

## 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 28, 2020</b>	<b>January 26, 2021</b>
<b>January 27, 2021</b>	<b>February 23, 2021</b>
<b>February 24, 2021</b>	<b>March 23, 2021</b>
<b>March 24, 2021</b>	<b>April 27, 2021</b>
<b>April 28, 2021</b>	<b>May 25, 2021</b>
<b>May 26, 2021</b>	<b>June 22, 2021</b>
<b>June 23, 2021</b>	<b>July 27, 2021</b>
<b>July 28, 2021</b>	<b>August 24, 2021</b>
<b>August 25, 2021</b>	<b>September 28, 2021</b>
<b>September 29, 2021</b>	<b>October 26, 2021</b>
<b>October 27, 2021</b>	<b>November 23, 2021</b>
<b>November 24, 2021</b>	<b>December 28, 2021</b>
<b>December 29, 2021</b>	<b>January 25, 2022</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*  
(RETURN TO CITY OFFICE)

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

**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 \_\_\_\_\_

**PROPOSED USE**

- Residential                      Number of Units \_\_\_\_\_
- Office                                  Gross Floor Area \_\_\_\_\_
- Business                              Gross Floor Area \_\_\_\_\_
- Industrial                              Gross Floor Area \_\_\_\_\_
- Community Service              Gross Floor Area \_\_\_\_\_
- 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.

<b>REQUIREMENT</b>	<b>PROVIDED</b>	<b>NOT PROVIDED</b>	<b>N/A</b>	<b>COMMENTS</b>
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				

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				