

SITE PLAN PROCESS
CITY OF DOWAGIAC

241 S. Front Street P.O. Box 430 Dowagiac, MI 49047
269.782.8427

The following guidelines have been compiled, which will assist in the site plan process:

1. Complete a Site Plan Application in its entirety.
2. Calculate fees using the attached fee schedule:
3. Provide 15 copies of a final site plan depicting all required information as noted under Chapter 19, Section 19.1,C.2.a , Final Site Plan, as contained in the City of Dowagiac Zoning Ordinance.
4. Plans will be reviewed by City staff/engineer and a report formulated and sent to the Dowagiac Planning Commission.
5. Planning Commission will review the final site plan at their meeting, at which time the plan may be approved, approved with conditions or rejected. The Planning Commission issues all approvals or denials of the site plan.
6. Once approval is obtained for the site plan, construction documents must be submitted to the Building Department for approval.
7. After review and approval by the Building Official, the permit(s) can be issued.

CITY OF DOWAGIAC
SITE PLAN REVIEW CHARGES
(Fees are effective April 1, 2009)

	FEE
A. Multi-Family Districts	
1. Preliminary Review	
Application Fee (\$260.25) plus Review Fee (\$156.25)	<u>\$416.50</u>
2. Final or Combined Review	
(a) Application	<u>\$260.25(A)</u>
(b) Review Fee	
1. \$15.50 per unit	_____ (B)
2. \$10.50 per acre	_____ (C)
TOTAL:	<u>\$ (A+B+C)</u>
B. Commercial & Industrial Districts	
1. Preliminary Review	
Application Fee (\$260.25) plus Review Fee (\$156.25)	<u>\$416.50</u>
2. Final or Combined Review	
(a) Application	<u>\$260.25(A)</u>
(b) Review Fee	
1. \$0.052 per sq. ft. of building area with minimum review fee of \$114.50	_____ (B)
TOTAL:	<u>\$ (A+B)</u>
C. Subdivision Review	
1. Tentative Preliminary Review	
Application Fee (\$312.25) plus Review Fee (\$156.25)	<u>\$468.50</u>
2. Final Preliminary Review	
(a) Application	<u>\$312.25(A)</u>
(b) Review Fee	
1. \$20.75 per lot	_____ (B)
TOTAL:	<u>\$ (A+B)</u>
3. Final Plat Review	
(a) Application	<u>\$312.25(A)</u>
(b) Review Fee	
1. \$10.50 per lot	_____ (B)
TOTAL:	<u>\$ (A+B)</u>
D. Construction Review	
1. Engineering Review	
At the time of submittal of the detailed construction plans and specifications, detailed estimates of the costs of the proposed site improvements must be submitted by the applicant/owner, who shall pay to the Zoning Administrator, a fee for review equal to 3% (.03) of ^(A) the estimated total cost of the water mains, sanitary sewers, storms sewers and retention ponds or basins, combined.	
Review Fee: .03 x \$ <u> </u> ^(A) = TOTAL	
2. Grading Review	
The owner/applicant shall, in addition, pay to the Zoning Administrator, a fee for grading review, which shall equal \$114.50 plus \$20.75 per acre* of total site acreage.	
Review Fee: \$114.50 + \$20.75 x <u> </u> * = TOTAL	
E. Limited Review	
1. Reviews in accordance with Chapter 19, Section 19.1,B.2.	
Application Fee (\$52.00) plus Review Fee (\$31.25)	TOTAL: <u>\$83.25</u>