

**OPEN SPACE COMMUNITY DEVELOPMENT SITE PLAN CHECK LIST**  
**Porter Township, Van Buren Co., MI**

**YES NO N/A**      **Application Date:** \_\_\_\_\_      **Applicant Name:** \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      Fee Paid. Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_

**Twelve copies of the Preliminary Site Plan.** The site plan shall be of a colored rendering of the site drawn to a scale of one inch (1") to forty feet (40') with a graphic scale, north arrow, and in sufficient detail so that the reviewing body can readily interpret the site plan. The Site Plan shall include:

- |       |       |       |     |   |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 1.  | The name, address and telephone number of all persons with an ownership interest in the land on which the Open Space Community will be located together with a description of the nature of each entity's interest.   |
| _____ | _____ | _____ | 2.  | The name, address and telephone number of all engineers, attorneys, architects or registered land surveyors participating in the design of the open space development.  |
| _____ | _____ | _____ | 3.  | The name, address and telephone number of the Developer or proprietor of the open space community and any persons authorized to represent the owner in the review process.  |
| _____ | _____ | _____ | 4.  | An accurate legal description of the property with tax identification number(s).  |
| _____ | _____ | _____ | 3.  | Date prepared (including revisions).  |
| _____ | _____ | _____ | 4.  | Recent color aerial photograph showing the site and adjoining parcels.  |
| _____ | _____ | _____ | 5.  | Boundaries and acreage of the Open Space Community, including the Gross Parcel Area and Primary and Secondary Conservation Areas.   |
| _____ | _____ | _____ | 6.  | The proposed streets, driveways, loading spaces and inside radius of all curves; widths of streets and driveways and the total number, location and layout of parking spaces.   |
| _____ | _____ | _____ | 7.  | The lot layout with lot sizes and proposed residential dwellings. The site plan shall clearly indicate the number of buildings, building envelopes and orientation, and finished ground and basement elevations.  |
| _____ | _____ | _____ | 8.  | Natural features such as woodlots, trees of more than one foot in diameter, streams, ponds, lakes and environmental features, and manmade features such as roads and structures, together with an indication of which features are to be retained and which are to be removed or altered. |
| _____ | _____ | _____ | 9.  | Proposed landscaping, including greenbelts, berms and/or screening.   |
| _____ | _____ | _____ | 10. | Location, size and height of all existing and proposed signs on the site.   |
| _____ | _____ | _____ | 11. | Location, height and direction of on site illumination. Light fixture details.  |
| _____ | _____ | _____ | 12. | The size and location of all existing and proposed public and private utilities, including storm water drainage, sewer treatment systems and water supply.  |
| _____ | _____ | _____ | 13. | Percentage of land covered by buildings and percentage covered by pavement.   |
| _____ | _____ | _____ | 14. | The location of existing streets adjacent to the open space community with an indication of how they will connect with the interior street system for the proposed development.   |
| _____ | _____ | _____ | 15. | Location of pedestrian walks and recreation areas.  |
| _____ | _____ | _____ | 16. | Other public or private right of ways or easements, existing and proposed.  |
| _____ | _____ | _____ | 17. | Existing and proposed topography, drainage systems and structures, with contour intervals of not more than <b>two feet</b> ; provided that this may be waived at the discretion of the Building Inspector.  |
| _____ | _____ | _____ | 18. | Location of refuse disposal storage area and enclosure details.   |

**Continued on the next page.**

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**The following additional information shall be included as an integral part of the Site Plan, but may be either presented on the Site Plan or attached:**

- \_\_\_ \_\_\_ \_\_\_ 19. A general description of existing soil conditions per the Van Buren County Soil Survey map.
- \_\_\_ \_\_\_ \_\_\_ 20. The topography of the site and its relationship to adjoining land.
- \_\_\_ \_\_\_ \_\_\_ 21. Maps and written description of the significant natural, cultural and geographic features of and near the site. The analysis must include: 1) Existing vegetation; 2) Topography; 3) Water bodies; 4) Streets, rights of way, easements; and 5) Existing structures.
- \_\_\_ \_\_\_ \_\_\_ 22. A detailed description of the basis for the determination of the Primary Conservation Area boundaries.
- \_\_\_ \_\_\_ \_\_\_ 23. A Yield Plan showing the Primary Conservation Area(s), Adjusted Parcel Area (with acreage), and conventional layout for density determination.
- \_\_\_ \_\_\_ \_\_\_ 24. A description of any incentive bonus requested and the basis for the request.
- \_\_\_ \_\_\_ \_\_\_ 25. A specific time schedule for the intended development and construction details, including proposed phasing or timing of all improvements.
- \_\_\_ \_\_\_ \_\_\_ 26. An analysis of vehicular traffic impact of the proposed Open Space Community on the existing road network.
- \_\_\_ \_\_\_ \_\_\_ 27. Documents or plan for showing unified control per section 4.16 D(2).
- \_\_\_ \_\_\_ \_\_\_ 28. Documents or plan for showing Guarantee of open space, including allowable uses of dedicated open space, a requirement that the dedicated open space be maintained by parties having ownership interest, a schedule of maintenance of the dedicated open space, and a provision for the maintenance to be undertaken by the township in the event that it is determined by the township to be a public nuisance, with the assessment of the costs upon the property owners.
- \_\_\_ \_\_\_ \_\_\_ 29. A narrative describing how the Open Space Community is supported by the Township's Master Land Use Plan, the capacity and availability of necessary public facilities to the development, and the impact the development will have on adjoining properties.

**Approvals from the:**

- \_\_\_ \_\_\_ \_\_\_ Van Buren County Road Commission, 325 West James Street, Lawrence, Michigan (For property adjacent to county roads).
- \_\_\_ \_\_\_ \_\_\_ Michigan State Highway Dept., Kalamazoo TSC, 5372 S. 9th St., Kalamazoo MI 49009 (For property adjacent to State highways).
- \_\_\_ \_\_\_ \_\_\_ Van Buren County Human Services Department, 357150 County Road 681, Hartford, MI (For restaurants, wells and septic tanks).
- \_\_\_ \_\_\_ \_\_\_ Michigan Department of Environmental Quality, 7953 Adobe Rd, Kalamazoo, MI (For development of a wetland and environmental permits).
- \_\_\_ \_\_\_ \_\_\_ Van Buren County Drain Commission, 219 E. Paw Paw St., Paw Paw, MI (for development over 1 acre and/or within 500 ft. of a lake, stream, or county drain).

**The following information shall be included on, or attached to, all plans:**

- \_\_\_ \_\_\_ \_\_\_ An update of the approved preliminary plan.
- \_\_\_ \_\_\_ \_\_\_ A Guarantee of Open Space, including easements, deed restrictions, and other documents pertaining to the open space system and park/recreation areas.
- \_\_\_ \_\_\_ \_\_\_ Documents showing Unified Control.
- \_\_\_ \_\_\_ \_\_\_ Conditional acceptance of streets by the County or other assurances required by the Planning Commission with regard to interior streets.
- \_\_\_ \_\_\_ \_\_\_ If condominium ownership is proposed, all documentation required by the condominium regulations of the Township and State.
- \_\_\_ \_\_\_ \_\_\_ Engineering plans presented in sufficient detail to indicate compliance with the engineering standards adopted by the Township, including the cross sections of proposed streets, drive aisles, paved areas, and on site drainage, including retention and/or detention areas.

\*NA = Not Applicable

**Notes:** \_\_\_\_\_

Approved for Use: January 2011  
Revision Dates: \_\_\_\_\_