

Site Plan Review Checklist

1. Name and address of applicant
2. Legal description of the property under review
3. Area of subject parcel of land in acres or square feet
4. Present zoning classification of the subject parcel
5. General description of the proposed development
6. Site plan drawn at appropriate scale 1" : 50' @ 3 acres or 1" : 100' over 3 acres
7. Site plan legend, north arrow, scale, date, name and address of preparer of site plan.
8. Lot lines, dimensions, angles, and size to correlate with legal description.
9. Vicinity map to locate site.
10. Location of buildings with finish floor grades.
11. Size of main and accessory buildings.
12. Show all existing buildings on the site.
13. Height of all buildings and square footage of floor areas.
14. Density schedule for multi-family developments showing dwelling units per acre, type of units and total number of units.
15. Existing and proposed streets, driveways, sidewalks and other vehicle and pedestrian circulation on and adjacent to the site. All removal/demolition sheets are to be shown on separate sheets from new/proposed construction.
16. Location and size of all parking spaces, any required parking wheel stops, service drives, delivery and loading areas.
17. Open space location, landscaping, screening, fencing, wells, topography changes, other natural features.
18. Impact on adjacent property shown, adjacent structures, drives, and parking within 100'.
19. On site lighting, drive accesses, sidewalk, signage and landscaping.

For questions on the following items, please contact the Engineering Department at 989-759-1410.

- ___ 20. Topography of site at 2' contours.
- ___ 21. Surface water drainage and grading plan, and any plans for storm water retention.
- ___ 22. Drainage calculations including impervious calculations and proposed ten year event run-off calculations, including proposed retention.
- ___ 23. Water and sewer and other public utility connections and proposed utilities, including proposed material, structure details, and rim and invert elevations of all structures.
- ___ 24. If on a state highway, approval from MDOT-Apply before submitting site plan.
- ___ 25. Distinguish between permeable and non-permeable ground
- ___ 26. Location of existing drainage courses, floodplains, lakes and streams, with elevations.
- ___ 27. Typical cross-section of proposed roads, parking lots, sidewalks and driveways.
- ___ 28. Curb, sidewalk, and driveway details.