

City of South Haven

PROCEDURES FOR SITE PLAN APPROVAL FOR THOSE PROPERTIES ABUTTING THE BLACK RIVER

The City of South Haven Code of Ordinances and Zoning Ordinance require that "any construction, expansion or alteration of a dock, piling, seawall or other structure on a parcel shall be subject to the review and approval of the Planning Commission." (Sec. 1724.3) In addition, the Harbor Commission must review and make recommendation to the Planning Commission on any such development. (Sec. 38-30.a)

The following is the procedure for all development on waterfront properties on the Black River in the City of South Haven:

1. Complete the following City applications: Building / Zoning Permit Application
Site Plan Submittal Requirements
Site Plan Review Attachment
Harbor Commission Attachment

(As well as any other forms determined by staff to be required because of zoning district, specific location or other conditions.)

Forms are available at City Hall from the Building Services Department. (Please see Article XIV of the Zoning Ordinance, the Site Plan Submittal Requirements form, and the Harbor Commission Attachment for specific site plan requirements.)

2. Submit the completed applications along with all required documentation (such as drawings) to the Building Services Department **fifteen (15) days prior to the Harbor Commission meeting** at which the proposal will be reviewed. Any applicable filling fee is due at this time. This fee is based on the cost and scope of the project and will be determined at the time of application.

3. When all applications and supporting documentation are complete, the project will be placed on the agenda for the next Harbor Commission meeting. If these items are not complete 15 days before the Harbor Commission meeting, the project will not be placed on the agenda. The Harbor Commission meets the third Tuesday of the month.

4. The Harbor Commission will review the project based on the items on the Harbor Commission Attachment and forward the plans to the Planning Commission with its written findings, comments, and recommendations concerning the plans. (Sec. 3830.a)

5. After the Harbor Commission makes their recommendation, the project will be placed on the agenda for the next Planning Commission meeting. The Planning Commission meets the first Thursday of the month.

6. The Planning Commission will review the project based on the standards set forth in the City of South Haven Code of Ordinances, and the City of South Haven Zoning Ordinance. The Planning Commission will approve or deny the project based on their review of the materials submitted by the applicant. They may approve the project with conditions or pending other approvals. (In the case of Planned Unit Developments, the Planning Commission makes a recommendation to the City Council. City Council has final approval of PUDs.)

Questions about the application and approval process can be answered by the Building Services Department. Please contact the Zoning Administrator at 269-637-0789.