



Detailed Site Plan Review checklist

Application requirements for a detailed site plan. A detailed site plan shall contain at a minimum the following information:

- 1. Applicant's name, address, telephone number, and signature;
- 2. Property owner's name, address, telephone number, and signature;
- 3. Parcel identification number of subject parcel;
- 4. Street address of the subject parcel of land;
- 5. Legal description of the subject parcel of land;
- 6. Present zoning classification of subject parcel and adjacent parcels and, when applicable, parcels across rights-of-way;
- 7. Present and proposed land use(s) for subject parcel;
- 8. A vicinity map showing the subject parcel in relation to the surrounding area with sufficient detail;
- 9. Applicant's statement demonstrating compatibility with surrounding uses;
- 10. Statements regarding the project impacts on existing infrastructure (including traffic circulation patterns and local traffic volumes, schools, and existing utilities), emergency service requirements, and on the natural environment on and adjacent to the site;
- 11. A scaled drawing of the site (minimum 1" for every 50'), including property lines, setbacks, and area of the subject parcel of land stated in acres or, if less than 1 acre, in square feet.
- 12. Location of public and private rights-of-way and easements within and contiguous to the proposed development, which will be continued, created, relocated, abandoned, including grades and type of construction of those upon the site;
- 13. Topography of the existing site and its relationship to adjoining properties shown at a 1-foot contour interval;
- 14. Itemization of existing manmade and natural features including buildings, trees, water bodies, wetlands and the like.
- 15. The location, height, distance between, and square footage of existing and proposed main and accessory buildings, and other existing structures;
- 16. Building elevations and detailed floor plans;

- 17. Percentage of land covered by buildings and impervious surfaces and that which is reserved for open space;
- 18. Dwelling unit density (where applicable), including number of units and composition;
- 19. Proposed and existing roads (public and private), access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site;
- 20. Location and dimensions of curb cuts, acceleration/deceleration and passing lane (when required);
- 21. Parking plan (when required), including the number of required spaces, actual spaces to be provided, number and location of ADA accessible parking spaces, loading/unloading service areas;
- 22. Location of water supply lines, and the location and design of storm sewers, retention or detention ponds, waste water/sanitary sewer lines, clean out locations, connection points and treatment systems;
- 23. Proposed earth changes shown at a 1-foot contour interval;
- 24. Sidewalks; fence location, materials, and elevations; dumpster location and materials and elevations of dumpster screening and landscaping;
- 25. Location size, and specifications of all signs and advertising features, including cross sections;
- 26. Locations of exterior lighting with the area of illumination illustrated as well as the type of fixture and shielding to be used;
- 27. Snow storage or snow management plan;
- 28. Location of fire hydrants and emergency vehicle access plan;
- 29. Any additional material and/or information necessary to evaluate the impact of the project upon adjacent properties and the general public, as may be requested by the Zoning Administrator or Planning Commission;
- 30. All necessary approvals from agencies such as soil erosion, health department, fire department, department of public works (DPW). Michigan Department of Transportation (MDOT) and the like;
- 31. North arrow and date of original submittal and last revision;
- 32. Name, address, and phone number of the preparer of the plans;
- 33. Seal or certification of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan.