

Site Plan Checklist

Description:

The Site Plan is the most formal type of project review. A project that requires site plan submission will be evaluated on if it meets the requirements as listed in the zoning ordinance (Article 16 Administration and Enforcement, Section 16.06: Site Plan Review).

Review Team:

Planning Commission, City Planner, Building Official, City Fire Marshall

Deadline and Meeting Requirement:

Must be submitted to the Building and Planning Department at least one month prior to the next Planning Commission meeting. The applicant or a representative must attend the meeting. See a schedule of deadlines on the Planning Department webpage.

Site Plan Submission Requirements:

- 1) A complete signed application and paid fee.
- 2) A complete Site Plan Review checklist.
- 3) One paper 24" x 36" copy and one single pdf copy mailed to wclufetos@keegoharbor.org.
- 4) All Plans must be folded, stamped, sealed, and signed by Michigan licensed architect, engineer, or land surveyor as well as drawn to engineer scale.
 - a) Scale for properties less than 3 acres = No greater than 1" = 50'
 - b) Scale for properties greater than or equal to 3 acres = No greater than 1" = 100'

Checklist Requirements:

The Site Plan Professional must complete this checklist and submit with the application. You must **provide the sheet number for all items within the checklist** as a verification that the Site Plan submission is complete. If an item is omitted from the Site Plan submission, **then mark the reasoning in the N/A column.**

GENERAL INFORMATION

Requirements	Submitted Sheet #	N/A	City
Proprietors', applicants', and owners' names, addresses and telephone numbers.			
Date of preparation, including revisions.			
Scale.			
Northpoint.			
Location map drawn at a scale of 1" = 2,000' with north point indicated.			
Architect, Engineer, Surveyor, Landscape Architect, or Planner's seal and signature.			
Existing and proposed lot lines, building or structures, parking areas, drives, etc., on the parcel and within one hundred (100) feet of the site.			
Centerline and existing and proposed right-of-way lines of any street.			
Zoning classification of petitioner's parcel and all abutting parcels.			
Gross acreage figure.			

PHYSICAL FEATURES

Requirements*	Submitted Sheet #	N/A	City
*See General Provisions Article 15 for more requirements			
Acceleration, deceleration and passing lanes and approaches.			
Proposed locations of access drives, street intersections, driveway locations, sidewalks, and curbing (15.25, 15.26).			
Location of existing and proposed service facilities above and below ground, including: <ul style="list-style-type: none"> a) Chemical and fuel storage tanks and containers. b) Water supply facilities. c) Sanitary sewage disposal facilities. d) Storm water control facilities and structures. e) Location of all easements. 			
Location of all structures with setback, yard dimensions and gross area.			
Dimensioned parking spaces and parking and loading calculations, drives type of surfacing and on-site circulation patterns.			
Details of barrier free parking, access and similar site features.			
Dimensioned floor plans, elevations, and proposed construction materials of all proposed buildings on the site.			

Building Height (15.09-15.10)			
Proposed site lighting information (15.01)			
Location and description of all existing and proposed landscaping, berms, fencing and screening walls (15.04, 15.12, 15.23)			
Trash receptacle pad location, size and method of screening (15.27).			
Transformer pad location and method of screening.			
Dedicated road or service drive locations.			
Entrance details including sign locations, types and size.			
Designation of fire lanes.			
Clear vision triangle (15.03).			
Any other pertinent physical features.			

NATURAL FEATURES

Requirements	Submitted Sheet #	N/A	City
Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service, Soil Survey of Oakland County, Michigan.			
Existing topography with a maximum contour interval of two (2) feet. Areas with slopes greater than ten (10) percent (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.			
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.			
Location of existing drainage courses and associated bodies of water, on and off site, and their elevations. The location of existing wetlands and flood plains shall be included.			
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.			
Keyed plan outlining soil erosion and sedimentation measures to be provided.			



ADDITIONAL RESIDENTIAL DEVELOPMENT REQUIREMENTS

Requirements	Submitted Sheet #	N/A	City
Density calculations by type of unit by bedroom counts.			
Designation of units by type and number of units in each building.			
Carport locations and details where proposed.			
Specific amount, location and type of recreation spaces.			
Number and location of visitor parking spaces to be provided.			
Waterfront Yards (15.15).			

ADDITIONAL COMMERCIAL AND INDUSTRIAL DEVELOPMENT REQUIREMENTS

Requirements	Submitted Sheet #	N/A	City
Loading/unloading areas.			
Gross floor area.			
Number of employees in peak usage.			
Commercial architectural standards (15.05).			