

SITE PLAN REVIEW APPLICATION

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

THIS APPLICATION SHALL BE FILED BY THE LEGAL OWNER OF THE PROPERTY

SUBMITTAL DATES	PLANNING COMMISSION MEETING DATES
December 28, 2022	January 24, 2023
January 25, 2023	February 28, 2023
March 01, 2023	March 28, 2023
March 29, 2023	April 25, 2023
April 26, 2023	May 23, 2023
May 24, 2023	June 27, 2023
June 28, 2023	July 25, 2023
July 26, 2023	August 22, 2023
August 23, 2023	September 26, 2023
September 27, 2023	October 24, 2023
October 25, 2023	November 28, 2023
NO Meeting in December	NO Meeting in December
December 27, 2023	January 23, 2024

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 thereof
Mobile Home Park	\$520 plus \$4.00 per mobile home
Industrial Development	\$470 plus \$45.00 per acre or fraction thereof
Institutional & Public/Semi Dev.	\$430 plus \$45.00 per acre or fraction thereof
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.

A Deposit of \$10,000 may also be required before plans will be reviewed for these services.

2. Rezoning	\$450 plus \$5.00 per acre or fraction thereof
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 \$25.00 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 _____ Email: _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

INTEREST IN PROPERTY

PROPERTY OWNER **OTHER (SPECIFY) _____**

PROPERTY OWNER _____

ADDRESS _____ Email: _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

**PREPARER OF
SITE PLAN**

ADDRESS _____ Email: _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

4. PROPERTY INFORMATION	
ZONING DISTRICT _____	AREA _____ WIDTH _____
CURRENT USE _____	
PROPOSED USE	
<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 Inlay 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				

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
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				

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
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				