



Basic Site Plan Review Checklist

Application requirements for a basic site plan. A basic 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. Present zoning classification of subject parcel;
- ☐ 6. Present and proposed land use(s) for subject parcel;
- ☐ 7. Property lines, setbacks, and parcel sizes;
- ☐ 8. 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;
- ☐ 9. Itemization of existing manmade and natural features including buildings, trees, water bodies, wetlands and the like;
- ☐ 10. The location, height, distance between, and square footage of existing and proposed main and accessory buildings, and other existing structures;
- ☐ 11. 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;
- ☐ 12. Location and dimensions of driveways;
- ☐ 13. 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;
- ☐ 14. 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;
- ☐ 15. North arrow and date of original submittal and last revision; and
- ☐ 16. Name, address, and phone number of the preparer of the plans.