

Site Plan Information Checklist

Location/Address	
Project Name/Applicant	
Site Plan Date	



E. Cover Page Information 1. Applicant's Name 2. Name of the Development 3. Preparer's name and professional seal of architect, engineer, surveyor, or landscape architect indicating license in the State of Michigan. 4. Date of preparation and revision dates. 5. North arrow. 6. Property lines and dimensions. 7. Complete and current legal description and size of property in acres. 8. Small location sketch of sufficient size and scale to determine the site's location within the City. 9. Note on each plan sheet stating. "Not to Be Used as Construction Drawings." F. Site Plan Sheet 1. Zoning and current land use of applicant's property and all albutting properties and all albutting properties and all albutting properties and within one hundred (100) feet of the site's property lines. 2. Lot lines and all structures on the property and within one hundred (100) feet of the site's property lines. 3. Location of any vehicle access points on both sides of the street within one hundred (100) feet of the site is proposed. 4. Existing buildings and any public or private easements, noting those which will remain, and which are to be removed. 5. Layout and typical dimensions of proposed buildings and structures, uses with the acreage allotted to each use; for residential developments, the number, type, and density of proposed, identification of the acreas included in each phase. 6. Elevations showing height, materials, and colors for all proposed structures, including any residential units, shall be provided, and considered part of the approved site plan: the building elevations must show all rooftop mechanical units along with the proposed method of screening. 7. Building footprints, setbacks, typical floor plans, and a sketch of any ground mounted equipment to scale along with required screening. 8. Proposed to coverage percentage and					
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Sec. 5.7 Site Plan Review	Yes	No	N/A	Comment
Existing and proposed locations of utility				
services (with sizes), including storm drainage,				
retention or detention ponds, fire hydrants, and				
any public or private easements; notes shall be				
provided clearly indicating which existing services				
will remain and which will be removed.				
10. Locations of all natural, historical, and				
architectural features; natural features shall				
include all woodlands, trees non-EGLE regulated				
wetlands, lakes, rivers, drainageways, topography,				
etc.				
11. Location(s) of any EGLE- regulated wetland,				
including submission of a wetland delineation by a				
qualified wetland consultant, and indication of the				
status of application for an EGLE wetland permit or				
copy of permit received including description of				
any wetland mitigation required; and location of				
other non-regulated wetland areas over two (2)				
contiguous acres. 12. Location(s) of all properties within the				
Floodplain.				
13. Location and method of screening for all waste				
receptacles.				
14. Location and dimensions of parking lots and				
spaces, and loading/unloading areas (including				
vehicle pathway to access loading area), and				
calculations.				
15. Details of exterior lighting including locations,				
height, method of shielding; and a photometric grid				
overlaid on the proposed site plan indicating the				
overall light intensity throughout the site (in				
footcandles).				
16. Size, type, and location of proposed				
identification signs including: a) Location, type,				
height, and method of lighting for identification				
signs				
b) Location and type of any directional or				
regulatory/traffic control signs				
c) Details of site circulation and access design.				
g. Landscape Plan indicating proposed plant				
locations with common plant name, number, and				
size in caliper at installation. Berms, retaining walls				
or fences shall be shown with elevations from the				
surrounding average grade.				
h. Grading Plans showing existing and proposed				
topography within 50 feet beyond the site, general				
description of grades within 100 feet, and				
stormwater runoff information.				
i. Stormwater Management Plan including general				
description, location, pre and post site				
development, runoff calculations, and any state				
permits if required.				
j. Any additional information required by the				
Planning Commission.				