



Application for Planning Commission

City of Hastings
Hastings, MI 49058
269-945-2468



Date: _____

Applicant Name: _____
(Last) (First) (M.I.)

Address: _____
(Street) (City, State, Zip)

Telephone: _____
(Business) (Cellular)

Email: _____

Applicants Interest in Property: _____

Owners Name (If Different From Above): _____

Request:

- | | | |
|---|---|---|
| ☐ Rezoning | ☐ Special Use Permit | ☐ Plat or Condo |
| ☐ Site Plan Review | ☐ PUD | ☐ PUD Phase Approval |
| ☐ Other: _____ | | |

Address of Property: _____

Legal Description:

Current Zoning: _____ Proposed Zoning: _____

* Applicable Fees: _____

Applicants Signature: _____ (Title)

Staff Signature: _____ (Title)

Office Use Only

Application Number: _____	Date Advertised: _____
Filing Date: _____	Date of Meeting: _____
Fees Paid: _____	Board Action: _____
To Clerks Office On: _____	Effective Date: _____

* Please see notice on final page.



City of *Hastings* Michigan

201 E. State St.
Hastings, MI 49058
(269) 945-2468
FAX (269) 948-9544

The following is a list of the 2026 meeting dates for the Hastings Planning Commission, and the application deadline dates for site plan reviews. Deadline extension possible with approval by staff.

Planning Commission Meeting Dates

Deadline Dates for Application Submittal

January 5, 2026	December 15, 2025
February 2, 2026	January 12, 2026
March 2, 2026	February 9, 2026
April 6, 2026	March 16, 2026
May 4, 2026	April 13, 2026
June 1, 2026	May 11, 2026
July 6, 2026	June 15, 2026
August 3, 2026	July 13, 2026
September 8, 2026 *	August 17, 2026
October 5, 2026	September 14, 2026
November 2, 2026	October 12, 2026
December 7, 2026	November 16, 2026
January 4, 2027	December 14, 2026

* Meeting to be held on Tuesday September 8, 2026, due to Labor Day holiday.



City of Hastings

2025/2026 FEE SCHEDULE - PLANNING AND ZONING

Special Use Permit:

Application	\$250.00
Escrow	\$1,250.00

Re-Zoning Request:

Application	\$350.00
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Site Plan Review:

Application	\$250.00
Escrow	\$1,250.00
Administrative Site Plan Review	\$100.00
Outside Sales Site Plan Review	\$250.00
Storm Water Review	\$200.00
Fence Permits	\$25.00
Zoning Application/Letter Form	\$30.00

Plat Review:

Sketch Plat	\$300.00
Preliminary Plat/Site Condominium (+per lot)	\$1,500.00
Plat/Site Condominium Per Lot	\$20.00
Final Plat/Site Condominium	\$1,500.00
Vacating Public Right of Way Application	\$300.00
Vacating Public Right of Way Escrow	\$1,000.00

Planned Unit Development:

Basic Application Fee	\$380.00
Escrow for Direct Costs	\$1,250.00
(Additional Direct Cost Escrow May Be Required)	



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SITE PLAN REVIEW PROCEDURES

The Zoning Ordinance of the City of Hastings requires that a site plan be approved by the City of Hastings Planning Commission before a building permit can be issued.

1. *When is a site plan review required?*

A site plan is required for:

- Any principal, commercial, office, industrial or business use or residential use greater than a two family dwelling unit.
- A change in the use of the property which is more intense than the existing use or which requires more parking spaces.
- A special land use request.
- A Planned Unit Development (PUD).

2. *Where do I apply to have my site plan reviewed?*

You may pick up a site plan review application from the City Clerk located in City Hall at 201 East State Street.

Once you complete the application, you must return it to the City Clerk's office so it can be placed on the planning Commission agenda.

3. *When does the application have to be turned in to be reviewed by the Planning Commission?*

You must turn in your application to the City Clerk at least two weeks before the monthly Planning Commission meeting which is on the first Monday of each month. The attached Planning Commission schedule lists the meeting dates and the application deadline.

The Commission meets at 7:00 p.m. in the City Council Chambers at Hastings City Hall.

NOTE: If your site plan is part of a request for a Special Land Use, Planned Unit Development or other activity requiring a public hearing, the site plan must be submitted by the deadline published in this application for placement on the Planning Commission agenda. The Planning Commission will schedule a public hearing for the following month's Planning Commission meeting to solicit public comment for the site plan review process.

