



Site Plan Information Checklist



Location/Address	
Project Name/Applicant	
Site Plan Date	

Sec. 5.7 Site Plan Review	Yes	No	N/A	Comment
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 abutting properties and of properties across any public or private street from the site.				
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 along streets where vehicle access to 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 lots, footprints and dimensions of proposed buildings and structures; uses with the acreage allotted to each use; for residential developments, the number, type, and density of proposed housing units; if a multi-phase development is proposed, identification of the areas 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 lot coverage percentage and impervious surface percentage.				

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9. 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.				