

## SITE PLAN REVIEW APPLICATION

**City of Imlay City  
150 North Main Street  
Imlay City, MI 48444  
(810) 724-2135 Fax (810) 724-1861**

<b>SUBMITTAL DATES</b>	<b>PLANNING COMMISSION MEETING DATES</b>
<b>December 29, 2021</b>	<b>January 25, 2022</b>
<b>January 26, 2022</b>	<b>February 22, 2022</b>
<b>February 23, 2022</b>	<b>March 22, 2022</b>
<b>March 23, 2022</b>	<b>April 26, 2022</b>
<b>April 27, 2022</b>	<b>May 24, 2022</b>
<b>May 25, 2022</b>	<b>June 28, 2022</b>
<b>June 29, 2022</b>	<b>July 26, 2022</b>
<b>July 27, 2022</b>	<b>August 23, 2022</b>
<b>August 24, 2022</b>	<b>September 27, 2022</b>
<b>September 28, 2022</b>	<b>October 25, 2022</b>
<b>October 26, 2022</b>	<b>November 22, 2022</b>
<b>NO Meeting in December</b>	<b>NO Meeting in December</b>
<b>December 28, 2022</b>	<b>January 24, 2023</b>

**The Planning Commission meets on the 4th Tuesday of each month on an as needed basis. The meetings will begin at 6:00 P.M. unless otherwise noted and are held at Imlay City, 150 North Main Street.**

**Applications will be accepted for Planning Commission review until 4:30 P.M. on the submittal deadline date. Incomplete applications will be refused.**

# Fee Schedule

## 1. Site Plan Review (All Acreage Figures Are Rounded Up)

Multi-Family	\$405 plus \$4.00 per unit
Cluster Housing Development	\$440 plus \$7.00 per unit
Commercial, Office Service Dev.	\$520 plus \$45.00 per acre or fraction there of
Mobile Home Park	\$520 plus \$4.00 per mobile home
Industrial Development	\$470 plus \$45.00 per acre or fraction there of
Institutional & Public/Semi Dev.	\$430 plus \$45.00 per acre or fraction there of
Sign Review (if separate from site plan)	\$250.00

The above fees are for all applications requiring site plan approval, an additional application is required if any of the above uses require Special or Conditional Land Use reviews and/or approval at a cost of \$415.00. The application fee shall be the higher of the two application fees.

**Engineering, Planning or Legal Fees will be charged on an hourly basis beyond applicant fees.**

2. Rezoning	\$450 plus \$5.00 per acre or fraction there of
3. Variances	\$275 per variance
4. Subdivision Review (Plat Review)	
a.) Preliminary Plat Review	\$390.00 plus \$4.00 per lot
for Tentative Approval for Final Approval	\$285.00 plus \$2.00 per lot
5. Condominium Review	
a.) Preliminary Review	\$390.00 plus \$4.00 per lot
b.) Final Approval Review	\$285.00 plus \$2.00 per lot

Note: An additional fee of \$165.00 shall be charged for each review, which includes land development under the Michigan Condominium Act as amended for master deed review.

6. Special Meetings Fee	\$100.00 (The Board must agree to meet at that time or the fee will be refunded.)
7. Lot Splits Review	\$200.00 plus \$25.0 per resulting lot

**THIS APPLICATION SHALL BE**

**IMLAY CITY FILED BY THE LEGAL**

**SITE PLAN**

**APPLICATION OWNER OF THE PROPERTY**

SITE PLAN FEE: \_\_\_\_\_

(RETURN TO CITY OFFICE)

**1. PROJECT NAME** \_\_\_\_\_

**2. LOCATION OF PROPERTY**

**ADDRESS** \_\_\_\_\_

**PARCEL PROPERTY ID#** \_\_\_\_\_

**CROSS STREETS** \_\_\_\_\_

**3. IDENTIFICATION**

**APPLICANT** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**INTEREST IN PROPERTY**

**PROPERTY OWNER**    **OTHER (SPECIFY)** \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**PREPARER OF  
SITE PLAN** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

4. PROPERTY INFORMATION	
ZONING DISTRICT _____	AREA _____ WIDTH _____
CURRENT USE _____	
<b>PROPOSED USE</b> <input type="checkbox"/> Residential                      Number of Units _____ <input type="checkbox"/> Office                                      Gross Floor Area _____ <input type="checkbox"/> Business                                      Gross Floor Area _____ <input type="checkbox"/> Industrial                                      Gross Floor Area _____ <input type="checkbox"/> Community Service                      Gross Floor Area _____ <input type="checkbox"/> Other _____                      Gross Floor Area _____	

I, \_\_\_\_\_ (applicant), do hereby swear that the above statements are true.

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Signature of Property Owner                      Date

I, \_\_\_\_\_ (property owner), hereby give permission for Imlay City officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

# IMLAY CITY SITE PLAN CHECKLIST

(RETURN WITH APPLICATION  
TO CITY OFFICE)

This checklist is intended to provide the applicant with a simplified outline of pertinent items that should be addressed as part of a site plan submission. This checklist is not a substitute for the provisions outlined in the Zoning Ordinance.

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
Proof of ownership				
Name, address of developer or applicant				
Legal Description				
Location Map				
Project Name				
Note on drawing indicating "not to be used as a construction drawing"				
Drawing signed and sealed by design professional				
Scale no smaller than 1" = 20' (20 acres or less) or 1" = 50' (greater than 20 acres)				
Legend, including north arrow, scale, date, name and address of preparer				
15 copies of the Plan				
Revision dates shown				
Area of the subject parcel in acres or if less than 1 acre, square feet				
Zoning Classification and current land use of subject parcel and surrounding properties				

<b>REQUIREMENT</b>	<b>PROVIDED</b>	<b>NOT PROVIDED</b>	<b>N/A</b>	<b>COMMENTS</b>
Existing features, lot lines, and all structures within 100 feet of the site				
Footprints and dimensions of proposed structure				
Required and provided building setbacks				
Density calculations for residential including unit type				
Building elevations including material and color samples				
Location of driveways within 100' of the site on both sides of the street				
Existing and proposed topography at 2 foot contour intervals on site and within 50 feet of site				
Grading Plan including limits of grading and location of proposed finished grade elevations				
Natural features including wood lots, streams, rivers, wetlands, unstable soils and similar features				
Location of all trees 6 inch diameter or greater				
Landscape Plan including proposed plant locations with common plant name, number, and size in caliper inches at installation				
Fences, walls, and berms				
Location, use and size of open spaces				
Location, size and number of parking spaces				
Loading/unloading areas				

<b>REQUIREMENT</b>	<b>PROVIDED</b>	<b>NOT PROVIDED</b>	<b>N/A</b>	<b>COMMENTS</b>
Lighting Plan including fixture type (specification sheet), location and height				
Location and method of screening for all refuse storage stations/dumpsters				
Location and details of existing and proposed signs				
Description and location of storm water management system				
Utility easements and locations				