

**CITY OF KEEGO HARBOR SITE PLAN REVIEW CHECKLIST  
(TO BE COMPLETED BY CITY STAFF)**

<b>ADMINISTRATIVE SKETCH PLAN</b>	<input type="checkbox"/>
<b>PRELIMINARY SITE PLAN</b>	<input type="checkbox"/>
<b>FINAL SITE PLAN</b>	<input type="checkbox"/>

DATE: \_\_\_\_\_

<b>SKETCH PLAN REQUIREMENTS (Section 16.06.b.4)</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENT</b>
1.	Details of the proposed changes to the use or structure in question				
2.	Proprietors', applicants', & owners' names, address & telephone numbers				
3.	Location map with north point indicated				
4.	Locations of existing landscaping, lighting, parking, if applicable				
5.	Gross acreage and building figures				
6.	Zoning Classification of petitioners' parcel & all abutting parcels				
7.	An inspection of the site by both the Building Inspector & Fire Chief to ensure compliance with applicable building & fire codes. Documentation of an inspection shall be given to the Zoning Administrator.				

<b>PRELIMINARY PLAN REQUIREMENTS (Section 16.06.c.2)</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENT</b>
a.	Property owner & applicant name & address				
b.	Scale, north arrow, & date of plan				
c.	Location, description, dimensions, & area of the site; zoning classification; and, demonstration of compliance with lot area, width, coverage & setback requirements				
d.	General topography & soils information & existing natural & manmade features to be retained or removed				
e.	Use, location & dimensions of proposed buildings/structures; including floor area, number of floors, height, number & type of dwelling units (where applicable)				
f.	Proposed streets/drives; including general alignment, right-of-way, surface type, & width, based on ordinance requirements for proposed use				
g.	Proposed parking; including location & dimensions of spaces & aisles, & surface type				
h.	Demonstration that all barrier free requirements have been met				
i.	Adjacent land uses, property owners, & zoning & location of adjacent buildings & drives/streets				
j.	Proposed phasing				
k.	Location and width of any easements on the site				

<b>FINAL PLAN REQUIREMENTS (Section 16.06.d.2)</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENT</b>
<u>General Information</u>					
a.	Proprietors', applicants', & owners' names, addresses & telephone numbers				
b.	Date of preparation, including revisions				
c.	Scale				

d.	Northpoint				
e.	Location map drawn at scale of 1"=2,000' with north point indicated				
f.	Architect, Engineer, Surveyor, Landscape Architect, or Planner's seal & signature				
g.	Existing & proposed lot lines, building or structures, parking areas, drives, etc., on the parcel & within 100 feet of the site				
h.	Centerline & existing & proposed right-of-way lines of any street				
i.	Zoning classification of petitioner's parcel & all abutting parcels				
j.	Gross acreage figure				

Physical Features

a.	Acceleration, deceleration and passing lanes and approaches.				
b.	Proposed locations of access drives, street intersections, driveway locations, sidewalks, and curbing				
c.	Location of all existing and proposed service facilities above and below ground, including Chemical and fuel storage tanks and containers; water supply facilities; sanitary sewage disposal facilities; storm water control facilities and structures; and location of all easements.				
d.	Location of all structures with setback, yard dimensions and gross area.				
e.	Dimensioned parking spaces and parking and loading calculations, drives type of surfacing and on-site circulation patterns.				
f.	Details of barrier free parking, access and similar site features.				
g.	Dimensioned floor plans, elevations, and proposed construction materials of all proposed buildings on the site.				
h.	Proposed site lighting information.				
i.	Location and description of all existing and proposed landscaping, berms, fencing and screening walls.				
j.	Trash receptacle pad location, size and method of screening.				
k.	Transformer pad location and method of screening.				
l.	Dedicated road or service drive locations.				
m.	Entrance details including sign locations, types and size.				
n.	Designation of fire lanes.				
o.	Any other pertinent physical features.				

Natural Features

a.	Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service, Soil Survey of Oakland County, Michigan.				
b.	Existing topography with a maximum contour interval of two (2) feet. Areas with slopes greater than ten percent (10%) (one (1) foot of vertical elevation for every ten (10) feet of horizontal distance) shall be delineated. Topography on the site and beyond the site for a distance of one hundred (100) feet in all directions shall also be indicated.				

c.	Grading plan, showing finished contours at a maximum interval of one (1) foot, correlated with existing contours so as to clearly indicate required cutting, filling and grading.				
d.	Location of existing drainage courses and associated bodies of water, on and off site, and their elevations.				
e.	Location, size and type of all single trees having a diameter breast height (d.b.h.) of four (4) inches or greater. Wooded areas shall be delineated by symbolic lines tracing the spread of the outermost branches and shall be described as the general sizes and kinds of trees contained.				
f.	Keyed plan outlining soil erosion and sedimentation measures to be provided.				

**Additional Requirements for Residential Developments**

a.	Density calculations by type of unit by bedroom count.				
b.	Designation of units by type and number of units in each building.				
c.	Carport locations and details where proposed.				
d.	Specific amount, location and type of recreation spaces.				
e.	Number and location of visitor parking spaces to be provided.				

**Additional Requirements for Commercial and Industrial Developments**

a.	Loading/Unloading areas.				
b.	Gross floor area.				
c.	Number of employees in peak usage.				

**COMMENTS**

---



---



---



---



---



---



---

**CHECKLIST COMPLETED BY:**

SIGNATURE

NAME

TITLE