

**Buchanan City Building Department**  
**302 North Redbud Trail,**  
**Buchanan, Michigan 49107**  
**Phone (269) 695-0011 Fax (269)695-0009**

**General Information Application**  
**For Land Development**  
(Complete application must be filed in the Building Inspection Office)

**1. Applicant and Owner Information**

Applicant(s)

Principle Contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Secondary Contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Agent or Attorney:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Is this property held in a trust ?    ☐ Yes    ☐ No

Name of trust \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner(s)

Principal Contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Architect (if applicable):

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Engineer (if applicable):

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

☐ Yes    Note – for all trusts –  
Provide, as an attachment, a statement from  
the trustee verifying the names of all  
beneficial owners.

## 2. Applicant and Purpose of Application

a. Applicant is (check one)

☐ Property Owner      ☐ Attorney      ☐ Agent

☐ Other (specify) \_\_\_\_\_

b. This application is a request for the following City of Buchanan action (check the appropriate action(s) requested.

☐ Rezone of Property

☐ Special Use Permit

☐ Land Division Approval

☐ Zoning Variance(s)

☐ Condominium Approval

☐ Plan Review with Plan Commission

☐ Other Action (please specify) \_\_\_\_\_

c. The reason for the requested action(s) are as follows:

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d. The specific section(s) of the Zoning Ordinance or other City ordinance(s) which address the amendment, variance, or other action which is being requested: \_\_\_\_\_

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e. The following questions must be answered only if the application contains a request for a zoning variance:

(1) Are the conditions which prevent the development of the property the result of action by an individual who has or had the property interest in the subject property?

☐ Yes

☐ No

(2) If the conditions were self – imposed (not hardship), please explain why the variance should be granted?

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### 3. Site and Surrounding Property Information

a. Common address or property location of subject property:

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b. Legal Description (Attach additional sheet if necessary):

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c. Permanent Real Estate Tax Identification Number: 11-58- \_\_\_\_\_

d. Parcel Size: \_\_\_\_\_ square feet

\_\_\_\_\_ acres

\_\_\_\_\_ dimension of lot frontage

\_\_\_\_\_ dimension of lot depth

e. What are the current land uses and zoning on the land and adjoining parcels of land surrounding the site?	Current Zoning	Current Use of
Land		

On Site	_____	_____
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Property Abutting – North of Site	_____	_____
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Property Abutting – South of Site	_____	_____
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Property Abutting – East of Site	_____	_____
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Property Abutting – West of Site	_____	_____
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f. Describe any existing structures and the physical attributes of the site:

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## Description of the Proposed Development

a. Please describe the proposed use of the land and/or buildings assuming approval of the request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. What is the proposed time frame for the build – out of the proposed development? \_\_\_\_\_

c. Please describe the number of buildings, square footage of each building and the total square footage of the development along with the required number of parking spaces for each intended use:

Building Use	Number of Buildings	Building Area (sq. ft.)	Total Building (sq. ft.)	Req. Parking
Single Family	_____	_____	_____	_____
Multi Family	_____	_____	_____	_____
Retail	_____	_____	_____	_____
Office	_____	_____	_____	_____
Industrial	_____	_____	_____	_____
Other	_____	_____	_____	_____

Other please specify type of use \_\_\_\_\_

Totals \_\_\_\_\_

d. Please describe the number of water and sewer connections this development will require:

Building Use	Water Connections & Size	Sewer Connection
Single Family	_____	_____
Multi – Family	_____	_____
Retail	_____	_____
Office	_____	_____
Industrial	_____	_____
Other	_____	_____

Other please specify type of use \_\_\_\_\_

Totals \_\_\_\_\_

e. Will the building within this proposed development house any hazardous materials at occupancy?

☐ No

☐ Yes – Please continue by describing the type and quantity of materials:

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**4. Fire Department Approval of Site and Building Plans:**

The City requires that the Fire Department must approve all site and building plans. This application and associated documentation must be approved by the Fire Chief or his designee. This approval can be arranged by calling the Fire Chief's office.

Approval Date: \_\_\_\_\_

Conditions Attached

By: \_\_\_\_\_

☐ Yes

☐ No

Title: \_\_\_\_\_

**5. Required and Requested Attachments**

- a. \_\_\_\_\_ Plat of survey with legal description.
- b. \_\_\_\_\_ Site plan of proposed use or project showing traffic patterns, parking locations and count, drainage patterns including detention areas, landscape plans, landscaping plans, exterior lighting locations and illumination pattern, building façade portrait and building size and location dimensions.
- c. \_\_\_\_\_ Floodplain / hazard map (engineers drawing or FEMA map showing location of subject project).
- d. Please include any additional comments or pertinent information below or on separate attachment to this application.

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## 6. Signature and Declaratory Statement

- a. Please describe the reason that this petition should be granted:

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- b. **Required Attendance At Public Hearing and / or Plan Commission Meeting(s):** The Plan Commission and the Board of Appeals have established a policy requiring the applicant or a designed representative of the applicant shall be present at any meeting or public hearing at which the matter will be considered. Failure of the applicant or designee of the applicant to appear before the Plan Commission or Board of Appeals is ground to postpone consideration of the application.

- a. Declaratory Statement: I \_\_\_\_\_, hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge and further, I acknowledge the attendance responsibilities of the applicant as set forth in paragraph b above.

- b. Date: \_\_\_\_\_

- c. Applicant Signature: \_\_\_\_\_

- d. Notary Public Certification Statement

I \_\_\_\_\_, Notary Public in and for the State of Michigan  
hereby state that on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, the above  
captioned Applicant appeared before me and, under oath, stated that all matters contained in this

Application for Land Development are true.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

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The following signature is required, for verification that this is a valid and complete application to be considered by the Plan Commission or Zoning Board of Appeals.

\_\_\_\_\_  
Date  
Zoning Administrator

Meeting date for initial review: \_\_\_\_\_

**CITY OF BUCHANAN, MICHIGAN**  
**SITE PLAN CHECKLIST**  
ITEMS REQUIRED ON SITE PLAN

1. Site Plan Drawn to scale – 1" = 100' or larger (example: 1" = 60', 1"= 50', 1"=40' etc.)
2. Name of Project Noted.
3. Owner's and/or Developer's Name and Address Noted
4. Architect and or Engineer's Name and Address Noted
5. Date
6. Scales of Drawing Noted on Plan
7. Existing Topography Shown at Intervals Not Less than Two (2) Feet
8. Building Coverage Noted (percentage of total size and total square footage to be shown)
9. Total Number of Parking Spaces Noted and Shown on Drawing
10. Building Dimensions Shown
- 11 .Indicate Height of Buildings
12. Street Names Indicated (Existing and Proposed)
13. Indicate Existing and Proposed Right-of-Ways
14. North Arrow Shown
- 15 Locate Existing and Proposed Sanitary Sewers, Storm Sewers and Water Mains (Note for purposes of site plan review the proposed utilities need only be shown roughly)
- 16.Locate any Existing and Proposed Storm Water Detention / Retention Areas
- 17.Locate Existing Trees and Plantings
18. Note Location of Proposed Plantings
- 19.Note Location of all Sidewalks
- 20.Rough Sketches Showing Architectural intent.

04-11-03  
REV12-08-2009