Please check with the city staff for the due date for material submittal. If the site plan is not provided by the due date, the public hearing will not be noticed in the newspaper and the project will not be placed on the Planning Commission agenda.

4. *What is needed to apply?*

- Complete the application form.
- Payment of a fee.
- Fifteen copies of your site plan .

5. *What does the site plan need to show?*

The attached checklist contains the information to be shown on the site plan. The plan must be drawn to scale and neatly prepared on a sheet large enough to show all the required information - usually 24" by 36".

6. *Does the site plan always need to show all of this information?*

City Staff may not require all this information to be shown on the plan if the information is not relevant to the project. However, if the plan does not contain enough information for proper review by the Planning Commission, City Staff has the authority to reject a site plan and not place it on the Planning Commission agenda

7. *Can a site plan which is considered deficient by City Staff be sent to the Commission if I want the Commission to review it?*

A plan which is rejected by City Staff may still be sent to the Planning Commission if the applicant requests, but it will likely be tabled until the missing information can be added.

A site plan which contains all of the pertinent information on the site plan checklist will enable the Planning Commission to have a better understanding of the project and ensure a faster review time.

8. *Can I discuss my plans with the Planning Commission before I formally submit an application?*

Yes, you may meet with the Planning Commission for an "unofficial review" of your plan. There is no fee for this meeting but you must ask the City Clerk, one week in advance, to put you on the Planning Commission agenda. This meeting will give you a chance to present your plans and receive feedback from the Commission.

The comments you receive from the Commission are unofficial and do not mean that your plan has been approved or denied. You must still submit an application before the Commission will formally consider your plan.

9. *What happens once I formally submit an application and site plan?*

- a. The City Clerk sends your application and site plan to the City Staff for a technical review. The Hastings City Planner, City Fire Chief, City Police Chief and City Assessor may also review the site plan. The plan is reviewed to see if it complies with the site plan review checklist and other requirements of the City Zoning Ordinance.
- b. A report is prepared for the Planning Commission by each person who reviews the plan.
A copy is sent to the applicant.

- c. **The applicant or their representative must then attend the Planning Commission meeting to present the plan.**
- d. **The Commission may approve the plan, deny the plan, or approve it subject to certain conditions such as corrections being made to comply with City ordinances.**
- e. **Following the Planning Commission meeting, the applicant or their representatives must make any corrections to the plan required by the Commission and re-submit it to City Staff who will check it for compliance with the recommendations of the Planning Commission.**
- f. **Three copies of the corrected plan are then stamped as approved and signed by the appropriate City Department heads. One copy is kept by the applicant, one is sent to the City Building Inspector, and one is kept on file with the City Clerk.**

10. *How do I obtain a building permit once my site plan is approved?*

Once the site plan is signed you may apply for a building permit from the City Building Inspector.

11. *How soon must I build my project after the site plan is approved?*

The project must be under construction within one year of the date of final site plan approval. If it is not, the Commission may grant a 60 day extension if the applicant presents evidence of why the project has not been built.

12. *How long does the Commission have to review my plan?*

The Commission must finish its review within 60 days of receiving all required information. Usually the Commission is able to review the plan and make a decision at its first meeting when the final site plan is presented.

13. *What if I cannot comply with a Zoning Ordinance Regulation?*

You may request a variance from a zoning regulation by applying to the Zoning Board of Appeals. The application for a variance must be made to the City Clerk.

If you need to apply for a variance, you should do so after City Staff has reviewed the plan. This review will note regulations which are not complied with on the site plan. The applicant must then decide if the plan can be corrected to comply with the Ordinance or to request a variance.

The Planning Commission will be aware of the variance request when it reviews the plan. If the Commission decides to approve the site plan, it can make its approval dependent upon the variance being approved by the Zoning Board of Appeals.

If the Variance is not approved, the applicant will need to revise the site plan so it meets the Zoning Ordinance regulation. If this cannot be done, the site plan cannot be approved and a building permit cannot be issued.

Sec. 90-130. - Site plan content.

