CITY OF SOUTH HAVEN SITE PLAN REVIEW PROCESS

Site plan applications typically vary from 1 – 2 months from initial contact to final approval.

Required filing fee is paid by applicant to the City. Along with 5 copies of the site plan.

Cover letter is received, signed by the land owner and/or developer to the City.

Zoning Administrator shall record the date of receipt and transmit copies to each of the site plan review committee members and to the other reviewing agencies as pertinent.

Site plan meeting is held during which areas of non-compliance or concern will be addressed.

Planning Commission shall either approve, deny or approve with conditions the final site plan. The Planning Commission may require a performance bond.

Approval of the site plan is valid for one year after the date of approval.*

Complete application form is submitted by the applicant to the City.

Zoning Administrator reviews the plan to determine completeness.

Site plan review meeting is scheduled and applicant is notified of date, time and place of the meeting.

The Zoning Administrator may refer the site plan to the full Planning Commission. A preliminary site plan may be submitted to the Planning Commission prior to final site plan submittal.

If approved by the Planning Commission and all conditions have been met, the Zoning Administrator shall issue a certificate of Zoning Compliance and the Building Inspector shall issue a Building permit.

Minor changes can be approved by the Zoning Administrator. Major changes cannot be made and will need to start the process again with a submittal of a new site plan.

See Article XIV in the City of South Haven Zoning Ordinance for all aspects of Site Plan Reviews. Go to south-haven.com On the Government tab select Zoning Ordinance.

Zoning Administrator: , 269 637-0760, @south-haven.com