areas with proposed enclosures and screening
- Location of all drives, parking areas, sidewalks, curbs, and curb cuts
- Total number of parking spaces and loading/unloading areas
- Dimensions and layout of recreational or common use areas
- Width and centerline elevation of abutting streets, alleys, and easements
- Existing and proposed landscaping and vegetation with location, type, and size
- Fencing and walls with type, height, and location
- Utilities: water, sewer, storm, gas, electric, and hydrants
- Grading plan including drainage flow, contour intervals (1-foot or 2-foot as required), floodplain, wetlands, and stormwater facilities
- Location and intensity of existing and proposed exterior lighting, including type, height, and shielding
- Signage: location, dimensions, design, and lighting
- Seal of the State of Michigan registered engineer, architect, landscape architect, surveyor or planner who prepared the plan.

4. Written Narrative Requirements (Section 24.02 – Some information can be provided in general notes)

- Percentage of site covered by buildings, parking lots, and other impervious surfaces
- For residential developments: number, type, and density of dwelling units; bedrooms per unit; target market; and typical elevation views
- Impact on public services including schools, police, fire protection, utilities, and traffic
- Construction schedule and proposed phases of development
- List and status of all state, federal, or other regulatory permits required
- Discussion of relationship to surrounding properties (access, circulation, density, character)
- Discussion of noise, smoke, glare, vibration, or other external impacts
- Additional information or studies (traffic, environmental, floodplain, fiscal, soil) if requested by Planning Commission (costs to be covered by applicant)

5. Review & Approval Standards (24.03 – 24.07)

- Plan review includes input from Planning Commissioners, KLSWA, DPW, Fire Department, City Engineer, and City Attorney if needed.
- Planning Commission may hold a public hearing if requested or deemed necessary
- Commission may approve, conditionally approve, table, or deny the plan (all conditions must be in writing)
- Site plan must preserve natural amenities and topography where appropriate
- Drainage must comply with Allegan County Drain Commissioner or Army Corps standards
- Approval valid for one (1) year unless substantial construction begins
- Modifications to an approved plan must follow amendment procedures for minor or major changes
- City Administrator may approve changes that do not exceed 5% building area and do not impact parking, setbacks, or other key elements