Each site plan submitted for official review under this article shall be drawn at a scale of 1" = 200' or less. The site plan shall contain the following information unless the building inspector or director of public services determines that certain items are not necessary or relevant in reviewing the site plan:

- (1) A vicinity map illustrating the location of the site within the city.
- (2) Date the site plan was prepared.
- (3) Name and address of the preparer.
- (4) North arrow.
- (5) Legal description of the property.
- (6) Property lines, dimensions, and building setback distances and all structures and lot lines within 100 feet of the site.
- (7) Existing and proposed contour elevations at a minimum of five-foot intervals on the site and to a distance of ten feet outside the boundary lines of the site.
- (8) Direction of stormwater drainage and how stormwater runoff will be handled.
- (9) Location of existing and proposed buildings, their intended use, the length, width and height of each building, and the square footage of each building.
- (10) Location of abutting streets, rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and driveways within 100 feet on either side of the site.
- (11) Location and size of all water and sanitary sewer lines and storm drainage lines as well as fire hydrants and catch basins, and location of septic tanks and drainfields, and utility easements.
- (12) Location of all sidewalks, bike paths, and other walkways.
- (13) Location and size of any existing and proposed walls, fences or other screening provisions.
- (14) Location of all proposed landscape materials, including size and type of planting.
- (15) Location of all proposed accessory structures, including lightpoles or fixtures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas and signs.
- (16) Proposed parking areas and access drives showing number and size of spaces and aisles, loading areas, and handicapped access ramps. Also note method of surfacing such areas.



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Site Plan Check List

A site plan submitted for review by the Hastings Planning Commission must contain the following items unless the Building Inspector or Director of Public Services determines such items are not needed on the plan.

- Scale (not more than 1" – 200 ft.)
- A vicinity map
- Date site plan was prepared
- Name and address of preparer
- North arrow
- Legal description
- Property lines and dimensions
- Building setback distances
- All structures and lot lines within one hundred (100) feet of the site
- Existing and proposed topographic elevations at five (5) foot intervals on the site
- Existing and proposed topographic elevations a distance of ten (10) feet outside the boundary lines of the site
- Direction of storm water drainage and how storm water runoff will be handled
- Location of existing buildings
- Location of proposed buildings
- Intended use of proposed buildings
- Length of proposed buildings
- Width of proposed buildings
- Height of proposed buildings
- Square footage of proposed buildings
- First floor elevation of each building
- Location of abutting streets
- Location of rights-of-way
- Location of service drives
- Location of curb cuts
- Location of access easements serving the site
- Location of driveways opposite the site
- Location of driveways within one hundred (100) feet on either side of the site
- Location and size of all water lines
- Location and size of sanitary sewer lines
- Location and size of storm drainage lines
- Location of fire hydrants
- Location of catch basins
- Location of septic tanks and drain fields
- Location of utility easements
- Location of sidewalks
- Location of bike paths
- Location of other walkways
- Location and size of any walls, fences or other screening provisions
- Location of all proposed landscape materials, including size and type of planting
- Location of all proposed accessory structures
- Location of all light poles or fixtures
- Location of all flagpoles
- Location of all storage sheds
- Location of all transformers
- Location of all dumpsters or trash removal areas or devices. Dumpsters must be screened.
- Location of all signs
- Location of all existing and proposed utility poles
- Location of proposed parking areas & access drives
- Number of parking spaces and aisles
- Dimensions of spaces and aisles
- Location of parking blocks, landscape, timbers, etc.
- Location of loading areas
- Location of parking islands
- Location of handicapped spaces and access ramps
- Type of parking lot surface
- Location of curbs
- Location and type of significant existing vegetation
- Location and type of significant existing water courses
- Location and type of significant existing water bodies
- Location and type of significant existing county or city drains and manmade surface drainage ways
- Location of 100-year floodplains
- Location of existing wetlands
- Vegetation which is to be retained on the site must be illustrated
- Zoning on adjacent properties
- Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials



BEWARE OF IMPERSONATION SCAMS!

Be aware of Planning and Zoning scam emails

The City of Hastings is warning business owners and those filing Planning and Zoning applications to be aware of ongoing email scams impersonating our Planning and Zoning Department.

Fraudulent emails using fake lookalike web addresses (such as planning.hastings.mi@usa.com) and/or including names of actual planning commission members or city staff, requesting immediate wire transfers.

Please note:

- The City of Hastings NEVER requests wire transfers for planning or permit fees
- Official city emails always come from emails ending in @hastingsmi.gov
- If you are unsure about an email or invoice, do not reply or send money. Call the City of Hastings Community Development Director, (269) 945-2468 to verify.